

2nd May 2020

The Manager Corporate Relationship, BSE Limited, 1 st Floor, New Trading Ring, Rotunda Building, Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai 400 001.	The Manager National Stock Exchange of India Ltd. Exchange Plaza, 5 th Floor, Plot No.C/1, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400 051.
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Dear Sir,

Sub: Reconciliation of Share Capital Audit

Pursuant to SEBI Circular No. D & C C/FITTC/CIR-16/2002 dated 31st December 2002, Regulation 55A of SEBI (Depositories and Participants) Regulations, 1996 and SEBI Circular No. CIR/MRD/DP/30/2010 dated 6th September 2010, we enclose the Reports from a Practising Company Secretary, in connection with the Reconciliation of Share Capital Audit for equity shares and preference shares conducted for the quarter ended 31st March 2020.

Kindly acknowledge receipt.

Yours faithfully,
Kotak Mahindra Bank Limited

Bina Chandarana
Joint President & Company Secretary

Encl: as above.

CS. SAVITA JYOTI, B.Com., F.C.S.

RECONCILIATION OF EQUITY SHARE CAPITAL AUDIT REPORT

1.	For Quarter Ended	31 st March, 2020					
2.	ISIN	INE237A01028					
3.	Face Value	Rs.5/-					
4.	Name of the Company	KOTAK MAHINDRA BANK LIMITED					
5.	Registered Office Address	27, BKC C-27 G BLOCK BANDRA KURLA COMPLEX BANDRA (E) MUMBAI- 400 051.					
6.	Correspondence Address	27, BKC C-27 G BLOCK BANDRA KURLA COMPLEX BANDRA (E) MUMBAI- 400 051.					
7.	Telephone and Fax Numbers	Tel.: 022-61660001 Fax : 022-67132403					
8.	Email Address	bina.chandarana@kotak.com					
9.	Names of the Stock Exchanges where the Company's Securities are listed.	BSE LIMITED NATIONAL STOCK EXCHANGE OF INDIA LTD					
		NUMBER OF SHARES			% OF TOTAL ISSUED CAPITAL		
10.	Issued Capital	1,91,30,38,338			100%		
11.	Listed Capital	1,91,24,66,482			99.97%		
12.	Held in Dematerialised form in CDSL	3,52,79,803			1.84%		
13.	Held in Dematerialised form in NSDL	1,87,18,78,064			97.85%		
14.	Held in Physical Form	58,80,471			0.31%		
15.	Total Number of Shares 12+13+14	1,91,30,38,338			100%		
16.	Reasons for difference if any, between (10&11), (11&15)	Difference between (10&11), (11&15) is 5,71,856 shares. Reason: ESOP allotment made on March 30, 2020 for 5,71,856 shares have been admitted for trading on BSE and NSE effective from April 15, 2020 vide Listing and Trading approvals dated April 13, 2020 received from BSE & NSE.					
17.	Certifying the details of changes in share capital during the quarter under consideration as per Table below :						
	Particulars	No of shares	Applied/ not Applied for Listing	Listed on Stock Exchanges	Whether intimated to CDSL	Whether intimated to NSDL	In-Prin. Appr. Pending for SE.
	ESOP	504147	Listed	BSE, NSE	Yes	Yes	-
	ESOP	733023	Listed	BSE, NSE	Yes	Yes	-
	ESOP	194355	Listed	BSE, NSE	Yes	Yes	-
	ESOP	571856	Applied*	BSE, NSE	Yes	Yes	-
	* Listing and Trading approvals were received from BSE & NSE on April 13, 2020						

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SAVITA JYOTI ASSOCIATES
COMPANY SECRETARIES

CS. SAVITA JYOTI, B.Com., F.C.S.

:II:

18.	Register of Members is Updated : If not updated upto which date:	YES		
19.	Reference of previous quarter with regard to excess dematerialized shares, if any:	NIL		
20.	Has the Company resolved the matter mentioned in point no.19 above, in the quarter? If not reason why?	N.A.		
21.	Mention the total no. of requests, if any, confirmed after 21 days and the total no. of requests pending beyond 21 days with the reasons for delay:			
Total No. of Demat Requests		No. of Requests	No. of Shares	Reasons for delay
Confirmed after 21 days		NIL	NIL	NIL
Pending for more than 21 days		NIL	NIL	NIL
22.	Name, Telephone & Fax No. of the Compliance Officer of the Company:	Ms Bina Chandrana Company Secretary & Sr. Executive Vice President Membership No FCS 3510; Date of Appointment : 02-06-2003 Tel: 022- 61661605; Fax: 022- 67132403		
23.	Name, Address, Telephone & Fax No., Regn. No. of the Practicing Company Secretary:	Mrs. Savita Jyoti, Savita Jyoti Associates E-86, Sainikpuri, Secunderabad – 500 094. Telephone No. 040-27110559 Registration No. FCS 3738; CP No: 1796		
24.	Appointment of Common Agency for Share Registry Work :	Yes KFin Technologies Private Limited (formerly known as Karvy Fintech Private Limited), Tower – B, Plot No 31 & 32, Selenium Building, Financial District, Nanakramguda, Gachibowli, Hyderabad – 500 032, Telangana, India, SEBI registration No: INR000000221; Tel: 040 – 67162222; Fax: 040- 23001153; Email: einward.ris@kfintech.com; website: www.kfintech.com		
25.	Any other details that the auditor may like to provide. (e.g. BIFR Company, Delisting from Stock Exchanges, Company changed it name etc.)	NIL		

