



MINDSPACE BUSINESS PARKS REIT

(Registered in the Republic of India as a contributory, determinate and irrevocable trust on November 18, 2019 at Mumbai under the Indian Trusts Act, 1882 and as a real estate investment trust on December 10, 2019 at Mumbai under the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, having registration number IN/REIT/19-20/0003)

Principal Place of Business: Raheja Tower, Plot No. C-30, Block 'G', Bandra Kurla Complex, Bandra (E), Mumbai – 400 051

Tel: +91 22 2656 4000; **Compliance Officer:** Bharat Sanghavi

E-mail: reitcompliance@mindspacereit.com; **Website:** <https://www.mindspacereit.com>

Notice

NOTICE is hereby given that the Fourth Annual Meeting (“AM”) of the Unitholders of Mindspace Business Parks REIT (“Mindspace REIT”) will be held on Friday, June 21, 2024 at 02:00 P.M. (IST) through Video Conferencing (“VC”) / Other Audio Visual Means (“OAVM”) to transact the following business (“Notice”) and the venue of the Meeting shall be deemed to be the Principal place of business of Mindspace REIT situated at Raheja Tower, Plot No. C-30, Block ‘G’, Bandra Kurla Complex, Bandra (East), Mumbai – 400 051, India.

Ordinary Business:

ITEM NO. 1: To consider and adopt the Audited Standalone Financial Statements and Audited Consolidated Financial Statements of Mindspace Business Parks REIT (“Mindspace REIT”) for the financial year ended March 31, 2024, together with the Reports of the Statutory Auditors thereon for the financial year ended March 31, 2024, and the Report on performance of Mindspace REIT:

To consider and if thought fit, to pass the following resolution by way of simple majority (i.e. where the votes cast in favour of the resolution are required to be more than the votes cast against the resolution) in accordance with Regulation 22(4)(a)(i) of the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, as amended:

“RESOLVED THAT pursuant to Regulations 10, 22 and other applicable provisions if any, of the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014 and the circulars, clarifications, notifications and guidelines issued thereunder, and other applicable rules and regulations, if any including any statutory modifications, amendments or re-enactments thereof for the time being in force (**“REIT Regulations”**), the Audited Standalone Financial Statements and the Audited Consolidated Financial Statements of Mindspace Business Parks REIT (**“Mindspace REIT”**) as at and for the financial year ended March 31, 2024, together with the Reports of the Auditors thereon and the report on the performance of Mindspace REIT be and are hereby received and adopted.

RESOLVED FURTHER THAT the Board of Directors (**“Board”**) or the Chief Executive Officer, or the Chief Financial Officer or the Company Secretary and Compliance Officer of K Raheja Corp Investment Managers Private Limited (the **“Manager”**) be

and are hereby severally authorized on behalf of Mindspace REIT to inform all concerned, in such form and manner as may be required or to settle all matters arising out of and incidental thereto and sign and execute all deeds, documents and writings that may be required, on behalf of the Manager and do all such acts, deeds, things and matters as may be required or take such steps as may be necessary to give effect to this resolution or as otherwise considered by the Board, to be in the best interest of Mindspace REIT, as it may deem fit.”

ITEM NO. 2: To consider and adopt the Valuation Report issued by KZEN Valtech Private Limited, the Valuer, for the valuation of the portfolio of Mindspace Business Parks REIT as at March 31, 2024:

To consider and if thought fit, to pass the following resolution by way of simple majority (i.e. where the votes cast in favour of the resolution are required to be more than the votes cast against the resolution) in accordance with Regulation 22(4)(a) (iii) of the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, as amended:

“RESOLVED THAT pursuant to Regulations 21, 22 and other applicable provisions, if any, of the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, and the circulars, clarifications, notifications and guidelines issued thereunder, and other applicable rules and regulations, if any including any statutory modifications, amendments or re-enactments thereof for the time being in force (**“REIT Regulations”**), the valuation report of Mindspace Business Parks REIT (**“Mindspace REIT”**) issued by KZEN Valtech Private Limited, the Valuer for the valuation of the portfolio as at March 31, 2024, be and is hereby adopted.

