

XBRL Excel Utility	
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1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Integrated Governance Report.

2. Before you begin

1. The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 and above.
2. The system should have a file compression software to unzip excel utility file.
3. Make sure that you have downloaded the latest Excel Utility from BSE Website to your local system.
4. Make sure that you have downloaded the Chrome Browser to view report generated from Excel utility.
5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the functionalities of Excel Utility works fine. Please first go through Enable Macro - Manual attached with zip file.
6. Kindly use this file in local system instead of OneDrive/shared drive. Because it may give an error "Run-time error '52' : Bad file name or number" While clicking on textblock button if files saved on OneDrive/shared drive.

3. Index

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16	Imposition of Fine or Penalty	Imposition of Fine or Penalty
17	Ongoing TaxLitigations_Disputes	Ongoing TaxLitigations Disputes

5. Steps for Filing Integrated Governance Report

I. Fill up the data: Navigate to each field of every section in the sheet to provide applicable data in correct format. (Formats will get reflected while filling data.)

- Use paste special command to paste data from other sheet.

II. Validating Sheets: Click on the "**Validate**" button to ensure that the sheet has been properly filled and also data has been furnished in proper format. If there are some errors on the sheet, excel utility will prompt you about the same.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheet" button to ensure that all sheets has been properly filled and validated successfully. If there are some errors on the sheet, excel utility will prompt you about the same and stop validation at the same time. After correction, once again follow the same procedure to validate all sheets.

Excel Utility will not allow you to generate XBRL/XML until you rectify all errors.

IV. Generate XML : Excel Utility will not allow you to generate XBRL/XML unless successful validation of all sheet is completed. Now click on 'Generate XML' to generate XBRL/XML file.

- Save the XBRL/XML file in your desired folder in local system.

V. Generate Report : Excel Utility will allow you to generate Report. Now click on 'Generate Report' to generate html report.

- Save the HTML Report file in your desired folder in local system.
- To view HTML Report open "Chrome Web Browser" .
- To print report in PDF Format, Click on print button and save as PDF.

VI. Upload XML file to BSE Listing Center: For uploading the XBRL/XML file generated through Utility, login to BSE Listing Center and upload generated xml file. On Upload screen provide the required information and browse to select XML file and submit the XML.

6. Fill up the data in excel utility

1. Cells with red fonts indicate mandatory fields.
2. If mandatory field is left empty, then Utility will not allow you to proceed further for generating XML.
3. You are not allowed to enter data in the Grey Cells.
4. If fields are not applicable to your company then leave it blank. Do not insert Zero unless it is a mandatory field.
5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further for generating XML.
6. Select data from "Dropdown list" wherever applicable.
7. Adding Notes: Click on "Add Notes" button to add notes.

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General information about company		
Scrip code	500247	Enter the quarter ended date only
NSE Symbol	KOTAKBANK	
MSEI Symbol	NOTLISTED	
ISIN	INE237A01028	
Name of the entity	KOTAK MAHINDRA BANK LIMITED	
Date of start of financial year	01-04-2025	
Date of end of financial year	31-03-2026	
Reporting Quarter Type	Quarterly	
Date of Quarter Ending	30-06-2025	
Type of company	Equity	
Whether Annexure I (Part A) of the SEBI Circular dated December 31, 2024 related to Compliance Report on Corporate Governance is applicable to the entity?	Yes	
Whether Annexure I (Part B) of the SEBI Circular dated December 31, 2024 related to Investor Grievance Redressal Report is Applicable to the entity?	Yes	
Whether Annexure I (Part C) of the SEBI Circular dated December 31, 2024 related to Disclosure of Acquisition of Shares or Voting Rights in Unlisted Companies is Applicable to the entity?	No	<input type="button" value="Add Notes"/>
Whether Annexure I (Part D) of the SEBI Circular dated December 31, 2024 related to Disclosure of Imposition of Fine or Penalty is Applicable to the entity?	Yes	
Whether Annexure I (Part E) of the SEBI Circular dated December 31, 2024 related to Disclosure of Updates to Ongoing Tax Litigations or Disputes is Applicable to the entity?	No	<input type="button" value="Add Notes"/>
Risk management committee	Applicable	
Market Capitalisation as per immediate previous Financial Year	Top 100 listed entities	
Is SCORE ID Available ?	Yes	
SCORE Registration ID	KotakM	
Reason For No SCORE ID		
Type of Submission	Original	
Remarks (website dissemination)	<input type="button" value="Add Notes"/>	
Remarks for Exchange (not for Website Dissemination)	<input type="button" value="Add Notes"/>	

