



January 16, 2025

To,
The Corporate Relations Department,
The National Stock Exchange of India Limited,
Exchange Plaza, 5th Floor,
Plot No. C/1, G-Block, Bandra-Kurla Complex,
Bandra (E), Mumbai – 400051

To,
The Corporate Relations Department,
Department of Corporate Services,
BSE Limited,
25th Floor, Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai – 400001

Re: Script Symbol “EMBASSY”, Scrip Code 542602, Scrip Code 973434, 973546, 973910, 974885, 975051, 975056, 975311, 976042 and 976240 (NCDs) and Scrip Code 728085 (CPs).

Dear Sir/ Madam,

Subject: Submission of the Compliance Report on Corporate Governance for the quarter ended December 31, 2024

Pursuant to Regulation 26E of Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014 and Chapter 16 of SEBI Master Circular No. SEBI/HO/DDHS-PoD-2/P/CIR/2024/43, dated May 15, 2024, we have enclosed the Compliance Report on Corporate Governance of Embassy Office Parks REIT for the quarter ended December 31, 2024.

Thanking you,

For and on behalf of **Embassy Office Parks REIT** acting through its Manager, **Embassy Office Parks Management Services Private Limited**

Vinitha Menon
Head - Company Secretary and Compliance Officer
A25036

Encl: as above

Format of report on Governance to be submitted by the Manager on quarterly basis

1. **Name of REIT:** Embassy Office Parks REIT
2. **Name of the Manager:** Embassy Office Parks Management Services Private Limited
3. **Quarter ending:** December 31, 2024

I. Composition of Board of Directors of the Manager											
Title	Name of the Director	PAN ^{\$} & DIN	Category (Chairperson/ Executive/Non-Executive/ Independent/ Nominee) ^{&}	Initial Date of Appointment	Date of Reappointment	Date of Cessation	Tenure*	Number of directorships in all Managers / Investment Managers of REIT / InvIT and listed entities, including this Manager**	Number of Independent directorships in all Managers / Investment Managers of REIT / InvIT and listed entities, including this Manager	Number of memberships in Audit / Stakeholder Committee(s) in all Managers / Investment Managers of REIT /InvIT and listed entities, including this Manager (Refer Regulation 26A of REIT Regulations)	Number of posts of Chairperson in Audit / Stakeholder Committee(s) in all Managers / Investment Managers of REIT / InvIT and listed entities, including this Manager (Refer Regulation 26A of REIT Regulations)
Mr.	Jitendra Mohandas Virwani	PAN: AAVPV0738P DIN: 00027674	Chairperson - Non-Executive - Non-Independent Director	30/03/2017	-	-	-	2	0	3	0
Mr.	Aditya Virwani	PAN: AEDPV9640L DIN: 06480521	Non-Executive - Non-Independent Director	06/08/2018	-	-	-	2	0	1	0
Dr.	Anoop Kumar Mittal	PAN: AITPM3952E DIN: 05177010	Non-Executive - Independent Director	06/08/2023	06/08/2023	-	16 months	4	4	5	0
Mr.	Vivek Mehra	PAN: AAIPM8597Q DIN: 00101328	Non- Executive - Independent Director	09/06/2017	01/10/2021	-	90 months	6	6	7	3
Dr.	Punita Kumar-Sinha	PAN: DAXPS7631M DIN: 05229262	Non-Executive - Independent Director	06/08/2018	06/08/2023	-	76 months	3	3	10	3
Dr.	Ranjan Ramdas Pai	PAN: AGBPP2795G DIN: 00863123	Non-Executive - Independent Director	09/06/2017	01/10/2021	-	90 months	2	2	1	0
Mr.	Arvind Kathpalia	PAN: AAAPK1966B	Non-Executive - Non-Independent - Nominee	04/06/2024	-	-	-	2	0	2	0

		DIN: 02630873	Director							
Whether Regular chairperson appointed – Yes, Mr. Jitendra Virwani has been appointed as the Chairperson for the Board of Directors of the Manager for the Financial Year 2024-25										
Whether Chairperson is related to managing director or CEO – No										
**Computed as per Regulation 17A of the SEBI LODR Regulations										
§PAN of any director would not be displayed on the website of Stock Exchange.										
&Category of directors means non-independent/independent/Nominee. If a director fits into more than one category write all categories separating them with hyphen.										
*to be filled only for Independent Director. Tenure would mean total period from which independent director is serving on Board of directors of the Manager in continuity without any cooling off period.										

II. Composition of Committees					
Name of Committee	Whether Regular Chairperson appointed	Name of Committee members	Category (Chairperson / Executive / Non-Executive / Independent / Nominee) &	Date of Appointment	Date of Cessation
1. Audit Committee	Yes	Mr. Vivek Mehra	Chairperson - Non-Executive - Independent Director	15-03-2018	-
		Dr. Anoop Kumar Mittal	Non-Executive - Independent Director	06-08-2023	-
		Dr. Ranjan Ramdas Pai	Non-Executive - Independent Director	15-03-2018	-
		Dr. Punita Kumar-Sinha	Non-Executive - Independent Director	06-08-2018	-
		Mr. Jitendra Mohandas Virwani	Non-Executive - Non-Independent Director	15-03-2018	-
2. Nomination and Remuneration Committee	Yes	Dr. Ranjan Ramdas Pai	Chairperson - Non-Executive - Independent Director	15-03-2018	-
		Dr. Anoop Kumar Mittal	Non-Executive - Independent Director	06-08-2023	-
		Mr. Vivek Mehra	Non - Executive - Independent Director	15-03-2018	-
3. Risk Management Committee	Yes	Mr. Vivek Mehra	Chairperson - Non-Executive - Independent Director	12-08-2019	-
		Dr. Anoop Kumar Mittal	Non-Executive - Independent Director	06-08-2023	-
		Dr. Ranjan Ramdas Pai	Non-Executive - Independent Director	12-08-2019	-

