

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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### 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	01-04-2024	
Date of end of financial year	31-03-2025	
Reporting Quarter Type	Yearly	
Date of Quarter Ending	31-03-2025	
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?	Yes	
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"/>
Whether Annexure I (Part F) of the SEBI Circular dated December 31, 2024 related to Disclosure Of Loans / Guarantees / Comfort Letters / Securities Etc. 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"/>	

&lt;&lt;&lt; Notes mandatory, if Not Applicable

&lt;&lt;&lt; Notes mandatory, if Not Applicable

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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 obligatory

**ADD NOTES**

Whether the listed entity has a Regular Chairperson

Yes

Whether Chairperson is related to CEO or CFO

No

Disqualification of Directors under section 161 of the Companies Act, 2013

Sr	The Dir / Mgt	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? (Refer Reg. 17(5A) of Listing Regulations)	Date of passing special resolution	Initial Date of appointment	Date of re-appointment	Date of cessation	Tenure of director (in months)	No. of Directorships in listed entities including this listed entity (Refer Regulation 17(a) of Listing Regulations)	No. of Independent Directorships in listed entities including this listed entity (Refer Regulation 17(b) of Listing Regulations)	Number of memberships in Audit Committees held in listed entities (including this listed entity) (Refer Regulation 20(2) of Listing Regulations)	No. of years of Chairperson to Audit/ Sub-audit/ Committees held in listed entities including this listed entity (Refer Regulation 20(2) of Listing Regulations)	Reason for Cessation	Notes for non-providing PAN	Notes for non-providing DIN
1	Mr	C. S. Bhat	AAP91265C	0038063	Non-Executive - Independent Director	Chairperson		26.12.1955	No				Active	NA		23.05.2021	23.05.2021		28.00	1	0	2	1			
2	Mr	Ashok Vasant	ADLFL6384C	3227550	Executive Director	Not Applicable	CEO-MD	26.12.1960	No				Active	NA		01.05.2024				1	0	1	0			
3	Ms	Shweta Deshpande	AAHFL4248	0005488	Executive Director	Not Applicable		14.09.1982	No				Active	NA		01.01.2022				1	0	2	0			
4	Mr	Anoop Sharma	AAQFH835G	0223402	Executive Director	Not Applicable		14.02.1985	No				Active	NA		11.02.2025				1	0	2	0			
5	Mr	Uday Kataria	AAQF9399F	0007747	Non-Executive - Non Independent Director	Not Applicable		15.03.1959	No				Active	NA		21.12.1985				1	0	0	0			
6	Mr	Anil Desai	AAQFD4440	0031010	Non-Executive - Non Independent Director	Not Applicable		08.05.1959	No				Active	NA		18.03.2022				1	0	0	0			
7	Mr	Uday Dhotar	AAQF5723C	0155063	Non-Executive - Independent Director	Not Applicable		16.03.1961	No				Active	NA		16.03.2020	16.03.2021		72.00	2	2	0	0			
8	Mr	Ashok Gupta	AAH9L113P	0700101	Non-Executive - Independent Director	Not Applicable		11.05.1954	No				Active	NA		06.03.2021	06.03.2021		48.00	2	2	1	1			
9	Ms	Asha Sanyal	AAH9P002M	0049615	Non-Executive - Independent Director	Not Applicable		02.02.1967	No				Active	NA		24.04.2022	24.04.2022		38.00	1	3	4	2			
10	Mr	Corwin P. Pruthi Ashwin Anand Laxman	ZZZ22999C	0548179	Non-Executive - Independent Director	Not Applicable		20.03.1961	No				Active	NA		01.04.2024	01.04.2024		15.00	1	1	1	1		5	
11	Ms	Radha Bhargava	AAQF8110H	0736784	Non-Executive - Independent Director	Not Applicable		26.01.1964	No				Active	NA		18.05.2024	18.05.2021		60.00	1	1	1	1			

