



June 27, 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: Scrip Symbol “EMBASSY”, Scrip Code 542602, Scrip Code 973434, 973545, 973546, 973910, 974885, 975051, 975056 and 975311 (NCDs) and Scrip Code 726240 (CPs).**

Dear Sir/Madam,

**Subject: Summary of the proceedings of the Sixth Annual Meeting of the Unitholders of Embassy Office Parks REIT.**

We refer to our letter dated June 03, 2024 regarding the Notice of the Sixth Annual Meeting of the Unitholders of Embassy Office Parks REIT (“AM”) to be held on Thursday, June 27, 2024, at 1100 Hrs IST at the Grand Ballroom, Four Seasons Hotel, Embassy One, No.8, Bellary Road, Ganganagar, Bangalore - 560063, Karnataka, India and through Video Conferencing/ Other Audio-Visual Means.

A summary of the proceedings of the AM is enclosed.

The AM commenced at 1100 Hrs IST and concluded at 1232 Hrs IST.

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

**Summary of Proceedings of the Sixth Annual Meeting of the Unitholders of Embassy Office Parks REIT (“AM”) :**

The Sixth Annual Meeting of the Unitholders of Embassy Office Parks REIT (“Embassy REIT”) was held on Thursday, June 27, 2024, at 1100 Hrs IST at the Grand Ballroom, Four Seasons Hotel, Embassy One, No.8, Bellary Road, Ganganagar, Bangalore - 560063, Karnataka, India and through Video Conferencing (“VC”)/ Other Audio-Visual Means (“OAVM”).

The AM commenced at 1100 Hrs IST and concluded at 1232 Hrs IST. The AM was held in compliance with the SEBI Master Circular No. SEBI/HO/DDHS-PoD-2/P/CIR/2024/43 dated May 15, 2024.

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

Sl. No.	Name of the attendee	Designation	Mode of Attendance and Location
1.	Mr. Jitendra Virwani	Chairperson - Non-Executive Director	Physical from Bangalore, Karnataka
2.	Mr. Vivek Mehra	Independent Director and Chairperson – Audit Committee and Risk Management Committee	VC/OAVM from Thimphu, Bhutan
3.	Dr. Anoop Kumar Mittal	Independent Director	VC/OAVM from Norway, Europe
4.	Dr. Punita Kumar-Sinha	Independent Director and Chairperson – Stakeholders’ Relationship Committee and Corporate Social Responsibility Committee	Physical from Bangalore, Karnataka
5.	Mr. Arvind Kathpalia	Non-Executive Director	VC/OAVM from Mumbai, Maharashtra
6.	Mr. Aditya Virwani	Non-Executive Director	Physical from Bangalore, Karnataka

**Key Managerial Personnel of the Manager to Embassy REIT in attendance:**

Sl. No.	Name of the attendee	Designation	Mode of Attendance and Location
1.	Mr. Aravind Maiya	Chief Executive Officer	Physical from Bangalore, Karnataka
2.	Mr. Abhishek Agrawal	Chief Financial Officer	
3.	Ms. Vinitha Menon	Head - Company Secretary and Compliance Officer	

**Senior Management of the Manager to Embassy REIT in attendance:**

Sl. No.	Name of the attendee	Designation	Mode of Attendance and Location
1.	Mr. Ritwik Bhattacharjee	Chief Investment Officer	Physical from Bangalore, Karnataka
2.	Ms. Sakshi Garg	Head – Investor Relations	
3.	Mr. Donnie Dominic George	General Counsel	
4.	Mr. Ray Vargis Kallimel	Head – Asset Management	
5.	Ms. Shwetha Reddy	Head – Marketing and Communications	
6.	Mr. Raghu Sapra	Head – Hospitality	
7.	Mr. Amit Shetty	Head – Leasing	
8.	Mr. Rajendran Subramaniam	Head – Projects and Capex	