RESOLVED FURTHER THAT the Board of Directors (**“Board”**) or the Chief Executive Officer, or the Chief Financial Officer or the Company Secretary and Compliance Officer of K Raheja Corp Investment Managers Private Limited (the **“Manager”**) be and are hereby severally authorized on behalf of Mindspace REIT to inform all concerned, in such form and manner as may be required or to settle all matters arising out of and incidental thereto and sign and execute all deeds, documents and writings that may be required, on behalf of the Manager and do all such acts, deeds, things and matters as may be required or take such steps as may be necessary to give effect to this resolution or as otherwise considered by the Board, to be in the best interest of Mindspace REIT, as it may deem fit.

ITEMNO. 3: To approve aggregate consolidated borrowings and deferred payments of Mindspace REIT and its Asset SPVs (“Mindspace REIT Group”), net of cash and cash equivalent upto 49% of the value of the Mindspace REIT Group assets.

To consider and if thought fit, to pass the following resolution by way of simple majority (i.e. where the votes cast in favour of the resolution are required to be more than the votes cast against the resolution) in accordance with Regulation 22(5) of the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, as amended:

“RESOLVED THAT pursuant to Regulation 20, 22 and other applicable provisions, if any, of the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, and the circulars, clarifications, notifications and guidelines issued thereunder, and other applicable rules and regulations, if any including any statutory modifications, amendments or re-enactments thereof for the time being in force (**“REIT Regulations”**) and subject to the trust deed of Mindspace Business Parks REIT (**“Mindspace REIT”**) and compliance with other conditions of the REIT Regulations, as may be applicable, the consent of the Unitholders of Mindspace REIT (**“Unitholders”**), be and is hereby accorded to Mindspace REIT and its special purpose vehicles (as defined under the REIT Regulations) viz. Mindspace Business Parks Private Limited, Avacado Properties and Trading (India) Private Limited, Gigaplex Estate Private Limited, Horizonview Properties Private Limited, KRC Infrastructure and Projects Private Limited, Intime Properties Limited, Sundew Properties Limited and K. Raheja IT Park (Hyderabad) Limited (**“Asset SPVs”**) and any other entity acquired by Mindspace REIT from time to time (collectively referred to as **“Mindspace**

REIT Group”), to borrow from time to time, any sum or sums of money such that, the aggregate consolidated borrowing and deferred payments of Mindspace REIT Group, net of cash and cash equivalent, does not exceed 49% of the value of the Mindspace REIT Group assets (as set out under Regulation 20(3) of the REIT Regulations) from time to time, in whatever form including but not limited to debentures, commercial papers, term loans and such instruments, facilities and arrangements as permitted under applicable law, whether secured or unsecured, which the Board of Directors (**“Board”**) of K Raheja Corp Investment Managers Private Limited (acting as the **Manager** to Mindspace REIT) (which shall deem to include any duly constituted committee of the Board of the Manager to exercise its powers including the powers conferred by this resolution) or the Board of the Asset SPVs, as the case may be, and to do all such acts, deeds and things and to execute all such deeds, documents, instruments and writings, and register all charges as may be required in this regard.

RESOLVED FURTHER THAT the Board of Directors or the Chief Executive Officer, or the Chief Financial Officer or the Company Secretary and Compliance Officer of the Manager be and are hereby severally authorized on behalf of Mindspace REIT to inform all concerned, in such form and manner as may be required or to settle all matters arising out of and incidental thereto and sign and execute all deeds, documents and writings that may be required, on behalf of the Manager and do all such acts, deeds, things and matters as may be required or take such steps as may be necessary to give effect to this resolution or as otherwise considered by the Board, to be in the best interest of Mindspace REIT, as it may deem fit.”

For and on behalf of Mindspace Business Parks REIT
(acting through its Manager , K Raheja Corp Investment Managers Private Limited)
(formerly known as K Raheja Corp Investment Managers LLP)
Sd/-

Mumbai
Date : April 30 , 2024

Bharat Sanghavi
Company Secretary and Compliance Officer

Notes:

1. Pursuant to Securities and Exchange Board of India ("SEBI") circular no SEBI/HO/DDHS-PoD-2/P/CIR/2024/43 dated May 15, 2024, REITs are allowed to hold the Annual Meeting ("**AM**") through Video Conferencing ("**VC**")/Other Audio Visual Means ("**OAVM**"), without the physical presence of Unitholders at a common venue. Hence, in compliance with the circular, the AM of Mindspace Business Parks REIT ("**Mindspace REIT**") is being held through VC.
2. As the AM shall be conducted through VC, the facility for appointment of proxy by the Unitholders of Mindspace REIT ("**Unitholders**") is not available for this AM, and hence, the Proxy Form and Attendance Slip including Route Map are not annexed to this Notice.
3. The relevant explanatory statement pursuant to the provisions of Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014 setting out the material facts relating to ordinary business to be transacted at the AM is provided under **Annexure A**.
4. A copy of the Notice is available on the websites of, Mindspace REIT at www.mindspacereit.com and on BSE Limited viz. <https://www.bseindia.com/> and National Stock Exchange of India Limited viz. <https://www.nseindia.com/>.
5. The Valuation Report dated April 24, 2024, issued by KZEN Valtech Private Limited, Independent Valuer of Mindspace REIT, for valuation of the portfolio as at March 31, 2024, is available on the website of Mindspace REIT at www.mindspacereit.com.
6. Relevant documents referred to in the accompanying Notice, if any, are open for inspection by the Unitholders, by sending an email, mentioning their name, demat account number, e-mail id, mobile number to reitcompliance@mindspacereit.com.
7. K Raheja Corp Investment Managers Private Limited (the "**Manager/KRCIMPL**"), on behalf of Mindspace REIT, has engaged the services of KFin Technologies Limited, ("**KFin**"), Registrar and Transfer Agent for the purpose of providing remote e-voting facility to the Unitholders. Instructions for remote e-voting are enclosed herewith as **Annexure B**.
8. Unitholders may note that in accordance with SEBI circular no. SEBI/HO/CFD/PoD2/CIR/P/2023/120 dated July 11, 2023, only the unitholders whose email Ids are updated with the depository would be able to cast their vote through remote e-voting facility. Unitholders whose email Ids are not registered are therefore requested to update their email Id with their depository participant to cast vote through remote e-voting facility.
9. KRCIMPL on behalf of Mindspace REIT, is providing a facility to the Unitholders as on the cut-off date, being Friday, June 14, 2024, (the "**Cut-off date**") to exercise their right to vote by electronic voting systems from a place other than venue of the AM ("**remote e-voting**") on any or all the items of business specified in the accompanying Notice. Any person who acquires units of Mindspace REIT and becomes a Unitholder after the dispatch of the Notice, and holds units as on the cut-off date, may obtain the user id and password by sending a request to evoting@kfintech.com or contact KFin at toll free number 1800 3094 001. The voting rights of a Unitholder shall be in proportion to their Unitholding, as on the Cut-Off Date. Voting by electronic mode is a convenient means of exercising voting rights and may help to increase the Unitholders' participation in the decision-making process. It may be noted that the remote e-voting facility is optional. Resolutions passed by the Unitholders through remote e-voting shall be deemed to have been passed as if they have been passed at the AM held through VC.
10. The voting rights of the Unitholders holding units, in respect of e-voting shall be reckoned in proportion to their units in the unit capital as on the Cut-off date being Friday, June 14, 2024. A person who is not a unitholder as on the cut-off date should treat Notice of this meeting for information purposes only.
11. Aabid & Co Practicing Company Secretaries has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner. The Scrutinizer's decision on the validity of the vote shall be final.
12. Once the vote on a resolution stated in this notice is cast by a Unitholder through remote e-voting, the unitholder shall not be allowed to change it subsequently and such e-vote shall be treated as final. Unitholders who have cast their vote by remote e-voting may also attend the AM, however such Unitholder shall not be allowed to vote again during the AM.
13. The Scrutinizer after scrutinizing the votes cast by remote e-voting and e-voting during the AM will make a consolidated Scrutinizer's Report and submit the same forthwith not later than 48 hours of conclusion of the AM

to the Chairperson of the Manager or a person authorized by him in writing, who shall countersign the same.