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	07367888	Kirtaki 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	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	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							
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*
<a href="#">Add</a> <a href="#">Delete</a>							
1	19-10-2024			Yes	10	10	6
2	07-12-2024	48		Yes	10	10	6
3	18-01-2025	41		Yes	10	9	5
4	21-03-2025	61		Yes	11	11	6
5	22-03-2025	0		Yes	11	11	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	18-10-2024				Yes	3	3	3	0
2	Audit Committee	21-11-2024	33			Yes	4	4	4	0
3	Audit Committee	17-01-2025	56			Yes	4	4	4	0
4	Audit Committee	21-02-2025	34			Yes	4	4	4	0
5	Audit Committee	26-03-2025	32			Yes	4	4	4	0
6	Corporate Social Responsibility Committee	15-10-2024				Yes	4	4	2	0
7	Corporate Social Responsibility Committee	30-12-2024	75			Yes	4	3	2	0
8	Corporate Social Responsibility Stakeholders Relationship Committee	18-03-2025	77			Yes	4	4	2	0
9	Stakeholders Relationship Committee	27-11-2024				Yes	4	3	1	0
10	Stakeholders Relationship Committee	27-03-2025	119			Yes	4	4	2	0
11	Risk Management Committee	21-11-2024				Yes	5	5	4	0
12	Risk Management Committee	21-02-2025	91			Yes	5	5	4	0
13	Risk Management Committee	26-03-2025	32			Yes	5	4	3	0
14	Nomination and remuneration committee	15-10-2024				Yes	3	3	2	0
15	Nomination and remuneration committee	10-01-2025	86			Yes	3	3	2	0
16	Nomination and remuneration committee	05-03-2025	53			Yes	3	3	2	0
17	Nomination and remuneration committee	21-03-2025	15			Yes	3	3	2	0

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\* to be filled in only for the current quarter meetings

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### Annexure 1

#### V. Affirmations

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 <b>a. Audit Committee</b>	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>b. Nomination &amp; remuneration committee</b>	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>c. Stakeholders relationship committee</b>	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>d. Risk management committee (applicable to the top 1000 listed entities)</b>	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	<b>Any comments/observations/advice of Board of Directors may be mentioned here:</b>	<a href="#">Add Notes</a>

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### Annexure 1

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

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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**

