



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 Corporate Governance Report

XBRL filing consists of two processes. Firstly generation of XBRL/XML file and upload of generated XBRL/XML file to BSE Listing Center Website (www.listing.bseindia.com) .

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.

3. Index

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5. Steps for Filing Corporate 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
NSE Symbol	KOTAKBANK
MSEI Symbol	NOTLISTED
ISIN	INE237A01028
Name of the entity	KOTAK MAHINDRA BANK LIMITED
Date of start of financial year	01-04-2024
Date of end of financial year	31-03-2025
Reporting Quarter	Quarterly
Date of Report	31-12-2024
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Top 100 listed entities

Enter the quarter ended date only

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Annexure I

Annexure I to be submitted by listed entity on quarterly basis

I. Composition of Board of Directors

Disclosure of roles on composition of board of directors/regulatory		Not Applicable		Disqualification of Directors under section 161 of the Companies Act, 2013																						
Whether the listed entity has a Regular Chairperson				No																						
Whether Chairperson is related to MCD or CEO				No																						
Sl	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed? (Under Reg. 173A) of Listing Regulations	Date of passing special resolution	Initial Date of appointment	Date of the appointment	Date of cessation	Term of director (in months)	No of Directorships in listed entities including the listed entity (Under Regulation 173 of Listing Regulations)	No of Directorships in listed entities including the listed entity (Under Regulation 173 of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee (including the listed entity) (Under Regulation 262 of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee (including the listed entity) (Under Regulation 262 of Listing Regulations)	Reason for Cessation	Notes for not providing PAN	Notes for not providing DIN
Sl	ACF	Discr																								
1	Mr	C.S. Bhatn	A82P9326G	0130063	Non Executive - Independent Director	Chairperson		03-11-1955	No				Active	NA		22-10-2022	22-10-2023		24.00	1	1	2	1			
2	Mr	Ashok Vaswani	A21PVL68G	8227555	Executive Director	CEO-MD		01-11-1960	No				Active	NA		01-01-2024				1	0	1	0			
3	Ms	Shweta Dasgupta	A48E1418R	8000488	Executive Director			14-05-1982	No				Active	NA		01-11-2022				1	0	2	1			
4	Mr	Usha Kishor	A48P8899F	80007867	Non Executive - Non Independent Director			15-03-1959	No				Active	NA		21-11-1986				1	0	0	0			
5	Mr	Arvi Desai	A42P1516Q	05101010	Non Executive - Non Independent Director			08-01-1959	No				Active	NA		18-01-2022				1	0	0	0			
6	Mr	Usha Dandekar	A68P5231C	01355864	Non Executive - Independent Director			16-09-1961	No				Active	NA		16-01-2019				09.04	1	2	0	0		
7	Mr	Ashok Gulati	A48P5218P	0306261	Director			11-05-1954	No				Active	NA		06-08-2021				05.20	2	2	1	0		
8	Ms	Ashu Tyagi	A48P2003M	00496115	Non Executive - Independent Director			02-01-1967	No				Active	NA		24-01-2022				25.08	3	3	4	1		
9	Mr	Sachin Parthiv Ashwin Kumar	22A29992C	80488791	Director			20-01-1981	No				Active	NA		01-01-2024				13.00	1	1	1	0		
10	Ms	Neelika Bhavsani	A8NF8110H	07307884	Director			26-01-1984	No				Active	NA		18-01-2024				3.14	1	1	1	0		

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

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

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

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	Kirtaki Bhagwat	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	01755963	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							
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	00126062	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							
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	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	20-07-2024			Yes	11	10	6
2	03-08-2024	13		Yes	11	10	6
3	11-09-2024	38		Yes	11	11	7
4	12-09-2024	0		Yes	11	11	7
5	13-09-2024	0		Yes	11	11	7
6	19-10-2024	35		Yes	10	10	6
7	07-12-2024	48		Yes	10	10	6

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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	19-07-2024				Yes	4	4	4	0
2	Audit Committee	20-08-2024	31			Yes	4	4	4	0
3	Audit Committee	18-10-2024	58			Yes	3	3	3	0
4	Audit Committee	21-11-2024	33			Yes	4	4	4	0
5	Corporate Social Responsibility Committee	16-08-2024				Yes	4	4	2	0
6	Corporate Social Responsibility Committee	15-10-2024	59			Yes	4	4	2	0
7	Corporate Social Responsibility Committee	30-12-2024	75			Yes	4	3	2	0
8	Stakeholders Relationship Committee	27-11-2024				Yes	4	3	1	0
9	Risk Management Committee	20-08-2024				Yes	5	4	3	0
10	Risk Management Committee	21-11-2024	92			Yes	5	5	4	0
11	Nomination and remuneration committee	31-07-2024				Yes	3	3	2	0
12	Nomination and remuneration committee	06-09-2024				Yes	3	3	2	0
13	Nomination and remuneration committee	15-10-2024				Yes	3	3	2	0

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* to be filled in only for the current quarter meetings

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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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Sr	Subject	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Whether prior approval of audit committee obtained	Yes	
2	Whether shareholder approval obtained for material RPT	Yes	
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Yes	
Disclosure of notes on related party transactions			Add Notes
Disclosure of notes of material transaction with related party			Add Notes

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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 Compliance Officer

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Signatory Details

Name of signatory	Avan Doomasia
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	13-01-2025

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