



January 18, 2021

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 Reports for the quarter ended December 31, 2020.

Ref: (i) Regulation 76 of SEBI (Depositories and Participants) Regulations, 2018  
(ii) SEBI Circular No. D & C C/FITTC/CIR-16/2002 dated December 31, 2002  
(iii) SEBI Circular No. CIR/MRD/DP/30/2010 dated September 6, 2010

Pursuant to Regulation 76 of the SEBI (Depositories and Participants) Regulations, 2018 and cited SEBI Circulars, we attach the Reports from Savita Jyoti Associates, Practicing Company Secretaries, in connection with the Reconciliation of Share Capital Audit for Equity Shares and Preference Shares conducted for the quarter ended December 31, 2020.

Kindly acknowledge receipt.

Yours faithfully,  
For Kotak Mahindra Bank Limited

Avan Doomasia  
Senior Executive Vice President &  
Company Secretary

Encl: as above.

**Kotak Mahindra Bank Ltd.**  
**CIN: L65110MH1985PLC038137**

**Registered Office:**  
**27 BKC, C 27, G Block,**  
**Bandra Kurla Complex,**  
**Bandra (E), Mumbai 400051,**  
**Maharashtra, India.**

**T +91 22 61660001**  
**www.kotak.com**

# SAVITA JYOTI ASSOCIATES

## COMPANY SECRETARIES

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

### RECONCILIATION OF EQUITY SHARE CAPITAL AUDIT REPORT

1.	For Quarter Ended	31 <sup>st</sup> December, 2020					
2.	ISIN	INE237A01028					
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	<a href="mailto:avan.doomasia@kotak.com">avan.doomasia@kotak.com</a>					
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	1,98,04,78,721			100%		
11.	Listed Capital	1,98,02,18,515			99.99%		
12.	Held in Dematerialised form in CDSL	3,08,04,084			1.55%		
13.	Held in Dematerialised form in NSDL	1,94,43,89,563			98.18%		
14.	Held in Physical Form	52,85,074			0.27%		
15.	Total Number of Shares 12+13+14	1,98,04,78,721			100%		
16.	Reasons for difference if any, between (10&11), (11&15)	Difference between Rows 10 and 11, 11 and 15 is <b>2,60,206</b> equity shares. Reason: Listing and Trading Approvals in respect of Shares allotted under the ESOP Scheme of the Bank on December 30, 2020 for 2,60,206 equity shares, have been received from BSE Limited (BSE) & National Stock Exchange of India Limited (NSE) on January 7, 2020 and admitted for trading on BSE and NSE, with effect from January 8, 2020.					
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-Principle Approval Pending for SE.
	ESOP	186646	Listed	BSE, NSE	YES	YES	---
	ESOP	390657	Listed	BSE, NSE	YES	YES	---
	ESOP	433403	Listed	BSE, NSE	YES	YES	---
	ESOP	260206	Applied *	BSE, NSE	YES	YES	---
	*Listing and Trading Approvals received from BSE and NSE on January 7, 2021 and admitted for trading on BSE and NSE with effect from January 8, 2021						

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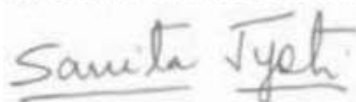
**SAVITA JYOTI ASSOCIATES**  
**COMPANY SECRETARIES**

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

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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
	Pending for more than 21 days	NIL
22.	Name, Telephone & Fax No. of the Compliance Officer of the Company:	i) Ms. Bina Chandarana upto date of retirement on 30/11/2020; Joint President & Company Secretary; Membership No FCS 3510; ii) Ms. Avan Doomasia w.e.f. date of appointment on 01/12/2020; Senior Executive Vice President & Company Secretary; Membership No. F3430. Tel: 022- 6166 1605; 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 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: <a href="http://www.kfintech.com">www.kfintech.com</a>
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, FCS 3738**  
 Practicing Company Secretary  
 Certificate of Practice No. 1796

Place: Hyderabad

Date: 16/01/2021

UDIN: F003738B002026440

**SAVITA JYOTI ASSOCIATES**  
**COMPANY SECRETARIES**

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

**RECONCILIATION OF PREFERENCE SHARE CAPITAL AUDIT REPORT**

1.	For Quarter Ended	31st December, 2020					
2.	ISIN (8.10 % Non-Convertible 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	<a href="mailto:avan.doomasia@kotak.com">avan.doomasia@kotak.com</a>					
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-Principle Approval Pending for SE.
	NIL	NIL	NIL	NIL	NIL	NIL	NIL

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**COMPANY SECRETARIES**

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

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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:	
<b>Total No. of Demat Requests</b>		<b>No. of Requests</b>
Confirmed after 21 days		NIL
Pending for more than 21 days		NIL
		<b>No. of Shares</b>
		NIL
		<b>Reasons for delay</b>
		NIL
22.	Name, Telephone & Fax No. of the Compliance Officer of the Company:	i) Ms. Bina Chandarana upto date of retirement on 30/11/2020); Joint President & Company Secretary; Membership No FCS 3510; ii) Ms. Avan Doomasia w.e.f. date of appointment on 01/12/2020); Senior Executive Vice President & Company Secretary; Membership No. F3430. 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 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- 23001 153; 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: 16/01/2021

UDIN: F003738B002026651

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