

## NOMINATION AND REMUNERATION POLICY

<b>Approving Authority</b>	Board of Directors (“Board”) of K Raheja Corp Investment Managers Private Limited (Formerly known as K Raheja Corp Investment Managers LLP) (“ <b>Manager</b> ”) in its capacity as the Manager of Mindspace Business Parks REIT (“ <b>Mindspace REIT</b> ”)
<b>Approval Date</b>	July 17, 2023
<b>Effective Date</b>	This policy on Nomination and Remuneration (“ <b>NRC Policy</b> ” or “ <b>Policy</b> ”) shall come into effect from the date it was adopted by the Board of Directors at their Board Meeting held on July 17, 2023.

### 1. APPLICABILITY:

This Policy is applicable to Mindspace REIT and shall be implemented through the Manager.

### 2. OBJECTIVE AND PURPOSE:

This Policy lays down a framework and provides guidance for the selection, appointment and reappointment of members of board of directors of the Manager of Mindspace REIT (“**Board of Directors**”) and its Key Managerial Personnel (KMPs). The Policy aims at ensuring that the Board of directors of the Manager consists of persons with a diverse range of skills and qualities required for the growth of Mindspace REIT and also to ensure that the interests of Mindspace REIT and its stakeholders are promoted, protected and aligned.

### 3. DEFINITIONS:

“**Applicable Law**” means any statute, law, regulation, ordinance, rule, judgement, order, decree, bye-law, approval of any governmental agency, directive, guideline, policy, requirement or other government restriction or any similar form of decision of or determination by, or any interpretation having the force of law of any of the foregoing governmental agency having jurisdiction, applicable to any party, in force from time to time, including but not limited to the REIT Regulations;

“Nomination and Remuneration Committee” or “NRC” means the Nomination and Remuneration constituted/reconstituted by the Board of Directors of the Manager, from time to time.

“**Act**” means the Companies Act, 2013 as amended from time to time.

“**Offer**” shall mean the initial offer of Units to public by Mindspace REIT;

“**SEBI**” shall mean Securities and Exchange Board of India.

“**SEBI REIT Regulations/REIT Regulations**” shall mean SEBI (Real Estate Investment Trusts) Regulations, 2014, as amended from time to time and circulars issued by the Securities and Exchange Board of India time to time.

**“Unit”** shall mean an undivided beneficial interest in Mindspace REIT, and such Units together represent the entire beneficial interest in Mindspace REIT.

**“Unitholders”** shall mean any person who holds any Unit of Mindspace REIT

**“Senior Management”** shall mean Officers or personnel of the Manager who are members of its core management team excluding the Board of Directors and shall also comprise all members of the management one level below the Chief Executive Officer or Managing Director, Whole Time Director, manager (including Chief Executive Officer or manager, in case they are not part of the Board of Directors) and shall specifically include the Compliance Officer and Chief Financial Officer.

#### **4. PRINCIPLES FOR SELECTION AND APPOINTMENT OF MEMBERS OF BOARD OF DIRECTORS OF THE MANAGER AND SENIOR MANAGEMENT.**

4.1 The Nomination and Remuneration Committee shall recommend to the Board of Directors appointment, reappointment and removal of persons as members of the Board of Directors and Senior Management in accordance with the criteria laid down. NRC Committee shall comprise of atleast three members, with all members being independent members.

The Members of the Board of Directors and Senior Management should comprise persons combining expertise, know-how and personal attributes that allow Mindspace REIT to:

- understand the operations and requirements of Mindspace REIT’s business and the environment in which it operates;
- discharge duties and responsibilities in accordance with the prescribed legal framework;

4.2 The terms of reference/role of the NRC Committee shall, inter-alia, include the following:

- i. formulation of the criteria for determining qualifications, positive attributes and independence of a member of the Board of Directors and recommend to the Board of Directors a policy relating to the remuneration of the members of the Board of Directors and Senior Management;
- ii. the NRC Committee, while adopting this policy, should ensure that:
  - the level and composition of remuneration be reasonable and sufficient to attract, retain and motivate members of the quality required to run Mindspace REIT successfully;
  - relationship of remuneration to performance is clear and meets appropriate performance standards;
- iii. For every appointment of an independent member, the NRC shall evaluate the balance of skills, knowledge and experience on the Board and on the basis of such evaluation, prepare a description of the role and capabilities required of an independent director. The person recommended to the Board for appointment as an independent director shall have the capabilities identified in such description. For the purpose of identifying suitable candidates, the Committee may:

- a. use the services of an external agencies, if required;
  - b. consider candidates from a wide range of backgrounds, having due regard to diversity; and
  - c. consider the time commitments of the candidates.
- iv. formulation of criteria for evaluation of performance of independent members and the Board of Directors;
- v. devising a policy on diversity of Board of Directors;
- vi. identifying persons who are qualified to become members and who may be appointed in senior management in accordance with the criteria laid down, and recommend to the Board, their appointment and removal;
- vii. recommend to the Board of Directors, all remuneration, in whatever form, payable to the members and senior management ;
- viii. whether to extend or continue the term of appointment of the independent member, on the basis of the report of performance evaluation of members;
- ix. frame suitable policies / procedures and systems as it may deem fit, in relation to the roles assigned to the Committee;
- x. perform such other activities as may be delegated by the Board of Directors or specified under the SEBI REIT Regulations, as amended or by any other applicable law or regulatory authority.
- xi. The NRC Committee shall consider the selection and appointment of the Members and make recommendations to the Board of Directors, where necessary. The NRC Committee may engage in informal discussions with the members of the Board of Directors for the purpose. Alternatively, a member of the Board of Directors may recommend to the NRC Committee a candidate for a position on the Board of Directors;
- xii. The NRC Committee is required to assess whether there is a suitable position for the candidate nominated and shall also evaluate whether the nominated candidate meets the criteria and is suitable for the position;
- xiii. In the process of appointment of a member on the Board of Directors by the NRC Committee, due consideration should be given by the NRC Committee to the following:
  - Proficiency of the management to identify gaps that could be bridged to build and strengthen the Board of Directors;
  - Identify the areas in which there may be a lack of skills, in order to increase effectiveness;
  - Need of the current and future business plans of Mindspace REIT;