## Annexure II

## Annexure II to be submitted by listed entity at the end of the financial year (for the whole of financial year)

## I. Disclosure on website in terms of LODR Regulation

Sr	Item	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.	Web address
<b>As per regulation 46(2) of the LODR:</b>				
1.1	Details of business	Yes		www.kotak.com
1.2	Memorandum of Association and Articles of Association	Yes		<a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/memorandum-and-articles-of-association.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/memorandum-and-articles-of-association.pdf</a>
1.3	Brief profile of board of directors including directorship and full-time positions in body corporates	Yes		<a href="https://www.kotak.com/en/investor-relations/governance/board-of-directors.html">https://www.kotak.com/en/investor-relations/governance/board-of-directors.html</a>
2	Terms and conditions of appointment of independent directors	Yes		<a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/letter_of_appointment_independent_director.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/letter_of_appointment_independent_director.pdf</a>
3	Composition of various committees of board of directors	Yes		<a href="https://www.kotak.com/en/investor-relations/governance/bank-committees.html">https://www.kotak.com/en/investor-relations/governance/bank-committees.html</a>
4	Code of conduct of board of directors and senior management personnel	Yes		<a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/code_of_conduct_directors.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/code_of_conduct_directors.pdf</a> <a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/code_of_conduct_employees-2972021.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/code_of_conduct_employees-2972021.pdf</a>
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		<a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/whistle_blower_policy.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/whistle_blower_policy.pdf</a>
6	Criteria of making payments to non-executive directors	Yes		<a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/compensation-policy-non-executive-directors.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/compensation-policy-non-executive-directors.pdf</a>
7	Policy on dealing with related party transactions	Yes		<a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/dealing_with_related_party_transactions.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/dealing_with_related_party_transactions.pdf</a>
8	Policy for determining 'material' subsidiaries	Yes		<a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/material_subsidaries_policy.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/material_subsidaries_policy.pdf</a>
9	Details of familiarization programmes imparted to independent directors	Yes		<a href="https://www.kotak.com/en/investor-relations/governance/familiarisation-programme.html">https://www.kotak.com/en/investor-relations/governance/familiarisation-programme.html</a>
10	Email address for grievance redressal and other relevant details	Yes		<a href="https://www.kotak.com/en/investor-relations.html">https://www.kotak.com/en/investor-relations.html</a>
11	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		<a href="https://www.kotak.com/en/investor-relations.html">https://www.kotak.com/en/investor-relations.html</a>
12	Financial results	Yes		<a href="https://www.kotak.com/en/investor-relations/financial-results.html?source=website">https://www.kotak.com/en/investor-relations/financial-results.html?source=website</a>
13	Shareholding pattern	Yes		<a href="https://www.kotak.com/en/investor-relations/investor-information.html">https://www.kotak.com/en/investor-relations/investor-information.html</a>
14	Details of agreements entered into with the media companies and/or their associates	NA		
15.1	(I) Schedule of analyst or institutional investor meet (II) Presentations prepared by the listed entity for analysts or institutional investors meet, post earnings or quarterly calls prior to beginning of such events.	Yes		<a href="https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html">https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html</a>
15.2	Audio recordings, video recordings, if any, and transcripts of post earnings or quarterly calls, by whatever name called, conducted physically or through digital means	Yes		<a href="https://www.kotak.com/en/investor-relations/financial-results.html?source=website">https://www.kotak.com/en/investor-relations/financial-results.html?source=website</a>
16	New name and the old name of the listed entity	NA		
17	Advertisements as per regulation 47 (1)	Yes		<a href="https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html">https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html</a>
18	Credit rating or revision in credit rating obtained	Yes		<a href="https://www.kotak.com/en/about-us/credit-rating.html">https://www.kotak.com/en/about-us/credit-rating.html</a>
19	Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year	Yes		<a href="https://www.kotak.com/en/investor-relations/financial-results/annual-reports.html?source=website">https://www.kotak.com/en/investor-relations/financial-results/annual-reports.html?source=website</a>
20	Secretarial Compliance Report	Yes		<a href="https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html">https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html</a>
21	Materiality Policy as per Regulation 30 (4)	Yes		<a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/policy-for-determination-of-materiality-of-events-or-information.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/policy-for-determination-of-materiality-of-events-or-information.pdf</a>
22	Disclosure of contact details of KMP who are authorized for the purpose of determining materiality as required under regulation 30(5)	Yes		<a href="https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html">https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html</a>
23	Disclosures under regulation 30(8)	Yes		<a href="https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html">https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html</a>
24	Statements of deviation(s) or variations(s) as specified in regulation 32	Yes		<a href="https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html">https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html</a>
25	Dividend Distribution policy as per Regulation 43A(1)	Yes		<a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/kmb-dividend-distribution-policy-april-18.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/kmb-dividend-distribution-policy-april-18.pdf</a>
26.1	Annual return as provided under section 92 of the Companies Act, 2013	Yes		<a href="https://www.kotak.com/en/investor-relations/financial-results/annual-reports.html?source=website">https://www.kotak.com/en/investor-relations/financial-results/annual-reports.html?source=website</a>
26.2	Employee Benefit scheme documents framed in terms of SEBI (SBEB) Regulations, 2021	Yes		<a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/ESOP_Scheme_2023.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/ESOP_Scheme_2023.pdf</a> <a href="https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/PRSU_Scheme_2025.pdf">https://www.kotak.com/content/dam/Kotak/investor-relation/governance/Policies/PRSU_Scheme_2025.pdf</a>
27	Confirmation that the above disclosures are in a separate section as specified in regulation 46(2)	Yes		<a href="https://www.kotak.com/en/investor-relations.html">https://www.kotak.com/en/investor-relations.html</a>
28	Compliance with regulation 46(3) with respect to accuracy of disclosures on the website and timely updating	Yes		<a href="https://www.kotak.com/en/investor-relations.html">https://www.kotak.com/en/investor-relations.html</a>
29	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]		<a href="#">Add Notes</a>	

