



Hospitality & Facility Management Services

CIN : L74930MH2006PLC159290

ISO 9001 : 2008
ISO 14001 : 2004
OHSAS 18001 : 2007

OUR SERVICES :

- + Housekeeping Mgmt.
- + Guest House Mgmt.
- + Property Mgmt.
- + Pest Control Mgmt.
- + Front Office Mgmt.
- + Gardening Mgmt.
- + Building Maintenance Mgmt.
- + Catering / Pantry Mgmt.

"YOUR IMAGE IS OUR BUSINESS"

Date: August 28, 2025

To,
The Listing Compliance Department
National Stock Exchange of India Limited
Exchange Plaza, Bandra Kurla Complex
Bandra (E), Mumbai - 400051
Maharashtra, India

Company Trading Symbol: **KHFM**
ISIN: **INE00UG01014**

Subject: Intimation under Regulation 30 of SEBI (LODR) Regulations, 2015 – Notice of 19th Annual General Meeting

Dear Sir/Madam,

Pursuant to Regulation 30 read with Schedule III, Part A, of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we wish to inform you that the 19th Annual General Meeting ("AGM") of the Company is scheduled to be held on **Friday, September 26, 2025, from 4:00 p.m. (IST) onwards**, through Video Conferencing ("VC") / Other Audio-Visual Means ("OAVM"), in compliance with the applicable provisions of the Companies Act, 2013, SEBI (LODR) Regulations, 2015 and relevant circulars issued by the Ministry of Corporate Affairs and SEBI.

The Notice of the AGM, setting out the business to be transacted along with the explanatory statement pursuant to Section 102 of the Companies Act, 2013, is enclosed herewith. The Notice has also been dispatched electronically to all eligible members whose email addresses are registered with the Company/Depositories, in accordance with the applicable statutory requirements

You are requested to take the above intimation on records.

Thanking You.

For KHFM HOSPITALITY & FACILITY MANAGEMENT SERVICES LIMITED

Ritesh K Mishra
Company Secretary & Compliance Officer
ICSI Membership No.: A76039

Place: Mumbai

KHFM Hospitality & Facility Management Services Ltd.

REGD. OFFICE : 01, "NIRMA PLAZA, MAKHWANA ROAD, MAROL NAKA, ANDHERI (E), MUMBAI - 400 059.

MOBILE : +91 9987870000, +91 9987574333 HELLO : +91 -22-28511234, +91-22-28514141

Tele Fax : +91-22-2859 1483 Email : sales@khfm.in Website : www.khfm.in

**NOTICE
OF THE
19th
ANNUAL
GENERAL
MEETING**

Notice of 19th Annual General Meeting



KHFM HOSPITALITY AND FACILITY MANAGEMENT SERVICES LIMITED

CIN: L74930MH2006PLC159290

Registered Office: 01, Nirma Plaza, Makhwana Road, Marol Naka, Andheri (East) Mumbai– 400059

Tel: +91 22 2851 1234 **Fax:** +91 22 2859 1483

Website: www.khfm.in | **Email:** cs@khfm.in

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 19th Annual General Meeting (“AGM”) of the Members of KHFM Hospitality and Facility Management Services Limited will be held on Friday, September 26, 2025 at 04:00 P.M. (IST) through Video Conferencing (“VC”)/Other Audio-Visual Means (“OAVM”) to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt:
 - (a) the Audited Standalone Financial Statements of the Company for the financial year ended March 31, 2025, together with the report of the Board and Auditors’ thereon; and
 - (b) the Audited Consolidated Financial Statements of the Company for the financial year ended March 31, 2025 together with the report of the Auditors’ thereon.
2. To appoint a Director in place of Mrs. Sujata Ravindra Hegde (DIN: 01829352), who retires by rotation and, being eligible, offers herself for re-appointment.