- Extent of contribution by the incumbent to Mindspace REIT, to improve the overall performance of Mindspace REIT;
- Extent of contribution to overall effectiveness of the Board of Directors;
- Expertise that that the candidate shall bring to the role that will contribute to Mindspace REIT's goals;
- The contribution to Mindspace REIT so as to enhance and maximise the stakeholders' value;
- Independence of such candidate under the provisions of the SEBI REIT Regulations, Companies Act, 2013 and SEBI (Listing of Obligations and Disclosure Requirements), Regulations 2015, if and as may be applicable and as amended from time to time.

4.3 Accordingly, in selecting and recommending potential new member to the NRC Committee should identify the competencies required to enable the Board of Directors to fulfil their respective responsibilities within the framework of the overall objectives and goals of Mindspace REIT and wherever applicable, should also have regard to the results of the annual appraisals of the relevant person's past performance, of the Board of Directors.

4.4 If the candidate is found suitable, the NRC Committee shall recommend the candidate to the Board of Directors for appointment as member.

4.5 A member who retires, if willing to be re-appointed shall be subject to the selection and appointment procedures outlined above. The re-election shall also be dependent upon the evaluation of such members' performance by the Board.

4.6 In selecting and recommending potential new Senior Management, the NRC Committee should identify the competencies required to enable the—Senior Management to fulfil its respective responsibilities within the framework of the overall objectives and goals of Mindspace REIT and wherever applicable, should also have regard to the results of the annual appraisals of the relevant person's past performance elsewhere, if accessible

4.7 While evaluating and recommending the candidature of a candidate, regard shall be had to his/her balance of skills, knowledge and experience criteria, skills and personal attributes.

## **5. EVALUATION BY THE COMMITTEE**

5.1 The performance of each member (Independent and Non-Independent)—Senior Management shall be reviewed on an annual basis by the NRC Committee in such manner and mode as may be decided by the Committee/Chairperson of the Committee along with the head of human resources or any other invitee as may be deemed necessary, which may use such external support as may be required to undertake such reviews.

5.2 The performance of each member (whether Independent or Non-Independent), and Senior Management shall be evaluated annually against the Goal set as may be decided by the Board of Directors from time to time. The NRC Committee shall discuss

the findings of the evaluation and give its recommendation to the Board in this regard. However, the actual evaluation shall remain confidential and shall be a constructive mechanism to improve the effectiveness of the Board of Directors.

- 5.3 The NRC Committee shall be responsible to review implementation and compliance with the manner of effective evaluation, whether done internally or through any expert hired for the purpose.

## **6. POLICY FOR REMUNERATION OF THE MEMBERS OF BOARD OF DIRECTORS AND SENIOR MANAGEMENT**

- 6.1 The objective of Mindspace REIT's remuneration policy is to attract, motivate and retain qualified expert individuals that Mindspace REIT needs in order to achieve its strategic and operational objectives, whilst acknowledging the context around remuneration and recognising the interests of Mindspace REIT's stakeholders.
- 6.2 In determining the remuneration policy, it shall be ensured that a competitive remuneration package for talent is maintained. The level and composition of remuneration should be reasonable and sufficient to attract, retain and motivate and drive the direction that is required to run Mindspace REIT in achieving its goals;
- 6.3 The relationship of remuneration to performance is clear and shall meet appropriate performance benchmarks; and remuneration to members of the Board of Directors and Senior Management may include performance bonus, reflecting short and long-term performance objectives appropriate to the working of Mindspace REIT and its goals.
- 6.4 In designing and setting the levels of remuneration for the members of the Board and Senior Management of Mindspace REIT, the NRC Committee/Board shall also take into account the relevant statutory provisions and provisions relating to corporate governance, societal and market trends and the interests of stakeholders.
- 6.5 The remuneration/ compensation/ commission for the members and senior management (including annual increments, if any) will be determined by the NRC Committee and intimated to the Board.
- 6.6 All pecuniary relationship or transactions of the members of Board of Directors vis-à-vis Mindspace REIT shall be disclosed in the Annual Report. Additionally, the following disclosures shall be made in the Annual Report of Mindspace REIT:
- All fees or any other remuneration paid to members of the Board of Directors; Alternatively, this may be put up on Mindspace REIT's website and reference drawn thereto in the annual report;
  - Mindspace REIT shall disclose the number of units and other instruments held by a member of the Board of Directors in the Annual Report;
  - Members of the Board of Directors shall be required to disclose their unitholding in the listed Mindspace REIT in which they are proposed to be appointed as members, prior to their appointment. These details should be disclosed in the notice to the general meeting called for appointment of such member.

## **7. AMENDMENT**

Notwithstanding the above, this Policy will stand amended to the extent of any change in Applicable Laws. The Board of Directors of the Manager reserves the right to amend or modify this Policy in whole or in part.