

Date: 25th July 2019

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

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

Subject: Summary of Proceedings of the First Annual Meeting of the Unitholders of Embassy Office Parks REIT

Re: Scrip Code 542602 and Scrip Symbol “EMBASSY”

Dear Sir/Madam,

We wish to inform you that the First Annual Meeting of the Unitholders of the Embassy Office Parks REIT was held on Thursday, July 25, 2019, at 2:30 P.M., at Coronet Hall, Le Meridien Hotel, 28 Sankey Road, P B No. 174, Bangalore - 560 052, India. A summary of the proceedings of the First Annual Meeting of the Unitholders of the Embassy Office Parks REIT is enclosed.

Kindly take the same on record.

Thanking you,

Yours sincerely,

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

Ramesh Periasamy
Company Secretary & Compliance Officer

Embassy Office Parks Management Services Pvt. Ltd.

Embassy GolfLinks Business Park, Pebble Beach, Off International Ring Road, Bangalore - 560071.

T: +91 80 4903 0000 F: +91 80 4903 0046

www.embassyofficeparks.com | CIN: U70100KA2014PTC073362

Registered Office: Embassy Point, 1st Floor, 150, Infantry Road, Bangalore - 560 001, India.

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SUMMARY OF PROCEEDINGS OF THE FIRST ANNUAL MEETING OF EMBASSY OFFICE PARKS REAL ESTATE INVESTMENT TRUST:

The First Annual Meeting of the Unitholders of Embassy Office Parks Real Estate Investments Trust (“Embassy REIT”) was held on Thursday, July 25, 2019, at 2:30 P.M., at Coronet Hall, Le Meridien Hotel, 28 Sankey Road, P B No. 174, Bangalore - 560 052, Karnataka, India.

Directors and KMPs of Embassy Office Parks Management Services Private Limited (“the Manager”) – the Manager to Embassy REIT in attendance:

1. Mr. Aditya Virwani
Non- Executive Director
2. Mr. Vivek Mehra
Independent Director and Chairman -Audit Committee
3. Dr. Ranjan Pai
Independent Director and Chairman - Nomination and Remuneration Committee
4. Mr. Anuj Puri
Independent Director and Chairman – Investment Management Committee
5. Mr. Asheesh Mohta
Alternate Director to Mr. Robert Christopher Heady
6. Mr. Michael D. Holland
Chief Executive Officer
7. Mr. Vikaash Khdloya
Deputy Chief Executive Officer & Chief Operating Officer
8. Mr. Rajesh Kaimal
Chief Financial Officer
9. Mr. Ramesh Periasamy
Company Secretary & Compliance Officer

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Other Representatives:

1. Mr. Adarsh Ranka
Partner, S.R. Batliboi & Associates LLP, Appointee Auditors
2. Ms. Pavithra Ashok
Representative of B S R & Associates LLP, Statutory Auditors
3. Mr. K.N.Naik
Representative of Axis Trustee Services Limited – REIT Trustee
4. Mrs. Rupal Jhaveri
Proprietor, Practicing Company Secretary - Scrutinizer
5. Mr. Aravind Maiya
Deputy CFO
6. Mr. Ritwik Bhattacharjee
Head Investor relations
7. Mr. Bhhavesh Kamdar
President – Commercial Leasing
8. Mr. Sachin Shah
Chief Investment Officer

Quorum of the Meeting:

Unitholders in person 13 Representing 115831202 units

Unitholders by Proxy Nil representing Nil units

The Meeting commenced at 2:30 PM (IST).

Ms. Monita Bala, Master of Ceremony ('MC') welcomed all the Unitholders, people on dais and other participants.

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Thereafter, Mr. Aditya Virwani, was elected as the Chairman of the Meeting unanimously by the Board of Directors of the Manager with the permission of the Unitholders present at the Meeting. The requisite quorum being present, the Chairman called the Meeting to order. Mr. Jitendra Virwani, Mr. Tuhin Parikh, Dr. Punita Kumar Sinha, Directors of the Manager, were unable to attend the Meeting due to certain unavoidable prior commitments. The Chairman delivered his speech with respect to the background and inception of Embassy REIT.

The Chairman then invited Mr. Michael D. Holland, the Chief Executive Officer of Embassy Office Parks Management Services Private Limited to make a presentation to the Unitholders. Mr. Michael D. Holland presented before the Unitholders, an overview of the financial performance of Embassy REIT and business outlook.

The Chairman informed the members that the inspection documents mentioned in the Notice of the Annual Meeting dated June 29, 2019, were placed at the Meeting.

Further, the Chairman informed the Unitholders that the financial statements of Embassy REIT pertain to the period prior to the date of listing i.e., 1st April 2019 and the Board of Directors of the Manager has voluntarily elected to table such financials before the Unitholders as a measure of good governance and this does not require the passing of any resolution. He, then requested the Unitholders to take note of the annual audited standalone financial statements of Embassy REIT (prepared under Indian GAAP) and the annual audited special purpose condensed combined financial statements of the Embassy REIT (prepared under Ind-AS) for the financial year ended 31st March, 2019, and the report of the auditors thereon.

He also informed the Unitholders that Embassy REIT had provided Unitholders the facility to cast their votes on the resolutions proposed in the Notice through the electronic voting system (remote e-voting). The record date (cut-off date) for determining voting rights of unitholders entitled to participate in the voting process was July 19, 2019. Further the e-voting period remained open from Monday, July 22, 2019 (10.00 A.M.) till Wednesday, July 24, 2019 (5.00 P.M.) and Embassy REIT had provided Unitholders the facility to cast their vote electronically, on all resolutions set forth in the Notice. Unitholders who were present at the Annual Meeting and had not cast their votes electronically (by remote e-voting) were provided an opportunity to cast their votes at the end of the meeting by way of “InstaPoll”, an electronic voting system. It was further informed that there would be no voting by show of hands.

Further, the Unitholders were apprised that Mrs. Rupal Jhaveri, Practicing Company Secretary, has been appointed as the Scrutinizer to conduct the electronic voting system in a fair and transparent manner.

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The following items of business as per the Notice were transacted at the Meeting and passed with requisite majority.

S. No	Resolutions
1.	TO APPOINT THE STATUTORY AUDITORS AND TO FIX THEIR REMUNERATION
2.	TO APPOINT THE VALUERS

Clarifications were provided to the queries raised by the Unitholders.

The Chairman thanked the Unitholders and other participants for attending the Meeting and authorized the Company Secretary and Compliance Officer to declare the voting results, intimate the stock exchanges and place the same on the website of Embassy REIT.

The Meeting concluded at 3.40 P.M. (IST) with a vote of thanks to the Chairman and all the Unitholders.

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

Ramesh Periasamy
Company Secretary & Compliance Officer

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