14. The results declared along with the consolidated Scrutinizer's Report shall be hosted on the website of Mindspace REIT i.e. www.mindspacereit.com and on the website of KFin Technologies Limited i.e. <https://evoting.kfintech.com>. The results shall simultaneously be communicated to BSE Limited and the National Stock Exchange of India Limited.
15. The resolutions shall be deemed to be passed at the registered office of the Manager on the date of the AM, subject to receipt of the requisite number of votes in favour of the resolutions.
16. The recorded transcript of the AM shall be uploaded on the website of Mindspace REIT i.e. www.mindspacereit.com.
17. Attendance of the unitholders participating in the AM through VC/OVAM shall be counted for the purpose of reckoning the quorum.
18. In the case of joint holders attending the AM, the unitholder whose name appears as the first holder in the order of names as per the Register of unitholder will be entitled to vote.
19. Unitholders are requested to address all correspondences to, KFin Technologies Limited (Unit: Mindspace Business Parks REIT), Selenium Tower B, Plot No. 31-32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad - 500 032, India.
20. SEBI has mandated the submission of Permanent Account Number ("PAN") by every participant in the securities market. Unitholders are therefore requested to submit their PAN to their depository participants with whom they are maintaining their demat accounts.

Procedure to raise questions / seek clarifications with respect to annual report and/or the Notice:

21. Unitholders and/or participants are allowed to submit questions by writing to Mindspace REIT at reitcompliance@mindspacereit.com from Monday, June 17, 2024 (09:00 a.m.) to Wednesday June 19, 2024 (05:00 p.m.). Such a facility shall be for 1,000

Unitholders to participate on a first- come-first- served basis.

Speaker registration before AM:

22. Unitholders who would like to express their views or ask questions during the AM may register themselves by logging on to <https://emeetings.kfintech.com> and clicking on the 'Speaker Registration' tab available on the screen after log in. The Speaker Registration will be open from Monday, June 17, 2024 (09:00 am) to Wednesday June 19, 2024 (05:00 pm). Only those Unitholders who are registered as aforesaid will be allowed to express their views or ask questions. Mindspace REIT reserves the right to restrict the number of questions and number of speakers, depending upon availability of time as appropriate for smooth conduct of the AM. Unitholders are requested to wait for their turn to be called during the question answer session.

Instructions to the unitholders for attending the AM through video conference:

- i. Attending the AM: Unitholders will be provided with a facility to attend the AM through VC platform provided by KFin. Unitholders need to access the same at <https://emeetings.kfintech.com/> by using the login credentials.
- ii. After logging, click on camera icon appearing against AM event of Mindspace Business Parks REIT can be selected.
- iii. Please note that the Unitholders who do not have the user id and password for e-voting or have forgotten the user id and password may retrieve the same by following the instructions mentioned in the notice and same is mentioned in **Annexure B**.
- iv. The facility for joining the meeting shall be kept open 30 minutes before the time scheduled to start the AM and shall not be closed until the expiry of 15 minutes after such scheduled time.
- v. Unitholders will be required to allow access to the camera, if any, and are requested to use internet with good speed to avoid any disturbance during the meeting.
- vi. Please note that participants accessing the internet via "Mobile Hotspot" may experience audio/video loss due to fluctuation in their respective network. It is therefore recommended to use stable wi-fi or LAN connection to mitigate any kind of aforesaid glitches.

Annexure A

Explanatory Statement

ITEM NO 1: To consider and adopt the Audited Standalone Financial Statements and Audited Consolidated Financial Statements of Mindspace Business Parks REIT (“Mindspace REIT”) for the financial year ended March 31, 2024, together with the Reports of the Statutory Auditors thereon for the financial year ended March 31, 2024, and the Report on performance of Mindspace REIT:

The Board of Directors of the Manager (“**Board**”), at its meeting held on Tuesday, April 30, 2024, has approved the Audited Standalone Financial Statements and the Audited Consolidated Financial Statements of Mindspace REIT for the financial year ended March 31, 2024 and took on record report of the Statutory Auditors thereon and the report on the performance of Mindspace REIT.

Pursuant to Regulation 22(4)(a)(i) of the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, including any applicable circulars, notifications, guidelines and clarifications issued thereunder, each as amended from time to time (the “**REIT Regulations**”), the latest annual accounts and performance of Mindspace REIT are required to be received and adopted by the Unitholders in accordance with the REIT Regulations.

None of the Directors or Chief Executive Officer or Chief Financial Officer or Company Secretary and Compliance Officer (or their relatives) of K Raheja Corp Investment Managers Private Limited, the Manager or Axis Trustee Services Limited, the trustee of Mindspace REIT, are interested in the aforesaid resolution.

The Board of the Manager recommends the passing of the Resolution at Item No. 1 by way of simple majority (i.e. where the votes cast in favour of the resolution are required to be more than the votes cast against the resolution).