<<< Notes mandatory, if Not Applicable

<<< Notes mandatory, if Not Applicable

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Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

For this quarter kindly note the following points:
 1. Date of Appointment and Date of Cessation (if applicable) must be mandatorily filled for every Committee.
 2. Date of Appointment can be any day upto September 30, 2022.
 3. Date of Cessation must be for the current quarter only, i.e. July 1,2022 to September 30,2022

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Audit Committee Details							
Whether the Audit Committee has a Regular Chairperson				Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00494515	Ashu Suyash	Non-Executive - Independent Director	Chairperson	25-01-2022		
2	07062601	Ashok Gulati	Non-Executive - Independent Director	Member	15-03-2021		
3	07367868	Ketaki Bhagwati	Non-Executive - Independent Director	Member	18-05-2024		
4	10438792	Cornelis Petrus Adrianus Joseph Le	Non-Executive - Independent Director	Member	19-10-2024		
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Nomination and remuneration committee							
Whether the Nomination and remuneration committee has a Regular Chairperson				Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	01735963	Uday Shankar	Non-Executive - Independent Director	Chairperson	10-08-2021		
2	00126063	C S Rajan	Non-Executive - Independent Director	Member	01-01-2024		
3	00007467	Uday Kotak	Non-Executive - Non Independent Director	Member	01-05-2024		
4							
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Stakeholders Relationship Committee							
Whether the Stakeholders Relationship Committee has a Regular Chairperson				Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00126063	C S Rajan	Non-Executive - Independent Director	Chairperson	16-09-2024		
2	00494515	Ashu Suyash	Non-Executive - Independent Director	Member	07-09-2022		
3	10227550	Ashok Vaswani	Executive Director	Member	01-01-2024		
4	00004889	Shanti Ekambaram	Executive Director	Member	01-05-2024		
5	00310510	Amit Desai	Non-Executive - Non Independent Director	Member	01-04-2025		
6							
7							
8							
9							
10							

Risk Management Committee							
Whether the Risk Management Committee has a Regular Chairperson				Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	07062601	Ashok Gulati	Non-Executive - Independent Director	Chairperson	10-08-2021		
2	00007467	Uday Kotak	Non-Executive - Non Independent Director	Member	26-02-2023		
3	00494515	Ashu Suyash	Non-Executive - Independent Director	Member	18-03-2022		
4	00126063	C S Rajan	Non-Executive - Independent Director	Member	22-10-2022		
5	10438792	Cornelis Petrus Adrianus Joseph Le	Non-Executive - Independent Director	Member	01-01-2024		
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson				Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00126063	C S Rajan	Non-Executive - Independent Director	Chairperson	22-10-2022		
2	07062601	Ashok Gulati	Non-Executive - Independent Director	Member	01-01-2024		
3	10227550	Ashok Vaswani	Executive Director	Member	01-01-2024		
4	00004889	Shanti Ekambaram	Executive Director	Member	01-05-2024		
5	00310510	Amit Desai	Non-Executive - Non Independent Director	Member	01-04-2025		
6							
7							
8							
9							
10							

Other Committee						
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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Disclosure of notes on meeting of board of directors explanatory

[Add Notes](#)

Sr. No.	Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)	Maximum gap between any two consecutive (in number of days)	Notes for not providing Date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
	Add Delete						
1	18-01-2025			Yes	10	9	5
2	21-03-2025	61		Yes	11	11	6
3	22-03-2025	0		Yes	11	11	6
4	03-05-2025	41		Yes	11	10	5
5	31-05-2025	27		Yes	11	10	5
6	28-06-2025	27		Yes	11	10	5

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* to be filled in only for the current quarter meetings

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Annexure 1

IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

[Add Notes](#)

