

December 19, 2019

To,
The Listing Department,
National Stock Exchange of India Limited,
Exchange Plaza, C-1, Block G,
Bandra Kurla Complex,
Bandra (E), Mumbai- 400 051.
Symbol: KAPSTON

Dear Sir/Madam,

Sub: Notice of Extraordinary General Meeting

Pursuant to the Regulations of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, the "**notice of the Extraordinary General Meeting**" is enclosed as annexure.

The same is dispatched to the shareholders and is also available on the website of our Company (link <https://www.kapstonfm.com/images/PDF/Kapston-EGM-Notice-1.pdf>) .

Details of Extraordinary General Meeting	
Date of Extraordinary General Meeting	January 11, 2020 (Saturday)
Time	10.30 a.m
Venue	Corporate Office of the Company. Situated at Plot No.75, Kavuri Hills, Madhapur, Hyderabad- 500034.
E-Voting dates	January 08, 2020 (9.00 a.m) to January 10, 2020 (5.00 p.m)
Cut-off date for e-voting	January 04, 2020

This is for your information and records.

Thanking you,

For Kapston Facilities Management Limited


Amreen Gulnaaz,
Company Secretary



KAPSTON
FACILITIES MANAGEMENT LIMITED
CIN. No. L15400TG2009PLC062658

REGISTERED OFFICE: # 287, MIG – 2, IX Phase, KPHB, Hyderabad - 500 072
CORPORATE OFFICE: Plot # 75, Kavuri Hills, Madhapur, Hyderabad, Telangana - 500034
WEBSITE: www.kapstonfm.com, www.kapstonsecurity.com, www.kapstonskills.com
CONTROL ROOM: + 91 96 4050 4050 (24x7), E-mail: info@kapstonfm.com

TELANGANA | ANDHRA PRADESH | KARNATAKA | TAMIL NADU | KERALA | ODISHA | ASSAM | MAHARASHTRA



Corporate Identity Number : L15400TG2009PLC062658

Registered Office: Plot No.287, MIG-2, IX Phase KPHB,
Kukatpally, Hyderabad, Telangana -500072

Corporate Office: Plot No 75, Kavuri Hills, Madhapur,
Hyderabad, Telangana – 500034

Website : www.kapstonfm.com / Email: cs@kapstonfm.com

NOTICE

(Pursuant to Section 101 of the Companies Act,2013)

Notice is hereby given that Extraordinary General Meeting of Kapston Facilities Management Limited will be held on Saturday,11th day of January,2020 at 10.30 a.m at the corporate office of the company situated at Plot No 75, Kavuri Hills, Madhapur, Hyderabad - 500034, to transact the following business:

SPECIAL BUSINESS:

Item No. 1: Increase of Authorised Share Capital

To consider and if thought fit to pass, with or without modification(s), the following resolution as an **Ordinary Resolution:**

“RESOLVED THAT pursuant to the provisions of Section 61 and 64 of Companies Act, 2013 read with Companies (Share Capital and Debentures) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), the authorised share capital of the Company be and is hereby increased from Rs.9,00,00,000 (Rupees Nine Crore only) divided into 90,00,000 (Ninety Lakhs only) equity shares of Rs.10 (Rupees Ten only) each to Rs.11,50,00,000 (Rupees Eleven Crore fifty lakhs only) divided into 1,15,00,000 (One hundred and Fifteen Lakhs only) equity shares of Rs.10 (Rupees Ten only) each.”

“RESOLVED FURTHER THAT Clause V of the Memorandum of Association of the Company be and is hereby altered and substituted as follows:

V. The Authorised Share Capital of the company is Rs.11,50,00,000 (Rupees Eleven Crore fifty lakhs only) divided into 1,15,00,000 (One hundred and Fifteen Lakhs only) equity shares of Rs.10 (Rupees Ten only) each with a power to increase and reduce the capital of the Company, subject to the provisions of the Act.”

“RESOLVED FURTHER THAT for the purpose of giving effect to the above said resolution, the Board of Directors of the Company (hereinafter referred to as the “Board”, which term shall be deemed to include any committee constituted by the Board or any person(s) authorized by the Board in this regard) be and is hereby authorized to do all such acts, deeds, matters and things including but not limited to filling of necessary forms/documents with the appropriate authorities and to execute all such deeds, documents, instruments and writings as it may in its sole and absolute discretion deem necessary or expedient and to settle any question, difficulty or doubt that may arise in regard thereto.”