SPECIAL BUSINESS:

3. **To appoint Mr. Rudra Narayan Kar (DIN: 10898326) as an independent director**

To consider and, if thought fit, to pass, with or without modification(s), the following resolution as an **Ordinary Resolution:**

“RESOLVED THAT pursuant to the provisions of Sections 149, 150, 152, and 160 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 (“the Act”) and the Companies (Appointment and Qualification of Directors) Rules, 2014, including any statutory modification(s) or re-enactment(s) thereof for the time being in force, and pursuant to the applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, Mr. Rudra Narayan Kar (DIN: 10898326), who was appointed as an Additional (Independent) Director of the Company by the Board of Directors with effect from January 09, 2025, and who holds office up to the date of this Annual General Meeting and has submitted a declaration that he meets the criteria of independence as prescribed under Section 149(6) of the Act, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation, to hold office for a term of five (5) consecutive years commencing from January 09, 2025.”

RESOLVED FURTHER THAT the Board of Directors (including any Committee thereof) be and is hereby authorised to do all such acts, deeds, matters and things, and to take all such steps as may be necessary, proper or expedient to give effect to this resolution, including filing of necessary forms with the Registrar of

Notice of 19th Annual General Meeting



Companies, and to delegate all or any of its powers herein conferred to any Director(s), Officer(s), or Authorised Representative(s) of the Company, as may be deemed necessary.”

**By order of the Board of Directors
KHFM Hospitality and Facility Management Services Limited**

**Sd/-
Ritesh K. Mishra
Company Secretary and Compliance Officer
ICSI Membership No: A76039**

Date: August 28, 2025

Place: Mumbai

Notice of 19th Annual General Meeting



NOTES:

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 (“Act”), as amended setting out the material facts concerning the business under Item No. 3 of this Notice is annexed as Annexure II.
2. Information as required under Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”) and Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India (“ICSI”), in respect of the Director retiring by rotation and seeking re-appointment at the Annual General Meeting (“AGM”), along with the details of Directors proposed to be appointed or re-appointed, including their qualifications, areas of expertise, directorships held in other companies, membership or chairmanship of Board committees, shareholding in the Company and inter-se relationships with other Directors, is provided in Annexure III to this Notice.
3. This AGM is being convened through Video Conference (“VC”) or Other Audio-Visual Means (“OAVM”) without the physical presence of the Members at a common venue, in compliance with the applicable provisions of the Companies Act, 2013 (“the Act”) and the rules made thereunder, read with the General Circular No. 14/2020 dated April 08, 2020, General Circular No. 17/2020 dated April 13, 2020, General Circular No. 20/2020 dated May 05, 2020, General Circular No. 02/2021 dated January 13, 2021, General Circular No. 19/2021 dated December 08, 2021, General Circular No. 21/2021 dated December 14, 2021, General Circular No. 02/2022 dated May 05, 2022, General Circular No. 10/2022 dated December 28, 2022, General Circular No. 09/2023 dated September 25, 2023, and General Circular No. 09/2024 dated September 19, 2024 (collectively referred to as “MCA Circulars”) issued by the Ministry of Corporate Affairs (MCA). This is also in accordance with SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020, SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021, SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022, SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated January 05, 2023, SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated October 07, 2023, and SEBI/HO/CFD/CFD-PoD-2/P/CIR/2024/133 dated October 03, 2024 (collectively referred to as “SEBI Circulars”) issued by the Securities and Exchange Board of India (“SEBI”), permitting the conduct of general meetings through electronic means.
4. In compliance with the applicable provisions of the Act, the SEBI Listing Regulations, the MCA Circulars, the SEBI Circulars and the Secretarial Standard on General Meetings (SS-2) issued by the ICSI, the 19th AGM of the Company will be held through VC/OAVM on Friday, September 26, 2025, at 04:00 P.M. (IST). The proceedings of the AGM shall be deemed to be conducted at the Registered Office of the Company at 01, Nirma Plaza, Makhwana Road, Marol Naka, Andheri (East) Mumbai – 400059.
5. The Notice of the AGM and the Annual Report for FY 2024-25 are being sent only by electronic mode to Members whose email addresses are registered with the Company / Registrar and Transfer Agent / Depositories / Depository Participants. A separate letter will be sent to Members who have not registered their e-mail addresses, providing the web-link and exact path where complete Annual Report (including the Notice of the AGM) is available.
6. Members may write to cs@khfm.in or to the RTA, Bigshare Services Private Limited, quoting their Folio No./DP ID–Client ID, to request a physical copy of the Annual Report.
7. Members may note that the Notice and Annual Report for FY 2024-25 will also be available on the Company’s website at www.khfm.in, website of the National Stock Exchange of India Limited at www.nseindia.com and also on the website of Bigshare Services Private Limited at www.Bigshareonline.com
8. In order to enable the Company to promptly send the general meeting notices, Annual Reports and other shareholders communications, in electronic form, Members are requested to register/update their email addresses with their respective Depository Participants.

