



April 16, 2024

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, 973545, 973546, 973910, 974885, 975051, 975056 and 975311 (NCDs) and Scrip Code 726239 and 726240 (CPs).

Dear Sir/ Madam,

Subject: Submission of Compliance Report on Corporate Governance for the quarter and year ended March 31, 2024.

Pursuant to Regulation 26E of Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, read along with SEBI circular No. SEBI/HO/DDHS-PoD-2/P/CIR/2023/101, dated June 26, 2023, and Chapter 16 of SEBI Master Circular No. SEBI/HO/DDHS-PoD-2/P/CIR/2023/116, dated July 06, 2023, we have enclosed the Compliance Report on Corporate Governance (**Annexure I and II**) of Embassy Office Parks REIT for the quarter and year ended March 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
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 Real Estate Investment Trust
2. **Name of the Manager:** Embassy Office Parks Management Services Private Limited
3. **Quarter ending:** March 31, 2024

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 / IREIT and listed entities, including this Manager**	Number of Independent directorships in all Managers / Investment Managers of REIT / IREIT and listed entities, including this Manager	Number of memberships in Audit / Stakeholder Committee(s) in all Managers / Investment Managers of REIT / IREIT 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 / IREIT 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	-	-	7 months	3	3	5	0
Mr.	Vivek Mehra	PAN: AAIPM8597Q DIN: 00101328	Non-Executive - Independent Director	09/06/2017	01/10/2021	-	81 months	6	6	7	3
Dr.	Punita Kumar-Sinha	PAN: DAXPS7631M DIN: 05229262	Non-Executive - Independent Director	06/08/2018	06/08/2023	-	67 months	2	2	8	2
Dr.	Ranjan Ramdas Pai	PAN: AGBPP2795G DIN: 00863123	Non-Executive - Independent Director	09/06/2017	01/10/2021	-	81 months	1	1	1	0
Mr.	Tuhin Arvind Parikh	PAN: AAEP3946Q	Non-Executive - Non-Independent Director	16/06/2015	-	11/01/2024	-	-	-	-	-

		DIN: 00544890									
Mr.	Robert Christopher Heady	PAN: N.A. DIN: 06401388	Non-Executive - Non-Independent Director	06/08/2018	-	11/01/2024	-	-	-	-	-
Mr.	Asheesh Mohta	PAN: AEZPM9416K DIN: 00358583	Alternate Director to Mr. Robert Christopher Heady	28/06/2019	-	10/01/2024	-	-	-	-	-

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 2023-24**

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. Robert Christopher Heady	Non-Executive - Non-Independent Director	06-08-2018	11-01-2024
		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. Robert Christopher Heady	Non-Executive - Non-Independent Director	12-08-2019	11-01-2024
		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. Robert Christopher Heady	Non-Executive - Non-Independent Director	06-08-2018	11-01-2024
		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 (October– December 2023)	Date(s) of Meeting (if any) in the relevant quarter (January – March 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)
October 26, 2023	February 02, 2024	Yes	6	4	Number of days between October 26, 2023, and February 02, 2024 – 99 days

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

Format to be submitted by the Manager for the financial year

I. Disclosure on website of REIT		
Item	Compliance status (Yes/No/NA)^{refer note below}	If Yes provide link to website. If No / NA provide reasons
a. Details of business	Yes	https://www.embassyofficeparks.com/about-us/
b. Financial information including complete copy of the Annual Report including Balance Sheet, Profit and Loss Account, etc	Yes	https://www.embassyofficeparks.com/investors/publications/
c. Contact information of the designated officials of the company who are responsible for assisting and handling investor grievances	Yes	https://www.embassyofficeparks.com/contactus/relations/
d. Email ID for grievance redressal and other relevant details	Yes	https://www.embassyofficeparks.com/contactus/relations/
e. Information, report, notices, call letters, circular, proceedings, etc. concerning units	Yes	https://www.embassyofficeparks.com/investors/regulatory-filings/
f. All information and reports including compliance reports filed by REIT with respect to units	Yes	https://www.embassyofficeparks.com/esg/governance-documents/
g. All intimations and announcements made by REIT to the stock exchanges	Yes	https://www.embassyofficeparks.com/investors/regulatory-filings/
h. All complaints including SCORES complaints received by the REIT	Yes	https://www.embassyofficeparks.com/investors/regulatory-filings/
i. Any other information which may be relevant for the investors	Yes	https://www.embassyofficeparks.com/investors/resources/
It is certified that these contents on the website of the REIT are correct		

II. Annual Affirmations		
Particulars	Regulation Number	Compliance Status (Yes/No/NA) refer note below
Independent director(s) have been appointed in terms of specified criteria of 'independence' and / or 'eligibility'	2(1)(qai)	Yes
Board composition	4(2)(e)(iv), 26A, 26B(1)	Yes
Meeting of board of directors	26A	Yes
Quorum of board meeting	26B(2)	Yes
Review of compliance reports	26B(3)	Yes
Plans for orderly succession for appointments	26A	Yes
Code of conduct	26A	Yes
Minimum information	26B(4)	Yes
Compliance certificate	26B(5)	Yes
Risk assessment & management	26A	Yes
Performance evaluation of independent directors	26A	Yes
Recommendation of Board	26B(6)	NA
Composition of Audit Committee	26A	Yes
Meeting of Audit Committee	26A	Yes
Composition of Nomination and Remuneration Committee	26A	Yes
Quorum of Nomination and Remuneration Committee meeting	26A	Yes
Meeting of Nomination and Remuneration Committee	26A	Yes
Composition of Stakeholders' Relationship Committee	26A	Yes
Meeting of Stakeholders' Relationship Committee	26A	Yes
Composition and role of Risk Management Committee	26A	Yes
Meeting of Risk Management Committee	26A	Yes
Vigil Mechanism	26C	Yes
Approval for related party transactions	19(5), 19(7), 22(5)(a)	Yes
Disclosure of related party transactions	19(1)	Yes
Annual secretarial Compliance Report	26D	Yes
Alternate Director to Independent Director	26A	NA
Maximum tenure of Independent Director	26A	Yes
Meeting of Independent Directors	26A	Yes

Familiarization of Independent Directors	26A	Yes
Declaration from Independent Director	26A	Yes
Directors and Officers insurance	26A	Yes
Memberships in Committees	26A	Yes
Affirmation with compliance to code of conduct from members of Board of Directors and Senior management Personnel	26A	Yes
Policy with respect to Obligations of directors and senior management	26A	Yes

Note

1. In the column "Compliance Status", compliance or non-compliance may be indicated by Yes/No/N.A. For example, if the Board has been composed in accordance with the requirements of REIT Regulations, "Yes" may be indicated. Similarly, in case the REIT has no related party transactions, the words "N.A." may be indicated.
2. If status is "No" details of non-compliance may be given here.
3. If the Manager would like to provide any other information the same may be indicated here

Name and Designation

Vinitha Menon
Company Secretary and Compliance Officer
A25036