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## Annexure II

## II. Annual Affirmations

Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'	16(1)(b)	Yes	
2	Board composition	17(1), 17(1A) & 17(1C), 17(1D) & 17(1E)	Yes	
3	Meeting of Board of directors	17(2)	Yes	
4	Quorum of Board meeting	17(2A)	Yes	
5	Review of Compliance Reports	17(3)	Yes	
6	Plans for orderly succession for appointments	17(4)	Yes	
7	Code of Conduct	17(5)	Yes	
8	Fees/compensation	17(6)	Yes	
9	Minimum Information	17(7)	Yes	
10	Compliance Certificate	17(8)	Yes	
11	Risk Assessment & Management	17(9)	Yes	
12	Performance Evaluation of Independent Directors	17(10)	Yes	
13	Recommendation of Board	17(11)	Yes	
14	Maximum number of Directorships	17A	Yes	
15	Composition of Audit Committee	18(1)	Yes	
16	Meeting of Audit Committee	18(2)	Yes	
17	Role of Audit Committee and information to be reviewed by the audit committee	18(3)	Yes	
18	Composition of nomination & remuneration committee	19(1) & (2)	Yes	
19	Quorum of Nomination and Remuneration Committee meeting	19(2A)	Yes	
20	Meeting of Nomination and Remuneration Committee	19(3A)	Yes	
21	Role of Nomination and Remuneration Committee	19(4)	Yes	
22	Composition of Stakeholder Relationship Committee	20(1), 20(2) & 20(2A)	Yes	
23	Meeting of Stakeholders Relationship Committee	20(3A)	Yes	
24	Role of Stakeholders Relationship Committee	20(4)	Yes	
25	Composition and role of risk management committee	21(1),(2),(3),(4)	Yes	
26	Meeting of Risk Management Committee	21(3A)	Yes	
27	Quorum of Risk Management Committee meeting	21(3B)	Yes	
28	Gap between the meetings of the Risk Management Committee	21(3C)	Yes	
29	Vigil Mechanism	22	Yes	
30	Policy for related party Transaction	23(1), (1A), (5), (6), & (8)	Yes	
31	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	Yes	
32	Approval for material related party transactions	23(4)	Yes	
33	Disclosure of related party transactions on consolidated basis	23(9)	Yes	
34	Composition of Board of Directors of unlisted material Subsidiary	24(1)	Yes	
35	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	Yes	
36	Alternate Director to Independent Director	25(1)	NA	
37	Maximum Tenure	25(2)	Yes	
38	Appointment, Re-appointment or removal of an Independent Director through special resolution or the alternate mechanism	25(2A)	Yes	
39	Meeting of independent directors	25(3) & (4)	Yes	
40	Familiarization of independent directors	25(7)	Yes	
41	Declaration from Independent Director	25(8) & (9)	Yes	
42	Directors and Officers insurance	25(10)	Yes	
43	Confirmation with respect to appointment of Independent Directors who resigned from the listed entity	25(11)	Yes	
44	Memberships in Committees	26(1)	Yes	
45	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes	
46	Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes	
47	Approval of the Board and shareholders for compensation or profit sharing in connection with dealings in the securities of the listed entity	26(6)	Yes	
48	Vacancies in respect Key Managerial Personnel	26A(1) & 26A(2), 26A(3)	Yes	
Any other information to be provided				<a href="#">Add Notes</a>

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## Annexure II

1	Name of signatory	Avan Doomasia
2	Designation	Company Secretary and Compliance Officer

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## Annexure II

### III. Affirmations

Sr	Particulars	Compliance status (Yes/No/NA)
1	The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied	Yes
Any other information to be provided		<a href="#">Add Notes</a>

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## Annexure II

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	29-04-2025

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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	12
No. of investor complaints disposed off during the Quarter	12
No. of investor complaints those remaining unresolved at the end of the Quarter	0

[Home](#)[Validate](#)**Disclosure of Acquisition of Shares or Voting Rights in Unlisted Companies-**

The details of acquisition of shares or voting rights in unlisted companies during the quarter in terms of sub-para 1 of para A of Part A of Schedule III are given below:

**Any Other Information for Disclosure of Acquisition of Shares or Voting Rights in Unlisted Companies**[Add Notes](#)

Sr. No.	Name of the unlisted company in which shares or voting rights have been acquired	Date of acquisition	Aggregate holding (% shares or voting rights) as at the end of the previous quarter	% shares or voting rights acquired during the quarter	Aggregate holding (% shares or voting rights) as at the end of the quarter
<a href="#">Add</a>	<a href="#">Delete</a>				
1	Bima Sugam India Federation	21-03-2025	0.00%	2.00%	2.00%

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## Disclosure of Imposition of Fine or Penalty

The details of imposition of fine or penalty during the quarter in terms of sub-para 20 of para A of Part A of Schedule III are given below:

Any Other Information for Disclosure of Imposition of Fine or Penalty					
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
1	Assistant Commissioner, Punjab	The Bank received an order dated February 05, 2025 from the office of the Assistant Commissioner, Mohali-ward, no.6, Mahali Ropar, Punjab levying an amount of Rs.10,49,063/- towards Goods and Services Tax ("GST") and the interest of Rs.8,11,717/- under Section 50 of the Punjab Goods and Services Tax Act, 2017 ("PGST Act") and the Central Goods and Services Act, 2017 ("CGST Act"), respectively, and a consequential non-discretionary penalty amounting to Rs.1,04,906/- under Section 73 of the CGST Act read and corresponding provision of PGST Act, 2017.	05-02-2025	The demand has arisen on account of disallowance of input tax credit and alleged non-payment of GST under reverse charge in certain instances during the financial year 2020-21.	The impact of the order is limited to the amount of levy under the order.
2	Office of Deputy Commissioner, Uttarakhand	The Bank has received an order dated January 13, 2025 from the office of the Deputy Commissioner, Uttarakhand, levying an amount of Rs.46,15,408/- towards Goods and Services Tax ("GST") and the interest of Rs.36,00,020/- under Section 50 of the Uttarakhand Goods and Services Tax Act, 2017 ("UTGST Act") and the Central Goods and Services Act, 2017 ("CGST Act"), respectively, and a consequential non-discretionary penalty amounting to Rs.4,61,536/- under Section 73 of the CGST Act read with section 122 of the CGST Act,2017 and corresponding provision of UTGST Act,2017.	13-01-2025	The above demand has arisen on account of disallowance of input tax credit for the financial year 2020-21.	The impact of the order is limited to the amount of levy under the order.
3	Office of Deputy Commissioner of State Tax, Kalbadevi	The Bank has received an order dated February 13, 2025 from the office of the Deputy Commissioner of State Tax, Kalbadevi-501, Mazgaon, Maharashtra, levying an amount of Rs.33,55,153/- towards Goods and Services Tax ("GST") and the interest of Rs.30,43,688/- under Section 50 of the Maharashtra Goods and Services Tax Act, 2017 ("MGST Act") and the Central Goods and Services Act, 2017 ("CGST Act"), respectively, and a consequential non-discretionary penalty amounting to Rs.3,36,756/- under Section 73 of the CGST Act read with section 122 of the CGST Act,2017 and corresponding provision of MGST Act,2017.	13-02-2025	The demand has arisen on account of disallowance of input tax credit and alleged non-payment of GST under reverse charge in certain instances during the financial year 2020-21.	The impact of the order is limited to the amount of levy under the order.
4	Office of Assistant Commissioner, Rewari division, Haryana	The Bank has received an order dated January 24, 2025 from the office of the Assistant Commissioner, Rewari division, Haryana, levying an amount of Rs.2,440/- towards penalty amounting to Rs. 2,440/- for the period Financial Year 2017-18 to 2023-24 under Section 74 of the Central Goods and Services Tax Act, 2017 ("CGST Act, 2017") read with section 122 of the CGST Act, 2017 and corresponding provision of Haryana Goods and Services Tax Act, 2017 ("HGST Act,2017").	07-02-2025	The demand has arisen on account of discrepancies in issuance of invoices in few instances during Financial Years from 2017-18 to 2023-24.	The impact of the order is limited to the amount of levy under the order.
5	Office of the Deputy Commissioner of State Tax, Maharashtra	The Bank received an order dated February 24, 2025 from the office of the Deputy Commissioner of State Tax, Chembur_505, Chembur, Mumbai_North, Mazgaon, Maharashtra, levying an amount of Rs.21,16,158/- towards Goods and Services Tax ("GST") and the interest of Rs.35,51,061/- under Section 50 of the Maharashtra Goods and Services Tax Act, 2017 ("MGST Act") and the Central Goods and Services Act, 2017 ("CGST Act"), respectively, and a consequential non-discretionary penalty amounting to Rs.2,11,617/- under Section 73 of the CGST Act read with section 122 of the CGST Act,2017 and corresponding provision of MGST Act,2017.	24-02-2025	The demand has arisen on account of disallowance of input tax credit and interest as per GST Law during the financial year 2020-21	The impact of the order is limited to the amount of levy under the order.