Notice of 19th Annual General Meeting



9. To support the Green Initiative in Corporate Governance, Members are encouraged to register their email addresses with their Depository Participants or with the Company's RTA, Bigshare Services Private Limited, for receiving communications from the Company in electronic mode.
10. The Company has engaged the services of Bigshare Services Private Limited, Registrar and Transfer Agent as the authorised agency for facilitating the conduct of the e-AGM and providing remote e-voting and e-voting facility during the AGM.
11. As the AGM is being convened through VC/OAVM in accordance with the MCA Circulars read with SEBI Circulars, the physical attendance of Members has been dispensed with. Accordingly, the facility for the appointment of proxies by Members will not be available for this AGM, and hence, the proxy form, attendance slip, and route map of the AGM are not annexed to this Notice.
12. Participation of Members through VC/OAVM shall be reckoned for the purpose of quorum for the AGM as per Section 103 of the Act.
13. Members desirous of getting any information regarding the Financial Statements or Operations of the Company may send their queries in advance to the Company Secretary of the Company at cs@khfm.in at least seven days prior to the date of the AGM, so that relevant information can be made available during the meeting.
14. All documents referred to in the Notice will be available for inspection by Members in electronic mode from the date of circulation of the Notice till the date of the AGM. Members who wish to inspect such documents may send an email to cs@khfm.in to request access.
15. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Act, and the Register of Contracts or Arrangements in which Directors are interested maintained under Section 189 of the Act, along with other relevant documents referred to in the Notice and Explanatory Statement, will be available for inspection upon request. Members may send an email to cs@khfm.in to request access.
16. Members who would like to express their views or ask questions during the AGM may pre-register themselves as a speaker by sending their request from their registered email address mentioning their name, DP ID and Client ID/folio number, PAN, mobile number at cs@khfm.in between Saturday, September 20, 2025 (9:00 a.m. IST) to Monday, September 22, 2025 (5:00 p.m. IST).
17. In compliance with Section 108 of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended), and Regulation 44 of the SEBI Listing Regulations, the Company is providing its Members the facility to cast their votes electronically on the resolutions set forth in this Notice. Members may exercise their voting rights either through remote e-voting or by e-voting during the AGM. The remote e-voting period will commence on Monday, September 22, 2025, at 9:00 A.M. (IST) and will conclude on Thursday, September 25, 2025, at 5:00 P.M. (IST), after which the remote e-voting facility shall be disabled by the e-voting service provider. Detailed instructions for e-voting are provided in Annexure I to this Notice.
18. The voting rights of members shall be in proportion to their shareholding in the paid-up equity share capital of the Company as on the cut-off date, i.e., Friday, September 19, 2025. Only those Members whose names appear in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date shall be entitled to vote. Others may treat this Notice as for information purposes only.
19. Members may join the AGM through the VC/OAVM facility up to 15 minutes before and after the scheduled commencement time of the Meeting by following the instructions as provided in Annexure I to this Notice.
20. In case of joint holders attending the AGM, only the Member whose name appears first in the Register of Members will be entitled to vote.

