



12<sup>th</sup> October 2020

The Manager Corporate Relationship, BSE Limited, 1 <sup>st</sup> 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 <sup>th</sup> 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 31<sup>st</sup> December 2002, Regulation 55A of SEBI (Depositories and Participants) Regulations, 1996 and SEBI Circular No. CIR/MRD/DP/30/2010 dated 6<sup>th</sup> 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 30<sup>th</sup> September 2020.

Kindly acknowledge receipt.

Yours faithfully,  
Kotak Mahindra Bank Limited

Bina Chandarana  
Joint President & Company Secretary

Encl: as above.

**RECONCILIATION OF EQUITY SHARE CAPITAL AUDIT REPORT**

1.	For Quarter Ended	30 <sup>th</sup> September, 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					
		<b>NUMBER OF SHARES</b>			<b>% OF TOTAL ISSUED CAPITAL</b>		
10.	Issued Capital	1,97,92,07,809			100%		
11.	Listed Capital	1,97,92,07,809			100%		
12.	Held in Dematerialised form in CDSL	3,77,48,258			1.91%		
13.	Held in Dematerialised form in NSDL	1,93,63,70,381			97.83%		
14.	Held in Physical Form	50,89,170			0.26%		
15.	Total Number of Shares 12+13+14	1,97,92,07,809			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.
	ESOP	4,03,432	Listed	BSE, NSE	Yes	Yes	-

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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:			
<b>Total No. of Demat Requests</b>		<b>No. of Requests</b>	<b>No. of Shares</b>	<b>Reasons for delay</b>
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 Joint President & Company Secretary 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: 12/10/2020

UDIN: F003738B000913548

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

**RECONCILIATION OF PREFERENCE SHARE CAPITAL AUDIT REPORT**

1.	For Quarter Ended	30 <sup>th</sup> September, 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					
			<b>NUMBER OF SHARES</b>		<b>% OF TOTAL ISSUED CAPITAL</b>		
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:

18.	Register of Members is Updated : If not updated upto which date:	YES		
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Confirmed after 21 days		NIL	NIL	NIL
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22.	Name, Telephone & Fax No. of the Compliance Officer of the Company:	Ms Bina Chandrana Joint President & Company Secretary Membership No FCS 3510; Date of Appointment : 02-06-2003 Tel: 022- 61661605; Fax: 022- 67132403		
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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: 12/10/2020

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