

XBRL Excel Utility	
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4.	Import XBRL file
5.	Steps for Filing Corporate Governance Report
6.	Fill up the data in excel utility

1. Overview

The excel utility can be used for creating the XBRL/XML file for filing of Corporate Governance Report

XBRL filing consists of two processes. Firstly generation of XBRL/XML file and upload of generated XBRL/XML file to BSE Listing Center Website (www.listing.bseindia.com) .

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.

3. Index

1	Details of general information about company	General Info
2	Composition of BOD	Annexure I - Composition of BOD
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4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL button on General information sheet.

5. Steps for Filing Corporate 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
NSE Symbol	KOTAKBANK
MSEI Symbol	NOTLISTED
ISIN	INE237A01028
Name of the entity	KOTAK MAHINDRA BANK LIMITED
Date of start of financial year	01-04-2022
Date of end of financial year	31-03-2023
Reporting Quarter	Yearly
Date of Report	31-03-2023
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Top 100 listed entities

Enter the quarter ended date only

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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 notes on composition of board of directors explanatory		Add Notes																							
Whether the listed entity has a Regular Chairperson				Yes																					
Whether Chairperson is related to MD or CEO				No																					
Slr	Title (Mr / Ms)	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(1A) 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 Directorship in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 17A(2)(c) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee/ including this listed entity (Refer Regulation 17A(2)(d) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 17A(2)(e) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
1	MR	Rishabh Arora	AABBB3173H	00000100	Non-Executive - Independent Director	Chairperson		29-05-1954	No				Active	No		18-03-2011	18-03-2013		120	4	4	2			
2	MR	Vijay Singh	AABBB0009F	00017447	Executive Director	Non-Executive	CEO-MD	17-03-1952	No				Active	No		21-11-1998				1	0	1	1		
3	MR	Rajat Gupta	AADDP0801F	00004774	Executive Director	Non-Executive	MD	14-03-1963	No				Active	No		01-03-1999				1	0	1	1		
4	MR	R. V. Mehta	AADDP0800F	00011793	Executive Director	Non-Executive		05-10-1961	No				Active	No		01-11-2003				1	0	1	0		
5	MR	Shanti Shankaran	AADDP0800F	00000880	Executive Director	Non-Executive		14-02-1958	No				Active	No		01-11-2003				1	0	1	0		
6	MR	C Jayaram	AADDP0801H	00013714	Independent Director	Non-Executive - Reg		14-02-1958	No				Active	No		01-02-2004				1	0	1	0		
7	MR	Anil Dhall	AADDP0800H	00010510	Independent Director	Non-Executive - Reg		08-05-1959	No				Active	No		14-02-2004				1	0	1	0		
8	MR	Vijay Sharma	AADDP0801F	00017010	Non-Executive - Independent Director	Non-Executive		01-11-1949	No				Active	No		14-02-2004				78	4	4	5	1	
9	MR	Vijay Sharma	AADDP0801F	01700863	Non-Executive - Independent Director	Non-Executive		14-03-1961	No				Active	No		14-02-2004				66	2	2	0	0	
10	MR	Anish Gupta	AADDP0801F	01000001	Non-Executive - Independent Director	Non-Executive		11-05-1983	No				Active	No		06-03-2021				24	2	2	1	0	
11	MR	Anish Sood	AADDP0800H	00010513	Non-Executive - Independent Director	Non-Executive		02-01-1987	No				Active	No		21-01-2021				14	0	2	2	1	
12	MR	R. Raju	AADDP0800F	00010063	Non-Executive - Independent Director	Non-Executive		01-12-1955	No				Active	No		21-10-2002				5	3	1	1	0	