**Auditor(s), Trustee(s) of the Manager to Embassy REIT and Scrutinizer for the AM:**

Sl. No.	Name of the attendee	Designation	Mode of Attendance and Location
1.	Mr. Adarsh Ranka	Partner, S.R. Batliboi & Associates LLP, Statutory Auditors of Embassy REIT	Physical from Bangalore, Karnataka
2.	Mr. Nikunj Shah		
3.	Mr. Nitul Gala	Representative of Axis Trustee Services Limited –Trustee to Embassy REIT	VC/OAVM from Mumbai, Maharashtra
4.	Mr. Hardik Shah		
5.	Mr. Sagar Shetty		
6.	Ms. Rupal Jhaveri	Practicing Company Secretary – Scrutinizer	

**Unitholders Present:**

A total of 113 Unitholders representing 7,30,10,236 Embassy REIT’s Units, representing 7.71% of Embassy REIT’s total voting power attended the AM in person and virtually. A total of 1 proxy representing 2,500 units of Embassy REIT’s representing 0.00026% of Embassy REIT’s total voting power attended the AM.

The AM commenced at 1100 Hrs IST and concluded at 1232 Hrs IST (including the time allowed for e-voting during the AM).

Ms. Shwetha Reddy, Head of Marketing and Communications of the Manager, welcomed the participants

to the AM. As the AM was being conducted physically and through VC/OAVM, Ms. Reddy briefed the Unitholders on the modalities relating to conducting the AM through VC/OAVM including in respect of casting an e-vote. Ms. Reddy also informed the Unitholders that those attending the AM virtually could express their views and raise queries through the 'Chat Box' feature available on the screens. Ms. Reddy then briefly introduced the Directors and Key Managerial Personnel of the Manager and other personnel present in the AM, to the Unitholders. Ms. Reddy further informed the Unitholders that Dr. Ranjan Pai, Director, could not attend the AM due to certain pre-commitments.

Ms. Reddy then handed over the proceedings to Mr. Jitendra Virwani, Chairperson of the Board of Directors of the Manager.

Mr. Jitendra Virwani chaired the AM. Mr. Virwani informed the Unitholders that the AM is also being held through VC/OAVM in accordance with the relevant circulars issued by SEBI. Mr. Virwani further informed the Unitholders that all reasonable efforts have been made by the Manager of Embassy REIT to facilitate participation and voting by Unitholders on the items being considered in the AM. As the requisite quorum was present, Mr. Virwani called the AM to order. Mr. Virwani then requested the Board of Directors to introduce themselves.

Mr. Virwani then welcomed all the Unitholders and other invitees joining the AM physically as well as through VC/OAVM and stated that the purpose of the AM is to give an update on key developments relating to Embassy REIT and to seek approval from the Unitholders on the matters stated in the AM notice.

Mr. Virwani then went on to state that the current year marks Embassy REIT's fifth-year anniversary since its listing in April 2019. He then stated that five years ago, Embassy REIT embarked on a journey as India's pioneering REIT, and today, Embassy REIT is proud of its accomplishments and the transformative impact Embassy REIT had on the Indian commercial real estate landscape.

Mr. Virwani then advanced the AM by passing the proceedings to Mr. Aravind Maiya, the Chief Executive Officer of the Manager.

Mr. Maiya presented the business highlights of Embassy REIT for the last 5 years and the key highlights for the Financial Year 2023-24, including the latest acquisition of Embassy Splendid TechZone, Chennai. Mr. Maiya also briefed the Unitholders about the future growth plans of Embassy REIT. Mr. Maiya then handed over the proceedings to Ms. Shwetha Reddy, Head of Marketing and Communications of the Manager.

Thereafter, Ms. Reddy requested the Unitholders who were physically present at the AM to raise their queries and then directed the queries raised by Unitholders prior to the AM, through the Chat Box and at the AM, to the relevant personnel of Embassy REIT, to provide responses.

After the queries were responded to, Ms. Reddy informed the Unitholders present at the AM that in case of any further clarifications, the Unitholders could reach out to the Investors Relations department of Embassy REIT. She then handed over the proceedings to Ms. Vinitha Menon, Head - Company Secretary and Compliance Officer of the Manager.