Item No. 2: Issue of Bonus Shares:

To consider and if thought fit to pass, with or without modification(s), the following resolution as an **Ordinary Resolution:**

RESOLVED

- A) That pursuant to the provisions of Section 63 of the Companies Act, 2013 (the Act) and other applicable provisions, if any, of the Companies Act, 2013, the Securities Exchange Board of India (SEBI) (Issue of Capital and Disclosure Requirements Regulations) 2018, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015 and clause 59 of the Articles of Association of the Company and subject to such approval(s) as may be necessary from any authority, consent be and is hereby accorded to the Board of Directors of the Company ('the board', which term shall be deemed to include any Committee thereof) for capitalization of a sum not exceeding Rs.1,44,91,520/- (One Crore Forty Four Lakhs Ninety One Thousand Five Hundred and Twenty only) from the securities premium account for the purpose of issue of Bonus shares upto 14,49,152 (Fourteen Lakh Forty Nine Thousand One hundred and Fifty Two only) of Rs.10/- (Rupees Ten) each, credited as fully paid up equity shares to the holders of the equity shares of the company as on the 'Book Closure/ Record Date' to be determined by the Board for the purpose, in the proportion of 1 (One) Bonus equity share of Rs.10/- each for every existing 6 (Six) equity shares of Rs.10/- each held by them and that the Bonus equity shares so distributed shall, for all purposes, be treated as an increase in the nominal amount in the share capital of the company held by each such member, and not as income;
- B) That the bonus shares so allotted shall rank pari passu in all respects with the existing equity shares of the company;
- C) That the bonus shares so allotted shall be subject to the terms and conditions contained in the Memorandum and Articles of Association of the Company;
- D) That no letter of allotment shall be issued in respect of the Bonus shares but in the case of Members who hold equity shares (or opt to receive the Bonus shares) in dematerialized form, the Bonus shares shall be credited to the respective beneficiary accounts of the members with their respective Depository participants;
- E) That no fractional shares shall be issued and the Board be and is hereby authorized to appoint a senior employee of the Company to get credited all the fractional share entitlements to his demat account who shall dispose-off the said shares and distribute the net sale proceeds to the respective shareholders;
- F) That the Board be and is hereby authorized to take necessary steps for listing of such Bonus shares on the stock exchange where the equity shares of the company are listed in terms of the listing agreement and other applicable guidelines, rules or regulations;
- G) That for the purpose of giving effect to this resolution, the Board be and is hereby authorized to do all such acts, deeds, matters and things and give such directions as may be necessary or expedient and to settle any question, difficulty or doubt that may arise in this regard as the Board in its absolute discretion may deem fit or desirable and its decision shall be final and binding."
- Item No.3: Authorisation to the Board of Directors to Mortgage /Charge /Hypothecate Property(ies) /Undertaking(s) of the Company**
- To consider and if thought fit to pass, with or without modification(s), the following resolution as a **Special Resolution**:
- "RESOLVED THAT** pursuant to the provisions of Section 180 (1) (a) and other applicable provisions of the

Companies Act, 2013 and rules made there under, consent of the members of the Company be and is hereby accorded to the Board of Directors of the Company to mortgage/charge/hypothecate all or any of the immovable and movable properties of the Company including under hire purchase scheme both present and future, and/or the whole or substantially the whole of the undertaking or undertakings of the Company in such form and manner as the Board may think fit, for securing any loans and/or advances already obtained or that may be obtained from Bank(s), Financial Institution(s), other entities or any combination thereof from time to time and in one or more tranches, however, the total underlying charge created/ to be created shall not, at any time exceed the limit of Rs.200 Crores (Rupees Two Hundred Crores only)."

"RESOLVED FURTHER THAT for the purpose of giving effect to the above said resolution, the Board of Directors of the Company (hereinafter referred to as the "Board", which term shall be deemed to include any committee constituted by the Board or any person(s) authorized by the Board in this regard) be and is hereby authorized to do all such acts, deeds, matters and things including but not limited to filling of necessary forms/documents with the appropriate authorities and to execute all such deeds, documents, instruments and writings as it may in its sole and absolute discretion deem necessary or expedient and to settle any question, difficulty or doubt that may arise in regard thereto."