		Dr. Punita Kumar-Sinha	Non-Executive - Independent Director	12-08-2019	-
		Mr. Jitendra Mohandas Virwani	Non-Executive - Non-Independent Director	12-08-2019	-
4. Stakeholders' Relationship Committee	Yes	Dr. Punita Kumar-Sinha	Chairperson - Non - Executive - Independent Director	06-08-2018	-
		Mr. Vivek Mehra	Non-Executive - Independent Director	15-03-2018	-
		Mr. Aditya Virwani	Non-Executive - Non-Independent Director	06-08-2018	-
*Category of directors means executive/non-executive/independent/nominee. If a director fits into more than one category write all categories separating them with hyphen.					

III. Meeting of Board of Directors

Date(s) of Meeting (if any) in the previous quarter (July– September 2024)	Date(s) of Meeting (if any) in the relevant quarter (October – December 2024)	Whether requirement of Quorum met *	Number of Directors present *	Number of independent directors' present *	Maximum gap between any two consecutive meetings (in number of days)
July 25, 2024	October 24, 2024 November 06, 2024 November 07, 2024	Yes	October 24, 2024 – 7 November 06, 2024 -7 November 07, 2024 - 7	October 24, 2024 – 4 November 06, 2024 - 4 November 07, 2024 - 4	Number of days between July 25, 2024, and October 24, 2024 – 91 days Number of days between October 24, 2024, and November 06, 2024 – 13 days Number of days between November 06, 2024, and November 07, 2024 – 1 day

*to be filled in only for the current quarter meetings.

IV. Meeting of Committees

Date(s) of meeting of the committee in the relevant quarter (October – December 2024)	Whether requirement of Quorum met (details) *	Number of Directors present *	Number of independent directors present *	Date(s) of meeting of the committee in the previous quarter (July – September 2024)	Maximum gap between any two consecutive meetings in number of days**
Audit Committee					
October 24, 2024 November 07, 2024	Yes	October 24, 2024 – 5 November 07, 2024 - 5	October 24, 2024 – 4 November 07, 2024 - 4	July 25, 2024	Number of days between July 25, 2024 and October 24, 2024 – 91 days Number of days between October 24, 2024 and November 07, 2024 – 14 days
Nomination and Remuneration Committee					
October 24, 2024 November 06, 2024 November 07, 2024	Yes	October 24, 2024 - 3 November 06, 2024 – 3 November 07, 2024 - 3	October 24, 2024 - 3 November 06, 2024 – 3 November 07, 2024 - 3	No meeting held	Number of days between April 24, 2024 and October 24, 2024 – 183 days Number of days between October 24, 2024 and November 06, 2024 – 13 days Number of days between November 06, 2024 and November 07, 2024 – 1 day
Risk Management Committee					
October 24, 2024	Yes	October 24, 2024 – 5	October 24, 2024 - 4	No meeting held	Number of days between April 24, 2024 and October 24, 2024 – 183 days
Stakeholders' Relationship Committee					
No meeting held	Not Applicable	Not Applicable	Not Applicable	No meeting held	Not Applicable

**to be filled in only for the current quarter meetings.*

***This information has to be mandatorily given for audit committee and risk management committee. For rest of the committees, giving this information is optional.*

V. Affirmations

The composition of Board of Directors is in terms of SEBI (Real Estate Investment Trusts) Regulations, 2014 - **Yes**

The composition of the following committees is in terms of SEBI (Real Estate Investment Trusts) Regulations, 2014:

- a. Audit Committee - **Yes**
- b. Nomination and Remuneration Committee – **Yes**
- c. Stakeholders' Relationship Committee - **Yes**
- d. Risk Management Committee - **Yes**

The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Real Estate Investment Trusts) Regulations, 2014. - **Yes**

The meetings of the board of directors and the above committees of the Manager have been conducted in the manner as specified in SEBI (Real Estate Investment Trusts) Regulations, 2014. - **Yes**

This report and/or the report submitted in the previous quarter has been placed before Board of Directors of the Manager. Any comments/observations/advice of the Board of Directors may be mentioned here - **Yes, the previous report, filed for the quarter ended September 30, 2024, was placed before the Board of Directors of the Manager, at their meeting held on October 24, 2024. No comments/observations were received on the same. The current report filed for the quarter ended December 31, 2024 will be placed before the Board of Directors of the Manager in the upcoming Board Meeting.**

Name and Designation

Vinitha Menon
Head - Company Secretary and Compliance Officer
A25036

Note: Information at Table I and II above need to be necessarily given in 1st quarter of each financial year. However, if there is no change of information in subsequent quarter(s) of that financial year, this information may not be given by the Manager and instead a statement "same as previous quarter" may be given.