ITEM NO 2: To consider and adopt the Valuation Report issued by KZEN Valtech Private Limited, the Valuer, for the valuation of the portfolio of Mindspace Business Parks REIT as at March 31, 2024:

The Board of Directors of the Manager (“**Board**”) at its meeting held on April 30, 2024, adopted the Valuation Report dated April 24, 2024 issued by KZEN Valtech Private Limited Independent Valuer of Mindspace REIT, for valuation of the portfolio as at March 31, 2024.

Pursuant to Regulation 22(4)(a)(iii) of the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, the latest valuation report is required to be considered and adopted by the Unitholders of Mindspace REIT.

None of the Directors or Chief Executive Officer or Chief Financial Officer or Company Secretary and Compliance Officer (or their relatives) of K Raheja Corp Investment Managers Private Limited, the Manager or Axis Trustee Services Limited, the trustee of Mindspace REIT, are interested in the aforesaid resolution.

The Board of the Manager recommends the passing of the Resolution at Item No. 2 by way of simple majority (i.e. where the votes cast in favour of the resolution are required to be more than the votes cast against the resolution).

ITEM NO 3: To approve aggregate consolidated borrowings and deferred payments of Mindspace REIT and its Asset SPVs (“Mindspace REIT Group”), net of cash and cash equivalent upto 49% of the value of Mindspace REIT Group assets.

Pursuant to Regulation 20(2) of Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014 (“**REIT Regulations**”), the aggregate consolidated borrowings and deferred payments of the REIT and the SPV(s) net of cash and cash equivalents (“**Borrowings**”) shall not exceed 49% of the value of the REIT assets. However, pursuant to Regulation 20(3) the Borrowings of the REIT shall not exceed 25% of the value of the REIT assets unless a credit rating is obtained from a credit rating agency registered with the Securities and Exchange Board of India and prior approval is sought from the Unitholders as specified under Regulation 22 of REIT Regulations.

As of March 31, 2024, the aggregate consolidated borrowings, net of cash and cash equivalents of Mindspace REIT Group (includes Mindspace Business Parks REIT (“**Mindspace REIT**”) and its Asset SPVs viz. Mindspace Business Parks Private Limited, Avacado Properties and Trading (India) Private Limited, Gigaplex Estate Private Limited, Horizonview Properties Private Limited, KRC Infrastructure and Projects Private Limited, Intime Properties Limited, Sundew Properties Limited and K.Raheja IT Park (Hyderabad) Limited and any other entity acquired by Mindspace REIT from time to time (collectively referred to as “**Mindspace REIT Group**”)) is c. INR 66,005 million¹ which equates to c. 22.1%² of the assets of Mindspace REIT and c. 21.1%² (adjusting for fixed deposits of INR 3,198 million with maturity > 3 months) of the assets of Mindspace REIT.

Mindspace REIT is rated CRISIL AAA/ Stable and [ICRA] AAA (Stable) by the registered credit rating agencies, CRISIL Ratings and ICRA respectively.

As on March 31, 2024, Mindspace REIT Group has 4.4 msf of projects under-construction.

Further, it also has future development potential of 2.5 msf. Mindspace REIT Group has earmarked a capital expenditure (excluding approval costs) of INR 28,370 million towards ongoing projects, upgradation of existing projects and future development which is estimated to be incurred over the next 3-4 years. Besides, Mindspace REIT shall from time to time explore inorganic growth opportunities for the portfolio as also opportunities to consolidate ownership in its existing parks where certain area is held by third parties. While these opportunities of both organic and inorganic growth are expected to drive accretive expansion of the Portfolio and NOI growth of the business, this may also result in the borrowings by Mindspace REIT Group exceed the threshold of 25% of the value of all assets of Mindspace REIT Group.

In order to meet these additional fund requirements for the growth of the Portfolio and to provide flexibility to the business to have an optimal capital structure, it is proposed to enable Mindspace REIT Group to borrow from time to time, any sum or sums of money that may result in the aggregate consolidated borrowing and deferred payments of Mindspace REIT Group, net of cash and cash equivalent, exceeding 25% of the value of Mindspace REIT Group assets. Unitholders are therefore requested to approve the aggregate consolidated borrowings

and deferred payments of the REIT and the SPV(s) net of cash and cash equivalents for Mindspace REIT Group upto 49% of the value of the Mindspace REIT Group assets, as permitted under the REIT Regulations, in whatever form including but not limited to debentures, commercial papers, term loans and such instruments, facilities and arrangements as permitted under applicable law, whether secured or unsecured, which the Board or the Board of its respective Asset SPVs including any other entity acquired by Mindspace REIT from time to time which qualifies as a SPV, as the case may be, shall determine.