Item No.4: Increase in the borrowing powers of the company

To consider and if thought fit to pass, with or without modification(s), the following resolution as **Special Resolution:**

"RESOLVED THAT pursuant to the provisions of section 180 (1) (c) and other applicable provisions, if any, of the Companies Act, 2013, including any statutory modifications or any amendments or any substitution or re-enactment thereof, if any, for the time being in

force, the consent of the members of the Company be and is hereby accorded to borrow, enhance or avail loan facility for the general, working capital and such other corporate purposes, from time to time as the board may think fit, any sum or sums of money which together with the moneys already borrowed by the Company (apart from temporary loans obtained from the Company's Bankers in the ordinary course of business) may exceed the aggregate of the paid up capital of the Company and free reserves, that is to say reserves not set apart for any specific purpose, provided that the total amount of moneys so borrowed shall not, at any time exceed the limit of Rs. 200 Crores (Rupees Two Hundred Crores)."

"RESOLVED FURTHER THAT for the purpose of giving effect to the above said resolution, the Board of Directors of the Company (hereinafter referred to as the "Board", which term shall be deemed to include any committee constituted by the Board or any person(s) authorized by the Board in this regard) be and is hereby authorized to do all such acts, deeds, matters and things including but not limited to filling of necessary forms/documents with the appropriate authorities and to execute all such deeds, documents, instruments and writings as it may in its sole and absolute discretion deem necessary or expedient and to settle any question, difficulty or doubt that may arise in regard thereto."

**By order of the Board
For Kapston Facilities Management Limited**



**Amreen Gulnaaz
Company Secretary
M. No ACS 47889**

Date: December 14, 2019

Place: Hyderabad

Notes

1. A shareholder entitled to attend and vote at the Extraordinary General Meeting (EGM) is entitled to appoint a proxy to attend and vote on poll on behalf of him and the proxy need not be a member of the Company. The instrument of proxy in order to be effective, must be deposited at the Corporate Office of the Company, duly completed and signed, not less than 48 hours before the commencement of meeting. A person can act as proxy on behalf of shareholders not exceeding fifty (50) in number and holding in aggregate not more than 10% of the total share capital of the company.
2. Corporate shareholders intending to send their authorized representatives to attend the Extraordinary General Meeting (EGM) are requested to send a certified copy of the board resolution authorizing their representative to attend and vote on their behalf at the EGM.
3. During the period beginning 24 hours before the time fixed for the commencement of the meeting and ending with the conclusion of the meeting, a member would be entitled to inspect the proxies lodged with the Company, at any time during the business hours of the Company, provided that not less than three days of notice in writing is given to the Company.
4. The register of directors and key managerial personnel and their shareholding maintained under Section 170 of the Companies Act, 2013, and the register of contracts or arrangements in which directors are interested, maintained under Section 189 of the Companies Act, 2013, will be available for inspection by the members at the Extraordinary General Meeting (EGM).
5. The cut-off date for considering list of shareholders for dispatch of EGM Notice is December 13, 2019.
6. Pursuant to the Regulation 36 of the SEBI (LODR) Regulation, 2015 the company is sharing all the documents with shareholders in the electronic mode, wherever the same has been agreed to by the shareholders. Shareholders are requested to support this green initiative by registering/ updating their e-mail address for receiving electronic communication. The members will be entitled to a physical copy of the notice to EGM along with Annexures, free of cost, upon sending a request to the Compliance Officer/Company Secretary at the Corporate office of the Company.
7. Pursuant to section 108 of the Companies Act, 2013, read with rules 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to offer voting by electronic means to the members to cast their votes electronically on all resolutions set forth in this notice. The detailed instructions for e-voting are given separately.
8. Shareholders/proxies are requested to bring their copies of the Notice to the EGM and the attendance slip duly filled in for attending the EGM.
9. Shareholders are requested to intimate, immediately, any change in their address or bank mandates to their depository participants with whom they are maintaining their demat accounts.
10. SEBI has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their depository participants with whom they are maintaining their demat accounts.
11. Pursuant to section 72 of the Companies Act, 2013, members are entitled to make a nomination in

respect of shares held by them. Members desirous of making a nomination, pursuant to the Rule 19(1) of the Companies (Share Capital and Debentures) Rules, 2014 are requested to send their requests in Form No. SH-13 to the Registrar and Transfer Agent of the Company. Further, members desirous of cancelling/varying nomination pursuant to the Rule 19(9) of the Companies (Share Capital and Debentures) Rules, 2014, are requested to send their requests in Form No. SH- 14 to the Registrar and Transfer Agent of the Company.