Notice of 19th Annual General Meeting



21. Institutional/Corporate Members are encouraged to attend the AGM through their authorised representatives and are requested to send a scanned copy of the Board Resolution or Authorization Letter, authorising their representative(s) to attend and vote on their behalf, at cs@khfm.in.
22. The Company has appointed Mishra & Associates, Practising Company Secretary (Membership No. 41066 and CP No. 18303), as the Scrutinizer to scrutinize the remote e-voting and e-voting process at the AGM in a fair and transparent manner.
23. The results declared along with the Scrutinizer's Report will be placed on the website of the Company at www.khfm.in, on the website of the e-voting agency, and shall also be submitted to the Stock Exchange, within the prescribed time.
24. Members who have not encashed their dividend declared by the Company in the past, if any, are requested to immediately write to the Company for revalidation or issuance of demand draft in lieu thereof. Pursuant to the provisions of Section 124 of the Act, unclaimed dividends for a continuous period of seven years shall be transferred to the Investor Education and Protection Fund (IEPF). Further, under Section 124(6) of the Act, shares in respect of which dividend has not been claimed for seven consecutive years or more shall also be transferred to the IEPF Authority.
25. The Board of Directors have not recommended any dividend for the FY 2024–25.

By order of the Board of Directors
KHFM Hospitality and Facility Management Services Limited

Sd/-
Ritesh K. Mishra
Company Secretary and Compliance Officer
ICSI Membership No: A76039

Date: August 28, 2025
Place: Mumbai

Notice of 19th Annual General Meeting



Annexure I

Instructions for Remote E-Voting, E-Voting During the AGM, and Participation through Video Conferencing (VC) / Other Audio-Visual Means (OAVM)

1. THE INSTRUCTIONS FOR SHAREHOLDERS FOR REMOTE E-VOTING ARE AS UNDER:

- i. The voting period begins on Monday, September 22, 2025 at 9:00 A.M. (IST) and ends on Thursday, September 25, 2025 at 5:00 P.M. (IST) During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. Friday, September 19, 2025. may cast their vote electronically. The e-voting module shall be disabled by Bigshare for voting thereafter.
- ii. Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- iii. Pursuant to SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories / Depository Participants. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

- iv. In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

2. LOGIN METHOD FOR E-VOTING FOR INDIVIDUAL SHAREHOLDERS HOLDING SECURITIES IN DEMAT MODE IS GIVEN BELOW:

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<ol style="list-style-type: none">1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi/Easiest is https://web.cdslindia.com/myeasitoken/home/login or visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then use your existing my easi username & password.2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page

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	<p>of BIGSHARE the e-Voting service provider and you will be re-directed to i-Vote website for casting your vote during the remote e-Voting period. Additionally, there are also links provided to access the system of all e-Voting Service Providers i.e. BIGSHARE, so that the user can visit the e-Voting service providers' website directly.</p> <p>3) If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration</p> <p>Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a link https://evoting.cdslindia.com/Evoting/EvotingLogin The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress, and will also be able to directly access the system of all e-Voting Service Providers. Click on BIGSHARE and you will be re-directed to i-Vote website for casting your vote during the remote e-voting period.</p>
Individual Shareholders holding securities in demat mode with NSDL	<p>1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsdl.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name BIGSHARE and you will be re-directed to i-Vote website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.</p> <p>2) If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS "Portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</p> <p>3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name BIGSHARE and you will be redirected to i-Vote website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting</p> <p>4) For OTP based login you can click on https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp. You will have to enter your 8-digit DP ID, 8-digit Client Id, PAN No., Verification code and generate OTP. Enter the OTP received on registered email id/mobile number and click on login. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page with all e-Voting Service Providers. Click on BIGSHARE and you will be re-directed to i-vote (E-voting website) for casting your</p>

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	vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.
Individual Shareholders (holding securities in demat mode) login through their Depository Participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. CDSL and NSDL

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free No. 1800 22 55 33.
Individual Shareholders holding securities in Demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.com or call at 022- 48867000.