None of the Directors or Chief Executive Officer or Chief Financial Officer or Company Secretary and Compliance Officer (or their relatives) of K Raheja Corp Investment Managers Private Limited, the Manager or Axis Trustee Services Limited, the trustee of Mindspace REIT, are interested in the aforesaid resolution.

The Board of the Manager recommends the passing of the Resolution at Item No. 3 by way of simple majority (i.e. where the votes cast in favour of the resolution are required to be more than the votes cast against the resolution).

¹ Net of accounting adjustment & minority stake adjustment

² Value of REIT assets is excluding value of minority stake in Hyderabad SPVs

Annexure B

Instructions for remote E-Voting

1) Individual unitholders:

A. NSDL:

1. User already registered for IDeAS facility:

- a. Visit URL: <https://eservices.nsd.com>
- b. Click on the "Beneficial Owner" icon under 'IDeAS' section.
- c. On the new page, enter UserID and Password. Post successful authentication, click on "Access to e-voting".
- d. Click on Mindspace Business Parks REIT or Kfin and you will be re-directed to Kfin's website for casting the vote during the remote e-voting period.

2. User not registered for IDeAS e-Services:

- a. To register click on link: <https://eservices.nsd.com>
- b. Select "Register Online for IDeAS" or click on link: <https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp>
- c. Proceed with completing the required fields.

3. First time users can visit the e-voting website directly and follow the process below URL:

- a. <https://www.evoting.nsd.com/>
- b. Click on the icon "Login" which is available under 'Shareholder/ Member' section.
- c. Enter User ID (i.e. 16-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.
- d. Post successful authentication, you will be redirected to NSDL Depository site wherein you can see e-voting page.
- e. Click on Mindspace Business Parks REIT or Kfin's name and you will be redirected to e-voting service provider website for casting your vote during the remote e-voting period.

B. CDSL

i. Existing user who have opted for Easi / Easiest

- a. Visit URL: <https://web.cdslindia.com/myeasi/home/login> or URL: www.cdslindia.com
- b. Click on New System Myeasi.
- c. Login with user id and password.
- d. Option will be made available to reach e-Voting page without any further authentication.
- e. Click on Kfin's name to cast your vote.

ii. User not registered for Easi/Easiest

- a. Option to register is available at <https://web.cdslindia.com/myeasi/Registration/EasiRegistration>
- b. Proceed with completing the required fields.

iii. First time users can visit the e-voting website directly and follow the process below

- a. URL: <https://www.cdslindia.com/>
- b. Go to e-voting tab
- c. Provide demat account number and PAN No.
- d. System will authenticate user by sending OTP on registered Mobile & e-mail as recorded in the demat account.
- e. After successful authentication, user will be provided links to Kfins website where the e-voting is in progress.
- f. Click on Mindspace Business Parks REIT/ Kfin and you will be redirected to e-voting service provider website for casting your vote during the remote e-voting period.

Login through depository participants:

Individual Unitholders can also login using the login credentials of their demat accounts through their Depository Participant registered with NSDL/CDSL for e-voting facility. Once logged in, Unitholders will be able to see e-voting option. By clicking on e-voting option unitholder will be redirected to NSDL/ CDSL Depository site after successful authentication. By clicking on Mindspace Business Parks REIT or Kfin's name, unitholders will be redirected to Kfin's website for casting their vote during the remote e-voting period.

Important note:

Unitholders who are unable to retrieve respective user id/ password are advised to use 'Forget User ID' and 'Forget Password' options available at above mentioned websites.

Unitholders can also contact the Helpdesk if needed:

1. Unitholders facing any technical issue – NSDL: Unitholders facing any technical issue in logging into NSDL website can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no. : 18001020 990 and 1800 22 44 30.
2. Unitholders facing any technical issue – CDSL: Unitholders facing any technical issue in logging into CDSL website can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 1800-200-5533.