12. All documents referred to in the accompanying notice will be available for inspection at the corporate office of the company during business hours on all working days up to the date of declaration of the result of the Extraordinary General Meeting (EGM).
13. In case of joint holders attending the EGM, the shareholder whose name appears as the first holder in the order of name appears as per the Register of Members of the Company will be entitled to vote.

14. Route map to the venue of the EGM is enclosed to this Notice.

**By order of the Board
For Kapston Facilities Management Limited**



**Amreen Gulnaaz
Company Secretary
M.No ACS 47889**

Date: December 14, 2019

Place: Hyderabad

Registered Office

Kapston Facilities Management Limited

Plot No.287,MIG-2, IX Phase KPHB,
Kukatpally, Hyderabad- 500072.

CIN: L15400TG2009PLC062658

Email: cs@kapstonfm.com

Website: www.kapstonfm.com

Guidelines for Electronic Voting

Pursuant to provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of SEBI (LODR) Regulations, 2015, the Company is pleased to provide e-voting facility to the shareholders to cast their vote on all resolutions set forth in the notice convening the Extraordinary General Meeting (EGM) to be held on Saturday, 11th day of January, 2020 at 10.30 a.m. The Company has engaged the services of Central Depository Service Limited (CDSL) to provide the e-voting facility.

The Members whose names appear in the Register of Members/List of Beneficial Owners as on 04th January, 2020 (cut-off date), are entitled to vote on the resolutions set forth in this Notice.

The e-voting period will commence on Wednesday, 8th January, 2020 at 9.00 a.m and will end on Friday, 10th January, 2020 at 5.00 p.m. During this period, shareholders of the Company, as on the cut-off date may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter. Members will not be able to cast their votes electronically beyond the date and time mentioned above.

The Company has appointed Mr. D S Rao, Practicing Company Secretary, Hyderabad, to act as the Scrutinizer, to scrutinize the electronic voting process and poll at the Extraordinary General Meeting (EGM) in fair and transparent manner. The members desiring to vote through electronic mode may refer to the detailed procedure on e-voting given hereunder.

The shareholders who have cast their vote by remote e-voting prior to the EGM may also attend the EGM but will not be entitled to cast their vote again.

The facility for voting through ballot paper will be made available at the EGM venue and the shareholders attending the EGM, who have not cast their vote by

remote e-voting will be able to exercise their right at the EGM venue through ballot paper. Shareholders who have not cast their vote electronically, by remote e-voting, may only cast their vote at the EGM through ballot paper.

At the EGM, at the end of discussion on the resolutions on which voting is to be held, the Chairman, with the assistance of the scrutinizer, will order voting through ballot paper for all those shareholders who are present at the EGM but have not cast their votes electronically using the remote e-voting facility.

PROCEDURE FOR E-VOTING:

Instructions for members for voting electronically are as under:

- A. In case of members receiving e-mail (for members whose e-mail addresses are registered with the Company/Registrars)
 - i) The shareholders should log on to the e-voting website www.evotingindia.com.
 - ii) Click on Shareholders.
 - iii) Now Enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - iv) Next enter the Image Verification as displayed and Click on Login.
 - v) Shareholders holding shares in dematerialized form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.
 - vi) If you are a first-time user follow the steps given below:

PAN*	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department. * Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and 8 digits of the folio number in the PAN field. In case the folio number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name. Eg. If your name is Ramanathan with sequence number 1 then enter RA00000001 in the PAN field.
Dividend Bank Details or Date of Birth	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your Demat account or in the Company records in order to login · In case both the details are not recorded with the depository or Company, please enter the Member id / folio number in the Dividend Bank details field as mentioned in instruction (iii).

- (vii) After entering these details appropriately, click on "SUBMIT" tab.
- (viii) Members will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (ix) Click on the EVSN for the relevant "Kapston Facilities Management Limited" on which you choose to vote.
- (x) On the voting page, you will see "Resolution Description" and against the same the option "Yes/No" for voting. Select the option Yes or No as desired. The option Yes implies that you assent to the resolution and option No implies that you dissent to the resolution.
- (xi) Click on the "Resolution file link" if you wish to view the entire Resolution details.
- (xii) After selecting the resolution, you have decided to vote on, click on "Submit". A confirmation box will be displayed. If you wish to confirm your vote, click on "Ok", else to change your vote, click on "Cancel" and accordingly modify your vote.
- (xiii) Once you "Confirm" your vote on the resolution, you will not be allowed to modify your vote.
- (xiv) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xv) If demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xvi) Members can also cast their vote using CDSL's mobile app "m-Voting" available for Android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone

users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.

