

XBRL Excel Utility	
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5.	Fill up the data in excel utility

1. Overview

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

XBRL filling 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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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	01-04-2023
Date of end of financial year	31-03-2024
Reporting Quarter	Quarterly
Date of Report	31-12-2023
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

Disqualification of Directors under section 164 of the Companies Act, 2013

Sr	Title (Mr / Ms)	Name of the Director	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 [with reference to proviso to regulation 17A(1) & 17A(2)]	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
1	Mr	Prakash Apte	00196106	Non-Executive - Independent Director	Chairperson		06-05-1954	No				Active	NA		18-03-2011	18-03-2019		117.00	4	4	7	3		
2	Mr	Dipak Gupta	00004771	Executive Director	Not Applicable	CEO-MD	13-02-1961	No				Active	NA		01-10-1999				1	0	3	1		
3	Mr	KVS Manian	00031794	Executive Director	Not Applicable		05-10-1961	No				Active	NA		01-11-2019				1	0	0	0		
4	Ms	Shanti Ekambaram	00004889	Executive Director	Not Applicable		14-09-1962	No				Active	NA		01-11-2022				1	0	0	0		
5	Mr	Uday Kotak	00007467	Non-Executive - Non Independent Director	Not Applicable		15-03-1959	No				Active	NA		21-11-1985				1	0	1	1		
6	Mr	C Jayaram	00012214	Non-Executive - Non Independent Director	Not Applicable		18-04-1956	No				Active	NA		01-10-1999				1	0	3	0		
7	Mr	Amit Desai	00310510	Non-Executive - Non Independent Director	Not Applicable		08-05-1959	No				Active	NA		18-03-2022				1	0	0	0		
8	Mr	Uday Khanna	00079129	Non-Executive - Independent Director	Not Applicable		01-12-1949	No				Active	NA		16-09-2016	16-09-2021		87.15	4	4	5	3		
9	Mr	Uday Shankar	01755963	Non-Executive - Independent Director	Not Applicable		16-09-1961	No				Active	NA		16-03-2019	16-03-2019		57.16	2	2	0	0		
10	Mr	Ashok Gulati	07062601	Non-Executive - Independent Director	Not Applicable		11-05-1954	No				Active	NA		06-03-2021	06-03-2021		33.26	2	2	1	0		
11	Ms	Ashu Suyash	00494515	Non-Executive - Independent Director	Not Applicable		02-02-1967	No				Active	NA		24-01-2022	24-01-2022		23.08	2	2	3	1		
12	Mr	C S Rajan	00126063	Non-Executive - Independent Director	Not Applicable		03-12-1955	No				Active	NA		22-10-2022	22-10-2022		14.10	2	1	7	0		

Annexure 1

II. Composition of Committees

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

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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
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 pre-filled 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
1	01755963	Uday Shankar	Non-Executive - Independent Director	Chairperson	10-08-2023	
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 pre-filled 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
1	00494515	Ashu Suyash	Non-Executive - Independent Director	Chairperson	07-09-2022	
2	00004771	Dipak Gupta	Executive Director	Member	29-06-2001	
3	00012214	C Jayaram	Non-Executive - Non Independent Director	Member	30-04-2019	
4						
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Risk Management Committee

Whether the Risk Management Committee has a Regular Chairperson						
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
1	07062601	Ashok Gulati	Non-Executive - Independent Director	Chairperson	10-08-2021	
2	00007467	Uday Kotak	Non-Executive - Non Independent 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	C S 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 pre-filled 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
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	C S 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						
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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	15-07-2023			Yes	12	12	6
2	17-07-2023	1		Yes	12	12	6
3	22-07-2023	4		Yes	12	11	5
4	19-08-2023	27		Yes	12	10	6
5	02-09-2023	13		Yes	12	12	6
6	28-09-2023	25		Yes	12	12	6
7	07-10-2023	8		Yes	12	12	6
8	21-10-2023			Yes	12	12	6
9	01-11-2023	10		Yes	12	11	5
10	17-11-2023	15		Yes	12	11	6
11	11-12-2023	23		Yes	12	12	6
12	27-12-2023	15		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)
	Add	Delete								
1	Audit Committee	22-07-2023				Yes	4	4	3	0
2	Audit Committee	22-08-2023	30			Yes	4	3	3	0
3	Audit Committee	07-09-2023	15			Yes	4	4	3	0
4	Audit Committee	20-10-2023	42			Yes	4	4	3	0
5	Audit Committee	10-11-2023	20			Yes	4	4	3	0
6	Audit Committee	18-12-2023	37			Yes	4	3	3	0
7	Nomination and remuneration committee	14-07-2023				Yes	3	3	2	0
8	Nomination and remuneration committee	15-07-2023	0			Yes	3	3	2	0
9	Nomination and remuneration committee	19-08-2023	34			Yes	3	3	2	0
10	Nomination and remuneration committee	02-09-2023	13			Yes	3	3	2	0
11	Nomination and remuneration committee	04-10-2023	31			Yes	3	3	2	0
12	Nomination and remuneration committee	17-11-2023	43			Yes	3	3	2	0
13	Nomination and remuneration committee	11-12-2023	23			Yes	3	3	2	0
14	Nomination and remuneration committee	27-12-2023	15			Yes	3	3	2	0
15	Corporate Social Responsibility Committee	14-07-2023				Yes	4	4	2	0
16	Corporate Social Responsibility Committee	27-09-2023	74			Yes	4	3	2	0
17	Corporate Social Responsibility Committee	29-11-2023	62			Yes	4	4	2	0
18	Corporate Social Responsibility Committee	27-12-2023	27			Yes	4	4	2	0
19	Risk Management Committee	25-07-2023				Yes	5	5	4	0
20	Risk Management Committee	12-09-2023	48			Yes	5	5	4	0
21	Risk Management Committee	14-12-2023				Yes	5	5	4	0

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* to be filled in only for the current quarter meetings

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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	Yes	
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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W/ Details of non compliance of prior approval of audit committee ob
W/ Details of non compliance of shareholder approval obtained for ma
W/ Details of non compliance of RPT entered into pursuant to omnibu
Dis Disclosure notes on quarterly formats for compliance report on coi
Disclosure of notes of material transaction with related party

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Details of Cyber security incidence			
Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 there has been cyber security incidents or breaches or loss of data or documents during the quarter			No
Date of the event		Brief details of the event	

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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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Signatory Details

Name of signatory	Avan Doomasia
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	19-01-2024

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