3. LOGIN METHOD FOR E-VOTING FOR SHAREHOLDERS OTHER THAN INDIVIDUAL SHAREHOLDERS HOLDING SHARES IN DEMAT MODE AND PHYSICAL MODE IS GIVEN BELOW:

- You are requested to launch the URL on internet browser: <https://ivote.Bigshareonline.com>
- Click on “**LOGIN**” button under the ‘**INVESTOR LOGIN**’ section to Login on E-Voting Platform.
- Please enter you ‘**USER ID**’ (User id description is given below) and ‘**PASSWORD**’ which is shared separately on you registered email id.
 - Shareholders holding shares in **CDSL demat account should enter 16 Digit Beneficiary ID** as user id.
 - Shareholders holding shares in **NSDL demat account should enter 8 Character DP ID followed by 8 Digit Client ID** as user id.
 - Shareholders holding shares in **physical form should enter Event No + Folio Number** registered with the Company as user id.

Note If you have not received any user id or password please email from your registered email id or contact i-vote helpdesk team. (Email id and contact number are mentioned in helpdesk section).

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- Click on I AM NOT A ROBOT (CAPTCHA) option and login.

NOTE: If Shareholders are holding shares in demat form and have registered on to e-Voting system of <https://ivote.Bigshareonline.com> and/or voted on an earlier event of any company then they can use their existing user id and password to login.

- If you have forgotten the password: Click on '**LOGIN**' under '**INVESTOR LOGIN**' tab and then Click on '**Forgot your password?**'
- Enter "**User ID**" and "**Registered email ID**" and Click on **I AM NOT A ROBOT (CAPTCHA)** option and click on '**Reset**'.

(In case a shareholder is having valid email address, Password will be sent to his / her registered e-mail address).

Voting method for shareholders on i-Vote E-voting portal:

- After successful login, **Bigshare E-voting system** page will appear.
- Click on "**VIEW EVENT DETAILS (CURRENT)**" under '**EVENTS**' option on investor portal.
- Select the event you wish to vote under the drop-down option.
- Click on "**VOTE NOW**" option which is appearing on the top-right corner of the page.
- Cast your vote by selecting an appropriate option "**IN FAVOUR**", "**NOT IN FAVOUR**" or "**ABSTAIN**" and click on "**SUBMIT VOTE**". A confirmation box will be displayed. Click "**OK**" to confirm, else "**CANCEL**" to modify. Once you confirm, you will not be allowed to modify your vote.
- Once you confirm the vote you will receive confirmation message on display screen and also you will receive an email on your registered email id. During the voting period, members can login any number of times till they have voted on the resolution(s). Once vote on a resolution is cast, it cannot be changed subsequently.
- Shareholders can "**CHANGE PASSWORD**" or "**VIEW/UPDATE PROFILE**" under "**PROFILE**" option on investor portal.

4. CUSTODIAN REGISTRATION PROCESS FOR I-VOTE E-VOTING WEBSITE:

- You are requested to launch the URL on internet browser: <https://ivote.Bigshareonline.com>
- Click on "**REGISTER**" under "**CUSTODIAN LOGIN**", to register yourself on Bigshare i-Vote e-Voting Platform.
- Enter all required details and submit.
- After Successful registration, message will be displayed with "**User id and password will be sent via email on your registered email id**".

NOTE: If Custodian have registered on to e-Voting system of <https://ivote.Bigshareonline.com> and/or voted on an earlier event of any company then they can use their existing user id and password to login.