Sr	Name of Committee	Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)	Maximum gap between any two consecutive (in number of days)	Name of other committee	Reason for not providing date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors in the Committee as on date of the meeting	Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attending the meeting (other than Board of Directors)
	Add	Delete								
1	Audit Committee	17-01-2025				Yes	4	4	4	0
2	Audit Committee	21-02-2025	34			Yes	4	4	4	0
3	Audit Committee	26-03-2025	32			Yes	4	4	4	0
4	Audit Committee	02-05-2025	36			Yes	4	4	4	0
5	Audit Committee	27-06-2025	55			Yes	4	4	4	0
6	Corporate Social Responsibility Committee	18-03-2025				Yes	4	4	2	0
7	Corporate Social Responsibility Committee	07-06-2025	80			Yes	5	4	2	0
8	Stakeholders relationship Committee	27-03-2025				Yes	4	4	2	0
9	Risk Management Committee	21-02-2025				Yes	5	5	4	0
10	Risk Management Committee	26-03-2025	32			Yes	5	4	3	0
11	Risk Management Committee	29-05-2025	63			Yes	5	5	4	0
12	Risk Management Committee	27-06-2025	28			Yes	5	5	4	0
13	Nomination and remuneration committee	10-01-2025				Yes	3	3	2	0
14	Nomination and remuneration committee	05-03-2025	53			Yes	3	3	2	0
15	Nomination and remuneration committee	21-03-2025	15			Yes	3	3	2	0
16	Nomination and remuneration committee	06-05-2025	45			Yes	3	3	2	0
17	Nomination and remuneration committee	22-05-2025	15			Yes	3	3	2	0
18	Nomination and remuneration committee	31-05-2025	8			Yes	3	3	2	0

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* to be filled in only for the current quarter meetings

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Sr	Subject	Compliance status (Yes/No)
1	The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015	Yes
2	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015 a. Audit Committee	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. b. Nomination & remuneration committee	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. d. Risk management committee (applicable to the top 1000 listed entities)	Yes
6	The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes
7	The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes
8	This report and/or the report submitted in the previous quarter has been placed before Board of Directors.	Yes
9	Any comments/observations/advice of Board of Directors may be mentioned here:	Add Notes

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Sr	Subject	Compliance status
1	Name of signatory	Avan Doomasia
2	Designation	Company Secretary and

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Details of Cyber security incidence

Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 there has been cyber security incidents or breaches or loss of data or documents during the quarter

No

Other details of cyber security incidence or breaches or loss of data event

[Add Notes](#)

Number of cyber security incidence or breaches or loss of data event occurred during the quarter

Sr.

Date of the event

Brief details of the event

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Signatory Details

Name of signatory	Avan Doomasia
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	21-07-2025

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Investor Grievance Details

No. of investor complaints pending at the beginning of Quarter	0
No. of investor complaints received during the Quarter	14
No. of investor complaints disposed off during the Quarter	13
No. of investor complaints those remaining unresolved at the end of the Quarter	1

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Any Other Information for Disclosure of Imposition of Fine or Penalty						Add Notes
Sr. No.	Name of the authority	Nature and details of the action(s) taken or order(s) passed	Date of receipt of direction or order, including any ad interim or interim orders, or any other communication from the authority	Details of the violation(s)/contravention(s) committed or alleged to be committed	Impact on financial, operation or other activities of the listed entity, quantifiable in monetary terms to the extent possible	
Add Delete						
1	National Stock Exchange of India Limited	The Bank has received a letter dated June 27, 2025, from the National Stock Exchange of India Limited ("NSE") levying penalty amount of Rs. 11,800/- (including 18% GST) for delay in filing Disclosure of Related Party Transactions under Regulation 23(9) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) for the Half-year ended March 31, 2025.	27-06-2025	The penalty has arisen on account of delay in filing Disclosure of Related Party Transactions for the Half-year ended March 31, 2025 with National Stock Exchange of India Limited ("NSE") on the day of declaration of financial results (FY25) on May 3, 2025, in XBRL mode – Non-compliance of Regulation 23(9) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations). The Bank has applied for waiver of penalty levied by NSE on July 18, 2025, since the Bank had filed PDF file of the said disclosure. However, the XBRL file could not be uploaded due to technical issue on Neaps (NSE portal). The said XBRL file was duly uploaded on the BSE listing centre on May 3, 2025.	The impact of the order is limited to the amount of levy under the order.	