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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 prefilled 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	00079129	Uday Khanna	Non-Executive - Independent Director	Chairperson	16-09-2016		
2	07062601	Ashok Gulati	Non-Executive - Independent Director	Member	15-03-2021		
3	00012214	C Jayaram	Non-Executive - Non Independent Director	Member	15-03-2021		
4	00494515	Ashu Suyash	Non-Executive - Independent Director	Member	25-01-2022		
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	00196106	Prakash Apte	Non-Executive - Independent Director	Member	30-04-2014		
3	00012214	C Jayaram	Non-Executive - Non Independent Director	Member	20-07-2018		
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 prefilled 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	00494515	Ashu Suyash	Non-Executive - Independent Director	Chairperson	07-09-2022		
2	00007467	Uday Kotak	Executive Director	Member	30-01-2003		
3	00004771	Dipak Gupta	Executive Director	Member	29-06-2001		
4	00012214	C Jayaram	Non-Executive - Non Independent Director	Member	30-04-2019		
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	Executive Director	Member	26-02-2003		
3	00196106	Prakash Apte	Non-Executive - Independent Director	Member	14-03-2019		
4	00494515	Ashu Suyash	Non-Executive - Independent Director	Member	18-03-2022		
5	00126063	CS Rajan	Non-Executive - Independent Director	Member	22-10-2022		
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	00196106	Prakash Apte	Non-Executive - Independent Director	Chairperson	15-03-2021		
2	00012214	C Jayaram	Non-Executive - Non Independent Director	Member	14-03-2014		
3	00004771	Dipak Gupta	Executive Director	Member	14-03-2014		
4	00126063	CS Rajan	Non-Executive - Independent Director	Member	22-10-2022		
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	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*
	Add	Delete					
1	22-10-2022			Yes	12	12	6
2	17-11-2022	25		Yes	12	12	6
3	10-12-2022	22		Yes	12	12	6
4	28-12-2022	17		Yes	12	12	6
5	21-01-2023	23		Yes	12	10	4
6	03-02-2023	12		Yes	12	11	6
7	17-03-2023	41		Yes	12	12	6
8	18-03-2023	0		Yes	12	12	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)
<div style="display: flex; justify-content: space-between; align-items: center;"> Add Delete </div>										
1	Audit Committee	22-10-2022				Yes	4	4	3	0
2	Audit Committee	06-12-2022	44			Yes	4	4	3	0
3	Audit Committee	21-01-2023	45			Yes	4	3	2	0
4	Audit Committee	14-02-2023	23			Yes	4	4	3	0
5	Audit Committee	29-03-2023				Yes	4	4	3	0
6	Nomination and remuneration committee	17-10-2022				Yes	3	3	2	0
7	Nomination and remuneration committee	10-12-2022	53			Yes	3	3	2	0
8	Nomination and remuneration committee	17-03-2023	96			Yes	3	3	2	0
9	Nomination and remuneration committee	18-03-2023	0			Yes	3	3	2	0
10	Stakeholders Relationship Committee	14-02-2023				Yes	4	3	1	0
11	Corporate Social Responsibility Committee	19-10-2022				Yes	3	3	1	0
12	Corporate Social Responsibility Committee	12-01-2023	84			Yes	4	4	2	0
13	Corporate Social Responsibility Committee	03-03-2023	49			Yes	4	4	2	0
14	Risk Management Committee	06-12-2022				Yes	5	5	4	0
15	Risk Management Committee	09-03-2023	92			Yes	5	5	4	0

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* to be filled in only for the current quarter meetings

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Annexure 1			
V. Related Party Transactions			
Sr	Subject	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Whether prior approval of audit committee obtained	Yes	
2	Whether shareholder approval obtained for material RPT	NA	
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Yes	
Disclosure of notes on related party transactions			Add Notes
Disclosure of notes of material transaction with related party			Add Notes

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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 Listing Regulations