- If you have forgotten the password: Click on '**LOGIN**' under '**CUSTODIAN LOGIN**' tab and further Click on '**Forgot your password?**'

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- Enter “User ID” and “Registered email ID” Click on **I AM NOT A ROBOT (CAPTCHA)** option and click on ‘RESET’.

(In case a custodian is having valid email address, Password will be sent to his / her registered e-mail address).

Voting method for Custodian on i-Vote E-voting portal:

- After successful login, **Bigshare E-voting system** page will appear.

Investor Mapping:

- First you need to map the investor with your user ID under “**DOCUMENTS**” option on custodian portal.
 - Click on “**DOCUMENT TYPE**” drop-down option and select document type power of attorney (POA).
 - Click on upload document “**CHOOSE FILE**” and upload power of attorney (POA) or board resolution for respective investor and click on “**UPLOAD**”.

Note: The power of attorney (POA) or board resolution has to be named as the “**InvestorID.pdf**” (Mention Demat account number as Investor ID.)

 - Your investor is now mapped and you can check the file status on display.

Investor vote File Upload:

- To cast your vote, select “**VOTE FILE UPLOAD**” option from left hand side menu on custodian portal.
- Select the Event under drop-down option.
- Download sample voting file and enter relevant details as required and upload the same file under upload document option by clicking on “**UPLOAD**”. Confirmation message will be displayed on the screen and also you can check the file status on display (Once vote on a resolution is cast, it cannot be changed subsequently).
- Custodian can “**CHANGE PASSWORD**” or “**VIEW/UPDATE PROFILE**” under “**PROFILE**” option on custodian portal.

Helpdesk for queries regarding e-voting:

Login type	Helpdesk details
Shareholders other than individual shareholders holding shares in Demat mode & Physical mode.	In case shareholders/ investor have any queries regarding E-voting, you may refer the Frequently Asked Questions (‘FAQs’) and i-Vote e-Voting module available at https://ivote.Bigshareonline.com , under download section or you can email us at ivote@Bigshareonline.com or call us at: 022-62638338

5. PROCEDURE FOR JOINING THE AGM THROUGH VC/ OAVM:

Notice of 19th Annual General Meeting



For shareholders other than individual shareholders holding shares in Demat mode & physical mode is given below:

- The Members may attend the AGM through VC/ OAVM at <https://ivote.Bigshareonline.com> under Investor login by using the e-voting credentials (i.e., User ID and Password).
- After successful login, **Bigshare E-voting system** page will appear.
- Click on “**VIEW EVENT DETAILS (CURRENT)**” under ‘EVENTS’ option on investor portal.
- Select event for which you are desire to attend the AGM under the drop-down option.
- For joining virtual meeting, you need to click on “VC/OAVM” link placed beside of “**VIDEO CONFERENCE LINK**” option.
- Members attending the AGM through VC/ OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

The instructions for Members for e-voting on the day of the AGM are as under:

- The Members can join the AGM in the VC/ OAVM mode 15 minutes before the scheduled time of the commencement of the meeting. The procedure for e-voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
- Only those members/shareholders, who will be present in the AGM through VC/OAVM facility and have not cast their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system in the AGM.
- Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.

Helpdesk for queries regarding virtual meeting:

In case shareholders/ investor have any queries regarding virtual meeting, you may refer the Frequently Asked Questions (‘FAQs’) available at <https://ivote.Bigshareonline.com>, under download section or you can email us at ivote@Bigshareonline.com or call us at: 1800 22 54 22, 022-62638338

By order of the Board of Directors
KHFM Hospitality and Facility Management Services Limited

Sd/-
Ritesh K. Mishra
Company Secretary and Compliance Officer
ICSI Membership No: A76039

Date: August 28, 2025
Place: Mumbai

Notice of 19th Annual General Meeting



Annexure II

Statement pursuant to Section 102(1) of the Companies Act, 2013 ('Act')

The following Statement sets out all material facts relating to the Special Business mentioned in the Item No. 3 of the accompanying Notice:

The Board of Directors of the Company had appointed Mr. Rudra Narayan Kar (DIN: 10898326) as an Additional Director of the Company with effect from January 09, 2025, pursuant to the provisions of Sections 149, 152 and 161 of the Companies Act, 2013 ("the Act") read with the Companies (Appointment and Qualification of Directors) Rules, 2014 and Schedule IV to the Act, and applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR"). In terms of Section 161 of the Act, Mr. Rudra Narayan Kar holds office as Additional Director up to the date of this Annual General Meeting ("AGM") and is eligible for appointment as an Independent Director of the Company.