(xvii) Note for Non – Individual Shareholders and Custodians

- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to www.evotingindia.com and register themselves as Corporate.
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
- After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
- The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
- A scanned copy of the board resolution and power of attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same

(xviii) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com.

B. In case of members receiving the physical copy of notice of Extraordinary General Meeting by courier (for members whose e-mail ids are not registered with the Company/Depositories)

Ø Please follow all the steps from S.No. (i) to S.No (xvi) to cast vote.

**By order of the Board
For Kapston Facilities Management Limited**



**Amreen Gulnaaz
Company Secretary
M. No ACS 47889**

Date: December 14, 2019

Place: Hyderabad.

Registered Office

Kapston Facilities Management Limited

Plot No.287,MIG-2, IX Phase KPHB,
Kukatpally, Hyderabad- 500072.

CIN: L15400TG2009PLC062658

Email: cs@kapstonfm.com

Website: www.kapstonfm.com

Explanatory Statement

(Pursuant to Section 102(1) of the Companies Act, 2013)

Item No.1: Increase of Authorised Share Capital

The Board of Directors at their meeting held on December 14, 2019 approved increase in authorised share capital of the company (subject to the approval of Shareholders) from Rs.9,00,00,000 (Rupees Nine Crore only) divided into 90,00,000 (Ninety Lakhs only) equity shares of Rs.10 (Rupees Ten only) each to Rs.11,50,00,000 (Rupees Eleven Crore fifty lakhs only) divided into 1,15,00,000 (One hundred and Fifteen Lakhs only) equity shares of Rs.10 (Rupees Ten only) each, keeping in view raising of further capital by way of bonus issue or by any other way for future needs.

As per the provisions of the Companies Act, 2013 the approval of shareholders is required to increase the authorised share capital and amend the respective clause of Memorandum of Association.

Hence, board recommends the above resolution for your approval.

None of the Directors, Key Managerial Personnel and their relatives are in any way concerned or interested, financially or otherwise in the above said resolution.

Item No.2: Issue of Bonus Shares:

The Board of Directors at their meeting held on December 14, 2019 recommended issue of bonus shares in proportion of 1 (One) equity share for every 6 (Six) Equity shares held by the members, by capitalizing a part of the amount standing to the credit of the Securities Premium account.

Pursuant to the provisions of the Articles of Association of the Company and section 63 of the Companies Act, 2013 and rules made there under the capitalization of reserves and bonus issue thereof requires approval of the shareholders in general meeting.

Accordingly, the Board seeks approval of the shareholders for capitalizing Rs.1,44,91,520/- (One Crores forty four lakhs ninety one thousand five hundred and twenty only) out of the amount standing to the credit of Securities Premium account and issue of fully paid up bonus shares upto 14,49,152 (Fourteen Lakhs forty nine thousand one hundred and fifty two only) to the existing equity shareholders.

None of the Directors, Key Managerial Personnel and their relatives are in any way concerned or interested, financially or otherwise in the above said resolution except to the extent of their shareholding in the Company.

Item No.3 and 4:

#Authorisation to the Board of Directors to Mortgage / Charge/ Hypothecate Property(ies) / Undertaking(s) of the Company

&

Increase in the borrowing powers of the company

The Board of Directors in their meeting held on December 14, 2019 discussed that in view of the existing and future plans, and in relation to those future plans discussed on the available internal resources and existing loans/borrowings which could not be sufficient to meet future plans. The Company is contemplating to obtain further funds from Banks/financial institutions and/or others. For the purpose of raising funds from Bank/Financial Institutes or others, the Company may have to create charge, mortgage or hypothecate on its movable and immovable properties and undertakings in favour of the lenders. The requirement of funds may exceed the limit of paid-up capital and free reserves of the Company.

Under the provisions of Section 180 and other applicable provisions of the Companies Act, 2013, consent of the shareholders of the Company by way of Special Resolution is required for

- Borrowings by the Company (present and future) which in aggregate exceed the paid-up capital and free reserves of the Company.

- For sale, lease or otherwise dispose off the movable and immovable properties and undertakings of the Company in favour of the lenders.

Since the proposed borrowing along with the existing borrowings will exceed the said limit, consent of the members of the Company is sought in this regard as mentioned in the above said resolutions and the Company may require to create charge on the assets in favour of the lenders and since the creation of charge, to mortgage or hypothecation thereof may, in certain circumstances, amount to sale, lease or disposal, the Board of Directors recommends the above said resolutions to the Shareholders for approval.