Ms. Menon informed the Unitholders that pursuant to the SEBI master circular dated May 15, 2024, REITs are allowed to hold a General Meeting through Video Conferencing or Other Audio-Visual means, without the physical presence of Unitholders at a common venue. She added that the remote e-voting period remained open from Saturday, June 22, 2024, from 0900 hrs IST till Wednesday, June 26, 2024, till 1700 hrs IST.

Ms. Menon added that the relevant documents for inspection, as mentioned in the Notice of the AM shall remain open and accessible to the Unitholders for inspection during the AM. She also added that the Unitholders can also request for an extract of the same.

Ms. Menon further informed the Unitholders that the Notice of the AM has been made available to the Unitholders in advance of the AM. With the permission of the Chairman and the Unitholders, Ms. Menon took the AM notice as read.

Ms. Menon also informed the Unitholders that Embassy REIT had provided Unitholders the facility to cast their votes on all resolutions proposed in the Notice through the electronic voting system. Ms. Menon then stated that the Unitholders who were present at the AM physically or virtually but had not cast their votes by remote e-voting prior to the AM, would be provided with an opportunity to cast their votes by way of remote e-voting and e-voting at the venue, at the conclusion of the AM. Ms. Menon added that the remote e-voting and e-voting facility at the venue would be made available for 15 minutes after the e-voting announcement at the conclusion of the AM.

Ms. Menon then mentioned that the remote e-voting period remained open from Saturday, June 22, 2024, from 0900 Hrs IST till Wednesday, June 26, 2024, till 1700 Hrs IST. Ms. Menon then stated that the Unitholders who were present at the AM physically or virtually but had not cast their votes by remote e-voting prior to the AM, would be provided with an opportunity to cast their votes by way of remote e-voting and e-voting at the venue, at the conclusion of the AM. Ms. Menon added that the remote e-voting and e-voting facility at the venue would be made available for 15 minutes after the e-voting announcement at the conclusion of the AM.

Ms. Menon further informed that Ms. Rupal Jhaveri, Practicing Company Secretary, had been appointed as the Scrutinizer to scrutinize the remote e-voting and e-voting at the venue to ensure that the voting is carried out in a fair and transparent manner.

She read out that the following items as set out in the Notice of the AM dated June 03, 2024 which were put to vote by remote E-voting:

Sr. No	Resolution	Type
1.	Consideration, approval and adoption of the Audited Standalone Financial Statements and Audited Consolidated Financial Statements of Embassy REIT for the year ended March 31, 2024 together with the Report of the Auditor thereon and the Annual Report on performance of Embassy REIT.	Simple Majority

Sr. No	Resolution	Type
2.	Consideration, approval and adoption of the Valuation Report issued by Ms. L Anuradha, MRICS, Independent Valuer for the valuation of Embassy REIT'S portfolio as at March 31, 2024.	Simple Majority
3.	Consideration and approval for the re-appointment of and fees payable to S. R. Batliboi & Associates LLP, as the Statutory Auditors of Embassy REIT for a second term of five years for the financial years 2024-25 to 2028-29.	

Ms. Menon then handed over the proceedings to Mr. Jitendra Virwani, Chairperson of the Board of Directors of the Manager.

Mr. Virwani thanked the Unitholders, the Board of Directors and other attendees for joining the AM. He further authorized Ms. Vinitha Menon, Head - Company Secretary and Compliance Officer, to conduct the voting procedure and conclude the AM. He added that Unitholders who were present in the AM physically or virtually and who have not yet cast their votes can do so by availing the remote e-voting facility and e-voting at the venue and that the e-voting facility shall remain open for the 15 minutes.

Mr. Virwani stated that the requisite quorum was present throughout the AM and the results of the AM will be announced by Embassy REIT on or before July 01, 2024.

The e-voting facility was kept open for the next 15 minutes to enable the Unitholders to cast their votes. Upon completion of the e-voting process, Ms. Menon declared the AM closed.

The resolutions stated in the notice of the AM dated June 03, 2024 were passed with requisite majority.

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**