The Company has received from Mr. Rudra Narayan Kar a notice under Section 160 of the Act proposing his candidature for the office of Director. The Company has also received from him the requisite consent in Form DIR-2 pursuant to Section 152 of the Act, and a declaration confirming that he meets the criteria of independence as prescribed under Section 149(6) of the Act and Regulation 16(1)(b) of SEBI LODR. He has also confirmed that he is not disqualified from being appointed as a Director in terms of Section 164 of the Act and has duly registered on the Independent Directors' databank maintained by the Indian Institute of Corporate Affairs. In the opinion of the Board, Mr. Rudra Narayan Kar fulfils the conditions prescribed under the Act and SEBI LODR for appointment as an Independent Director and is independent of the management.

Mr. Rudra Narayan Kar is a finance and banking professional with over 34 years of experience at the Reserve Bank of India in senior management roles. He has significant regulatory and supervisory experience across financial institutions and markets. He has also held board-level positions, having served as the Chief Executive Officer of Financial Benchmarks India Pvt Ltd for 7 years. The Board believes that his extensive domain knowledge and leadership experience would be highly beneficial to the Company. Accordingly, the Board recommended his appointment as an Independent Director of the Company, not liable to retire by rotation, for a term of five consecutive years commencing from January 09, 2025, subject to the approval of the Members. Upon appointment, he shall be entitled to remuneration by way of sitting fees for attending meetings of the Board and such other remuneration as may be determined by the Board, within the limits approved by the Members.

None of the Directors, Key Managerial Personnel of the Company or their respective relatives is, in any way, concerned or interested, financially or otherwise, in the resolution, except Mr. Rudra Narayan Kar to the extent of his appointment. The Board recommends the Ordinary Resolution as set out at Item No. 3 of the accompanying Notice for the approval of the Members.

By order of the Board of Directors
KHFM Hospitality and Facility Management Services Limited

Sd/-
Ritesh K. Mishra
Company Secretary and Compliance Officer
ICSI Membership No: A76039

Date: August 28, 2025
Place: Mumbai

Notice of 19th Annual General Meeting



Annexure III

Details of the Director seeking appointment / re-appointment at the Forthcoming Annual General Meeting (Pursuant to the provisions of Regulation 36(3) of SEBI (LODR), 2015 and Secretarial Standards on General Meetings (“SS-2”) issued by ICSI)

Profile of Mrs. Sujata Ravindra Hegde

Mrs. Sujata Ravindra Hegde (DIN: 01829352) is the Promoter Director and Chief Financial Officer of the Company. She pursued her Higher Secondary Education from Sheth Anandilal Podar Junior College in 1988. She has been the Director of the Company since inception and is also one of the subscribers to the MOA of our Company. She has over 22 years of experience of handling Financial and Administrative activities of our Company. She is also in charge of maintaining quality checks as per ISO Standards across all the functional sites.

