



KOTAK MAHINDRA BANK LIMITED

CIN: L65110MH1985PLC038137

27BKC, C 27, G Block, Bandra-Kurla Complex, Bandra East, Mumbai - 400051.

Tel No.: +91 22 6166 0001, Fax No.: +91 22 67132403.

Website: www.kotak.com

Serial No.

1. Name(s) of the sole/ first named :
Member
2. Address of sole/ first named :
Member
3. Name(s) of joint member(s) if any :
4. Registered folio no./ DP ID no./ :
Client ID no.
5. Number of shares held :

Dear Member,

Subject: Process and manner for availing remote E-voting facility

Pursuant to provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and the provisions of Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Bank is pleased to offer remote e-voting facility to the members to cast their votes by electronic means on all resolutions set forth in the Notice convening the Thirty Third Annual General Meeting (AGM). The Bank has engaged the services of Karvy Computershare Private Limited ("Karvy") to provide remote e-voting facilities. The remote e-voting facility is available at the link <https://evoting.karvy.com>

The electronic voting particulars are set out below:

EVEN (Electronic Voting Event Number)	User ID	Password / PIN

The remote e-voting facility will be available during the following voting period:

Commencement of remote e-voting	End of remote e-voting
16 th July 2018 (9.00 a.m. onwards)	18 th July 2018 (5.00 p.m.)

The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Bank as on the cut-off date of 13th July 2018, subject to applicable laws.

Please read the instructions printed overleaf before exercising the vote.

These details and instructions form integral part of the Notice for the Annual General Meeting to be held on 19th July 2018.

INSTRUCTIONS FOR REMOTE E-VOTING

Members are requested to follow the instructions below to cast their vote through e-voting:

- A. Members whose email IDs are registered with the Bank/Depository Participant(s) will receive an email from Karvy informing them of their user id and password. On receiving the email, members will need to go through the following steps to complete the e-voting process:
- Log on to the e-voting website URL: <https://evoting.karvy.com>.
 - Enter the login credentials (i.e., User ID and password). EVEN No. followed by Folio No. / DP ID-Client ID will be your User ID.
However, if you are already registered with Karvy for e-voting, you can use your existing User ID and password for casting your vote.
 - After entering these details appropriately, Click on "LOGIN".
 - You will now reach password change Menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@, #, \$, etc.). The system will prompt you to change your password and update your contact details like mobile number, email 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.
 - You need to login again with the new credentials.
 - On successful login, the system will prompt you to select the "EVEN" i.e., (name of the Bank).
 - On the voting page, enter the number of shares (which represents the number of votes) as on the Cut Off Date 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 shareholding as mentioned therein. You may also choose the option ABSTAIN. If the shareholder does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.
 - Shareholders holding multiple folios/demat accounts shall choose the voting process separately for each folio/demat accounts.
 - 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.
 - 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 else "CANCEL" to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolution(s).
 - Corporate/Institutional Members (i.e. other than Individuals, HUF, NRI, etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/Authority Letter, etc. together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer at e-mail id: rupaldjhaveri@rediffmail.com with a copy marked to evoting@karvy.com. The scanned image of the above mentioned documents should be in the naming format "Corporate Name_ EVEN NO."
 - In case a person has become the Member of the Bank after the dispatch of AGM Notice but on or before the cut-off date i.e. 13th July 2018, he / she may write to Karvy on the email id: evoting@karvy.com or to Ms. Shobha Anand, Contact No. 040-67162222, at [Unit: Kotak Mahindra Bank Limited] Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032, requesting for the User ID and Password. After receipt of the above credentials, please follow all the steps from Sr. No.(i) to (xii) as mentioned in (A) above, to cast the vote.
- B. Members whose email IDs are not registered with the Bank/Depository Participant(s) will receive a physical copy of instructions:
- Remote E-Voting Event Number (EVEN), User ID and Password.
 - Please follow all steps from Sr. No. (i) to (xii) as mentioned in (A) above, to cast your vote.
- C. The remote e-voting period commences on **16th July 2018 at 9:00 A.M. and ends on 18th July 2018, at 5.00 P.M.** During this period, the Members of the Bank holding shares in physical form or in dematerialized form, as on the cut-off date being **13th July 2018**, may cast their vote by electronic means in the manner and process set out hereinabove. The remote e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently. Further, Members who have cast their vote prior to the AGM by remote e-voting may attend the AGM but shall not be entitled to vote again or change their vote at the meeting.
- D. In case of any query pertaining to remote e-voting, please visit Help & FAQ's section of <https://evoting.karvy.com>. (Karvy's website).
- E. The voting rights of the Members shall be in proportion to their shares of the paid up equity share capital of the Bank as on the cut-off date being **13th July 2018**.
- F. Ms. Rupal D. Jhaveri, (FCS Membership No.5441 and Certificate of Practice No. 4225), Practicing Company Secretary and in her absence Mr. H.R. Bhagat (F.C.A. No. 104963), Practicing Chartered Accountant, has been appointed as the Scrutinizer to scrutinize the voting process in a fair and transparent manner.
- G. The Scrutinizer shall, immediately after the conclusion of the voting at the AGM, first count the votes cast at the meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least two (2) witnesses not in the employment of the Bank and make, not later than 48 hours of conclusion of the meeting, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman of the Bank or person authorized by the Chairman for counter signature.
- H. The Results shall be declared either by the Chairman or by an authorized person of the Chairman and the resolution will be deemed to have been passed on the Annual General Meeting date subject to receipt of the requisite number of votes in favour of the Resolution(s).
- I. The Results declared along with the Scrutinizer's Report(s) will be available on the website of the Bank (www.kotak.com) and Service Provider's website (<https://evoting.karvy.com>) and the communication will be sent to the BSE Limited and the National Stock Exchange of India Limited, where the shares of the Bank are listed, for placing the same on their websites.

Registration of e-mail ID - The Companies Act, 2013, recognizes sending of documents to any Member through electronic mode. Accordingly, pursuant to proviso to Rule 18(3) of the Companies (Management and Administration) Rules, 2014, we hereby provide you the opportunity to register your e-mail ID for future communications. In case you wish to register your new e-mail ID or if there is any change in your e-mail ID which has already been registered with the Depository Participant / Bank, we request you to register your new/revised e-mail ID with your Depository Participant (for shares held in demat form) or Bank (for shares held in physical form) immediately.

Yours faithfully

For **Kotak Mahindra Bank Ltd.**

Bina Chandarana

Company Secretary & Sr. Executive Vice President

Place : Mumbai

Date : 12th June 2018

Registered Office of the Bank:

27BKC, C 27, G Block, Bandra-Kurla Complex,
Bandra (E), Mumbai - 400051.

CIN: L65110MH1985PLC038137