2) Other than Individual Unitholders:

- a. If you are already registered with Kfin for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using "Forgot User Details / Password" option available on <https://evoting.kfintech.com> or call Kfin Toll Free No. 1800 3094 001.
- b. The procedure and instructions for remote e-voting facility are as follows:
 - i. Open your web browser during the remote e-voting period and navigate to <https://evoting.kfintech.com>.
 - ii. Enter the login credentials (i.e. User ID and password mentioned herewith). User ID will be your DP ID and Client ID. However, if you are already registered with KFin for remote e-voting, you can use your existing User ID and password for casting your vote.
 - iii. After entering these details appropriately, click on "LOGIN".

You will now reach the password change menu wherein you are required to mandatorily change your login password. The new password has to be minimum eight characters consisting of at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (like *, #, @, etc.). The system will prompt you to change your password and update your contact details like mobile

number, e-mail ID, etc., on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.

- iv. You need to login again with the new credentials.
- v. On successful login, the system will prompt you to select the 'Event' i.e. Mindspace Business Parks REIT.
- vi. On the voting page, enter the number of units (which represents the number of votes) as on the Cut- off date i.e. Friday, June 14, 2024, under "FOR/ AGAINST" or alternatively, you may partially enter any number in "FOR" and partially in "AGAINST" but the total number in "FOR/ AGAINST" taken together should not exceed your total unitholding as mentioned herein above.
- vii. You may also choose the option "ABSTAIN" and if the unitholder does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the units held will not be counted under either head.
- viii. Unitholders holding multiple demat accounts shall choose the voting process separately for each of the demat accounts.
- ix. Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item it will be treated as abstained.
- x. You may then cast your vote by selecting an appropriate option and click on "Submit". A confirmation box will be displayed. Click "OK" to confirm or else "CANCEL" to modify. Once you confirm, you will not be allowed to modify your vote.
- xi. During the voting period, Unitholders can login any number of times till they cast their vote on the resolution(s).

Corporate Unitholders intending to participate in the meeting through their authorized representatives are requested to upload duly certified copy of their Board Resolution / Governing Body resolution/Authorization letter,

etc. and may send a copy to the Scrutinizer through e-mail at aabid@aacsl.in authorizing their representatives to attend through remote e-voting on their behalf at the said Meeting with a copy to evoting@kfintech.com. In case of any queries, you may refer Help & FAQ section of <https://evoting.kfintech.com> or call Kfin Toll Free No. 1800 3494 001.

Instructions for Unitholder for Voting during the AM session:

1. For voting during the AM, both for individual and non-individual Unitholders need to access <https://emeetings.kfintech.com/> by using the login credentials (i.e. User ID and password mentioned herewith).
2. E-voting during the AM is integrated with the VC platform and no separate login is required for the same. The Unitholders shall be guided on the process during the AM.
3. The e-voting window shall be activated upon instructions of the Chairperson during the AM.
4. Unitholders attending the AM through VC and who have not cast their vote on the resolutions through remote e-voting and who are otherwise not barred from doing so, shall be eligible to cast their vote through e-voting system available during the AM.
5. Unitholders who have not registered their e-mail addresses so far are requested to register their e-mail address for receiving all communication including annual reports, notices, circulars etc. from the Manager, on behalf of Mindspace REIT, electronically by contacting their respective Depository Participant.

Information At A Glance

Particulars	Details
Time and date of AM	02:00 P.M. IST, Friday, June 21, 2024
Mode	Video conference and other audio - visual means Participation through video - conferencing .
Helpline number for VC participation	1800 3094 001
Cut - off date for e - voting	Friday, June 14, 2024
E - voting start time and date	Monday, June 17, 2024 (09 : 00 am)
E - voting end time and date	Thursday, June 20, 2024 (05 : 00 pm)
Start date for sending queries (in respect of Annual Report and/or Notice)/ Speaker Registration at the Annual Meeting .	Monday, June 17, 2024 (09 : 00 am)
Last date for sending queries (in respect of Annual Report and/or Notice)/ Speaker Registration at the Annual Meeting .	Wednesday, June 19, 2024 (05 : 00 pm)
Name , address and contact details of Registrar and Transfer Agent and e - voting Service Provider	Mr . S V Raju Deputy Vice President KFin Technologies Limited , Selenium Tower B, Plot 31 - 32, Gachibowli , Financial District , Nanakramguda Serilingampally , Hyderabad – 500 032 , India .