FOR SAVITA JYOTI ASSOCIATES

Savita Jyoti

SAVITA JYOTI

Place: Hyderabad
 Date: April 15, 2020
 UDIN: F003738B000158596

SAVITA JYOTI, FCS 3738
Practicing Company Secretary
Certificate of Practice No. 1796

CS. SAVITA JYOTI, B.Com., F.C.S.

RECONCILIATION OF PREFERENCE SHARE CAPITAL AUDIT REPORT

1.	For Quarter Ended	31 st March, 2020					
2.	ISIN (8.10 % Perpetual Non-Cumulative Preference Shares)	INE237A04014					
3.	Face Value	Rs.5/-					
4.	Name of the Company	KOTAK MAHINDRA BANK LIMITED					
5.	Registered Office Address	27BKC C-27 G BLOCK BANDRA KURLA COMPLEX BANDRA (E) MUMBAI- 400 051.					
6.	Correspondence Address	27BKC C-27 G BLOCK BANDRA KURLA COMPLEX BANDRA (E) MUMBAI- 400 051.					
7.	Telephone and Fax Numbers	Tel.: 022-61660001 Fax : 022-67132403					
8.	Email Address	bina.chandarana@kotak.com					
9.	Names of the Stock Exchanges where the Company's Securities are listed.	BSE LIMITED NATIONAL STOCK EXCHANGE OF INDIA LIMITED					
		NUMBER OF SHARES		% OF TOTAL ISSUED CAPITAL			
10.	Issued Capital	100,00,00,000		100%			
11.	Listed Capital	100,00,00,000		100%			
12.	Held in Dematerialised form in CDSL	4,75,00,100		4.75%			
13.	Held in Dematerialised form in NSDL	95,24,99,900		95.25%			
14.	Held in Physical Form	-		-			
15.	Total Number of Shares 12+13+14	100,00,00,000		100%			
16.	Reasons for difference if any, between (10&11), (11&15)	N.A.					
17.	Certifying the details of changes in share capital during the quarter under consideration as per Table below :						
	Particulars	No of shares	Applied/ not Applied for Listing	Listed on Stock Exchanges	Whether intimated to CDSL	Whether intimated to NSDL	In-Prin. Appr. Pending for SE.
	NIL	NIL	NIL	NIL	NIL	NIL	NIL

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SAVITA JYOTI ASSOCIATES
COMPANY SECRETARIES

CS. SAVITA JYOTI, B.Com., F.C.S.

: II:

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20.	Has the Company resolved the matter mentioned in point no.19 above, in the quarter? If not reason why?	N.A.
21.	Mention the total no. of requests, if any, confirmed after 21 days and the total no. of requests pending beyond 21 days with the reasons for delay:	
Total No. of Demat Requests		
	No. of Requests	No. of Shares
	Reasons for delay	
Confirmed after 21 days		NIL
Pending for more than 21 days		NIL
22.	Name, Telephone & Fax No. of the Compliance Officer of the Company:	Ms Bina Chandrana – Company Secretary& Sr. Executive Vice President, Membership No FCS 3510 Date of Appointment : 02-06-2003 Tel: 022- 61661605; Fax: 022-67132403
23.	Name, Address, Telephone & Fax No., Regn. No. of the Practicing Company Secretary:	Mrs. Savita Jyoti, Savita Jyoti Associates E-86, Sainikpuri, Secunderabad – 500 094. Telephone No. 040-27110559 Registration No. FCS 3738; CP No: 1796
24.	Appointment of Common Agency for Share Registry Work :	Yes KFin Technologies Private Limited (formerly known as Karvy Fintech Private Limited), Tower – B, Plot No 31 & 32, Selenium Building, Financial District, Nanakramguda, Gachibowli, Hyderabad – 500 032, Telangana, India, SEBI registration No: INR000000221; Tel: 040 – 67162222; Fax: 040- 23001153; Email: einward.ris@kfintech.com; website: www.kfintech.com
25.	Any other details that the auditor may like to provide. (e.g. BIFR Company, Delisting from Stock Exchanges, Company changed it name etc.)	NIL

FOR SAVITA JYOTI ASSOCIATES

Savita Jyoti

SAVITA JYOTI

Place: Hyderabad

Date: April 15, 2020

UDIN: F003738B000158607

SAVITA JYOTI, FCS 3738
Practicing Company Secretary
Certificate of Practice No. 1796