None of the Directors, Key Managerial Personnel and their relatives are in any way concerned or interested, financially or otherwise in the above said resolution.

**By order of the Board
For Kapston Facilities Management Limited**


**Amreen Gulnaaz
Company Secretary
M. No ACS 47889**

Date: December 14, 2019

Place: Hyderabad.

Registered Office

Kapston Facilities Management Limited

Plot No.287,MIG-2, IX Phase KPHB,
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CIN: L15400TG2009PLC062658

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Kapston Facilities Management Limited

CIN: L15400TG2009PLC062658

Registered office: Plot No.287, MIG-2, IX Phase, KPHB, Kukatpally, Hyderabad, Telangana-500072.

Corporate office: Plot No.75, Kavuri Hills, Madhapur, Hyderabad, Telangana-500034.

E-mail: cs@kapstonfm.com **Website:** www.kapstonfm.com

Attendance slip for Extraordinary General Meeting (To be surrendered at the venue of the meeting)

I hereby state that I am a registered shareholder/proxy/representative for the registered shareholder(s) of the company. I hereby record my presence at the Extraordinary General Meeting of the shareholders of the company held on Saturday the 11th day of January, 2020 at 10.30 a.m. at Corporate office of the Company situated at Plot No.75, Kavuri Hills, Madhapur, Hyderabad, Telangana-500034.

DP ID*	Regd. Folio No.
Client ID*	No. of Shares

*Applicable if shares are held in electronic form.

Name & Address of the Shareholder

Signature of Shareholder/Proxy/
Representative (Please Specify)

Note:

1. Shareholders/proxy holders are requested to bring the attendance slips with them duly completed when they come to the meeting and hand them over at the gate, affixing their signature on them.
2. Shareholders are informed that no duplicate attendance slips will be issued at the venue of the meeting.

Kapston Facilities Management Limited

CIN: L15400TG2009PLC062658

Registered office: Plot No.287, MIG-2, IX Phase, KPHB, Kukatpally, Hyderabad, Telangana-500072.

Corporate office: Plot No.75, Kavuri Hills, Madhapur, Hyderabad, Telangana-500034.

E-mail: cs@kapstonfm.com **Website:** www.kapstonfm.com

Form No.MGT-11

Proxy Form

(Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration) Rules, 2014.

CIN	L15400TG2009PLC062658		
Name of the Company	Kapston Facilities Management Limited		
Registered Office	Plot No.287,MIG-2, IX Phase, KPHB, Kukatpally, Hyderabad, Telangana-500072.		
Name of the Member(s)			
Registered Address			
E-mail Id			
Folio No./Client ID		DP ID	

I/We, holding _____ shares of Kapston Facilities Management Limited, hereby appoint

1. Name: _____
Address: _____
Email Id: _____
Signature: _____ or falling him/her

2. Name: _____
Address: _____
Email Id: _____
Signature: _____ or falling him/her

3. Name: _____
Address: _____
Email Id: _____
Signature: _____ or falling him/her

as my / our proxy to attend and vote (on a poll) for me / us and on my / our behalf at the EGM of the company to be held on Saturday, the 11th day of January, 2020 at 10.30 a.m at the venue of EGM i.e at the Corporate Office of the Company situated at Plot No.75, Kavuri Hills, Madhapur, Hyderabad, Telangana-500034 and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution Number	Description	Vote (optional see note2) please mention no of shares	
		For	Against
	Special Business		
1	To approve increase of Authorised Share Capital		
2	To approve issue of Bonus Shares		
3	To approve authorisation to the Board of Directors to Mortgage /Charge / Hypothecate Property(ies)/Undertaking(s) of the Company		
4	To approve Increase in the borrowing powers of the company		

Affix
Revenue
Stamp

Signed this day of 2019/2020

Signature of the shareholder: _____

Signature of Proxy holder(s): _____

Note:

1. This form in order to be effective should be duly completed and deposited at the Corporate Office of the company not less than 48 hours before the commencement of the Meeting.
2. It is optional to indicate your preference. If you leave the "for", "against" column blank against any or all resolutions, your proxy will be entitled to vote in the manner as he/she may deem appropriate.

MAP TO THE EGM VENUE

EGM Venue address: Corporate Office of Kapston Facilities Management Limited
Situated at Plot No 75, Kavuri Hills, Madhapur, Hyderabad, Telangana – 500034.