Sr	Item	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.	Web address
1	Details of business	Yes		www.kotak.com
2	Terms and conditions of appointment of independent directors	Yes		estor-
3	Composition of various committees of board of directors	Yes		relations/governance/board-of-directors.html
4	Code of conduct of board of directors and senior management personnel	Yes		estor-
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		estor-
6	Criteria of making payments to non-executive directors	Yes		estor-
7	Policy on dealing with related party transactions	Yes		estor-
8	Policy for determining 'material' subsidiaries	Yes		estor-
9	Details of familiarization programmes imparted to independent directors	Yes		relations/governance/familiarisation-
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		https://www.kotak.com/en/investor-relations.html
11	email address for grievance redressal and other relevant details	Yes		relations.html
12	Financial results	Yes		relations/financial-results.html?source=website
13	Shareholding pattern	Yes		relations/investor-information.html
14	Details of agreements entered into with the media companies and/or their associates	NA		
15	Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange	Yes		https://www.kotak.com/en/investor-relations/governance/sebi-listing-disclosures.html
16	New name and the old name of the listed entity	NA		
17	Advertisements as per regulation 47 (1)	Yes		relations/governance/sebi-listing-
18	Credit rating or revision in credit rating obtained	Yes		rating.html
19	Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year	Yes		https://www.kotak.com/en/investor-relations/financial-results/annual-
20	Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes		relations/investor-information/disclosures-regulation.html
21	Materiality Policy as per Regulation 30	Yes		estor-
22	Dividend Distribution policy as per Regulation 43A (as applicable)	Yes		estor-relation/governance/Policies/kmbi-
23	It is certified that these contents on the website of the listed entity are correct	Yes		www.kotak.com
24	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]		Add Notes	

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Annexure 1

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

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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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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) & 25(6)	Yes	
2	Board composition	17(1), 17(1A) & 17(1B)	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	Composition of nomination & remuneration committee	19(1) & (2)	Yes	
18	Quorum of Nomination and Remuneration Committee meeting	19(2A)	Yes	
19	Meeting of Nomination and Remuneration Committee	19(3A)	Yes	
20	Composition of Stakeholder Relationship Committee	20(1), 20(2) & 20(2A)	Yes	
21	Meeting of Stakeholders Relationship Committee	20(3A)	Yes	
22	Composition and role of risk management committee	21(1),(2),(3),(4)	Yes	
23	Meeting of Risk Management Committee	21(3A)	Yes	
24	Vigil Mechanism	22	Yes	
25	Policy for related party Transaction	23(1),(1A),(5),(6),(7) & (8)	Yes	
26	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	Yes	
27	Approval for material related party transactions	23(4)	Yes	
28	Disclosure of related party transactions on consolidated basis	23(9)	Yes	
29	Composition of Board of Directors of unlisted material Subsidiary	24(1)	Yes	
30	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	Yes	
31	Annual Secretarial Compliance Report	24(A)	Yes	
32	Alternate Director to Independent Director	25(1)	NA	
33	Maximum Tenure	25(2)	Yes	
34	Meeting of independent directors	25(3) & (4)	Yes	
35	Familiarization of independent directors	25(7)	Yes	
36	Declaration from Independent Director	25(8) & (9)	Yes	
37	D & O Insurance for Independent Directors	25(10)	Yes	
38	Memberships in Committees	26(1)	Yes	
39	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes	
40	Disclosure of Shareholding by Non-Executive Directors	26(4)	Yes	
41	Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes	
Any other information to be provided				Add Notes

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Annexure II

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

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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		Add Notes

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

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Additional Half yearly Disclosure			
Applicability of disclosure	Not Applicable		
Reason for Non Applicability	Add Notes		
I. Disclosure of Loans/ guarantees/comfort letters /securities etc.refer note below		The Figure should be mentioned in Actual INR only	
(A)Any loan or any other form of debt advanced by the listed entity directly or indirectly to			
Entity	Aggregate amount advanced during six months	Balance outstanding at the end of six months	
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
(B) Any guarantee / comfort letter (by whatever name called) provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed By			
Entity	Type (guarantee, comfort letter etc.)	Aggregate amount of issuance during six months	Balance outstanding at the end of six months(taking into account any invocation)
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
(C) Any security provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed by			
Entity	Type of security (cash, shares etc.)	Aggregate value of security provided during six months	Balance outstanding at the end of six months
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
(D) Additional Information			Add Notes
II. Affirmations			
Affirmations	Compliance Status	Company Remarks	
All loans (or other form of debt), guarantees, comfort letters (by whatever name called) or securities in connection with any loan(s) (or other form of debt) given directly or indirectly by the listed entity to		Add Notes	
Name			
Designation			
Place			
Date			

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Signatory Details

Name of signatory	Avan Doomasia
Designation of person	Company Secretary and Compliance Officer
Place	Mumba
Date	20-04-2023

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