



April 19, 2024

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

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

**Re: Script Symbol “EMBASSY”, Scrip Code 542602 and Scrip Code 973434, 973545, 973546, 973910, 974885, 975051 and 975056 (NCDs) and Scrip Code 726239 and 726240 (CPs)**

Dear Sir/ Madam,

**Subject: Submission of Statement of Investor Complaints for the quarter and year ended March 31, 2024.**

Pursuant to Clause 4.16 of Chapter 4 of SEBI Master Circular no. SEBI/HO/DDHS-PoD-2/P/CIR/2023/116, dated July 06, 2023, and Regulation 13 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Statement of Investor Complaints for the quarter and year ended March 31, 2024, is set out below:

<b>For the financial year ended March 31, 2024</b>		
<b>Details of Investor Complaints</b>	<b>All complaints including SCORES complaints</b>	<b>SCORES complaints</b>
Number of investor complaints pending at the beginning of the year i.e., as on April 01, 2023	Nil	Nil
Number of investor complaints received during the year (from April 01, 2023 to March 31, 2024)	2	2
Number of investor complaints disposed of during the year (from April 01, 2023 to March 31, 2024)	2	2
Number of investor complaints pending at the end of the year i.e., as on March 31, 2024	Nil	Nil
Average time taken for redressal of complaints	4 days	4 days

Complaints pending during the financial year ended March 31, 2024							
Particulars	Less than 1 month	1-3 months	3-6 months	6-9 months	9-12 months	Greater than 12 months	Total
All complaints	Nil	Nil	Nil	Nil	Nil	Nil	Nil
SCORES complaints	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Complaints resolved during the financial year ended March 31, 2024							
Particulars	Less than 1 month	1-3 months	3-6 months	6-9 months	9-12 months	Greater than 12 months	Total
All complaints	2	Nil	Nil	Nil	Nil	Nil	2
SCORES complaints	2	Nil	Nil	Nil	Nil	Nil	2

For the quarter ended March 31, 2024		
Details of Investor Complaints	All complaints including SCORES complaints	SCORES complaints
Number of investor complaints pending at the beginning of the quarter i.e., as on January 01, 2024	Nil	Nil
Number of investor complaints received during the quarter (from January 01, 2024 to March 31, 2024)	1	1
Number of investor complaints disposed of during the quarter (from January 01, 2024 to March 31, 2024)	1	1
Number of investor complaints pending at the end of the quarter i.e., as on March 31, 2024	Nil	Nil
Average time taken for redressal of complaints for the quarter	3 days	3 days



Complaints pending during the quarter ended March 31, 2024							
Particulars	Less than 1 month	1-3 months	3-6 months	6-9 months	9-12 months	Greater than 12 months	Total
All complaints	Nil	Nil	Nil	Nil	Nil	Nil	Nil
SCORES complaints	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Complaints resolved during the quarter ended March 31, 2024							
Particulars	Less than 1 month	1-3 months	3-6 months	6-9 months	9-12 months	Greater than 12 months	Total
All complaints	1	Nil	Nil	Nil	Nil	Nil	1
SCORES complaints	1	Nil	Nil	Nil	Nil	Nil	1

Thanking you,

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

**Vinitha Menon**  
**Company Secretary and Compliance Officer**  
**A25036**