Name of the Director	Mrs. Sujata Ravindra Hegde
DIN	01829352
Date of Birth	18/09/1968
Date of First Appointment on the Board	January 27, 2006
Qualification & Expertise	She pursued her Higher Secondary Education from Sheth Anandilal Podar Junior College in 1988 and has been the Director of the Company since inception. She has experience of over 22 years of handling Financial and Administrative activities of our Company. She is also in charge of maintaining quality checks as per ISO Standards across all the functional sites.
No. of Equity Share held in the Company	10,47,800 Shares
Relationship with Other Directors of the Company & Their Shareholding in the company	1. Spouse: Mr. Ravindra Hegde, Managing Director, holding 67,02,819 Shares. 2. Son: Mr. Saurav Hegde, Director, Holding 6,303 Shares
Year of Experience	More than 22 Years
Remuneration Last Drawn by such person, if any	Rs.12,00,000 p.a. during the F.Y. 2024-25
Remuneration proposed to be paid	Rs.12,00,000 p.a.
Terms and conditions of appointment/ re-appointment & Remuneration sought for	N.A.
No. of Meeting of the Board attended during the year	5 out of 5
List of Directorship held in other companies	KHFM HR Consultancy Private Limited
Chairman/Member of the Committee of the Board of Directors of Company	Member of the Stakeholders' Relationship Committee
Chairman/Member of the Committee of the Board of Directors of other Companies	N.A.

Notice of 19th Annual General Meeting



Profile of Mr. Rudra Narayan Kar

Mr. Rudra Narayan Kar is a seasoned finance professional with over 35 years of experience in banking, financial markets, foreign exchange and debt management, and regulatory policy. He served as the first Chief Executive Officer of Financial Benchmarks India Pvt. Ltd. (FBIL) from 2017 to 2023, where he played a key role in establishing FBIL as a credible and transparent financial infrastructure institution. Prior to this, he was associated with the Reserve Bank of India for over three decades, retiring as Chief General Manager in June 2017. During his tenure at RBI, he was closely involved in policy-making and implementation relating to foreign exchange management, sovereign debt, development of financial markets, and regulation and supervision of banks and NBFCs.

He has also served as RBI's Nominee Director on the Boards of State Bank of Hyderabad (2004–2007) and Syndicate Bank (2014–2017). He currently acts as a Consultant to FBIL, advising on benchmark design and methodology in financial instruments. Mr. Kar holds a B.A. (Hons.) in Political Science from Ravenshaw College, an M.A. and M.Phil. in Political Science from Jawaharlal Nehru University, an M.S. in Finance from the University of Illinois at Urbana-Champaign (USA), and is a Certified Associate of the Indian Institute of Bankers (CAIIB).

Name of the Director	Mr. Rudra Narayan Kar
DIN	10898326
Date of Birth	20/03/1958
Date of First Appointment	January 09, 2025
Qualification & Expertise	Mr. Rudra Narayan Kar is a veteran finance professional with over 35 years of experience across RBI and FBIL. He has held key leadership roles in banking regulation, financial markets, and benchmark development. He retired as Chief General Manager at RBI and later served as the first CEO of FBIL. He is presently engaged as a Consultant with FBIL.
No. of Equity Share held in the Company	Nil
Relationship with Other Directors of the Company & Their Shareholding in the company	Mr. Rudra Narayan Kar is not related to any of the Directors or Key Managerial Personnel or Promoters and Promoter group of the Company and does not hold any shares in the Company
Year of Experience	35 Years
Terms and conditions of appointment	The term of appointment of an Independent Director (ID) of the Company is for a period of 5 consecutive years from the date of his/ her appointment. Independent Director is not liable to retire by rotation.
Skills and capabilities required for the role and the manner in which the proposed person meets such requirements	Mr. Rudra Narayan Kar's leadership roles at RBI and FBIL reflect his strong expertise in financial regulation and market infrastructure, aligning well with the requirements of the position.
Remuneration / sitting fees last drawn	Sitting Fees - Rs. 7,500
Remuneration proposed to be paid	Sitting fees as applicable
No. of Meeting of the Board attended during the year	1 out of 1
List of Directorships held in other companies	N.A.
Chairman/Member of the Committee of the Board of Directors of Company	Member of Audit Committee and Nomination & Remuneration Committee
Chairman/Member of the Committee of the Board of Directors of other Companies	N.A.