

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	Quarterly
Date of Report	31-12-2022
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 CEO				No																					
				Disqualification of Directors under section 204 of the Companies Act, 2013																					
Sr	Title (Mr / Ms)	Name of the Director	PAN	DOB	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. 37(1A) of Listing Regulations)	Date of passing special resolution	Initial Date of appointment	Date of the appointment	Date of cessation	Tenure of Director (in months)	No. of Directorships in listed entities including this listed entity (Refer Regulation 37A of Listing Regulations)	No. of Independent Directorships in listed entities including this listed entity (Refer Regulation 38(1) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 39A(1) of Listing Regulations)	No. of past of Chairperson / Committee(s) in listed entities including this listed entity (Refer Regulation 39(2) of Listing Regulations)	Notes for not granting PAN	Notes for not granting DIN
1	Mr	Prakash Agre	AABPA3178V	05/05/1956	Non-Executive - Independent Director			05/05/1956	No				Active	No		03/03/2011	03/03/2019		105.40	2	0	0	0		
2	Mr	Uday Bhatn	AABPD999P	05/07/1947	Executive Director	Not Applicable		27/04/1947	No				Active	No		21/11/1985				1	0	0	0		
3	Mr	Uday Gupta	AABPD087W	05/02/1971	Executive Director	Not Applicable		13/02/1971	No				Active	No		01/10/1989				1	0	0	0		
4	Mr	V V Manoj	AAPP0488G	05/01/1941	Executive Director	Not Applicable		05/10/1941	No				Active	No		01/11/2019				1	0	0	0		
5	Mr	Saurabh Datta	AAPP0300A	05/01/1960	Executive Director	Not Applicable		05/10/1961	No				Active	No		01/11/2019		01/11/2019		1	0	0	0		
6	Mr	Bhargava	ALP30513E	05/12/1914	Non-Executive - Non Independent Director	Not Applicable		08/01/1950	No				Active	No		01/10/1989				1	0	0	0		
7	Mr	Arvind Desai	AADP0101AD	05/10/1950	Non-Executive - Independent Director	Not Applicable		08/05/1950	No				Active	No		03/05/2017				1	0	0	0		
8	Mr	Uday Khanna	AAPP01001E	05/01/1979	Non-Executive - Independent Director	Not Applicable		01/12/1949	No				Active	No		05/05/2016	10/05/2016		75.50	2	0	0	0		
9	Mr	Uday Shankar	AAPW0772C	01/01/1943	Non-Executive - Independent Director	Not Applicable		16/05/1941	No				Active	No		05/05/2019	10/05/2019		45.50	2	0	0	0		
10	Mr	Arvind Gulati	AAPW01383P	07/02/1925	Non-Executive - Independent Director	Not Applicable		11/05/1924	No				Active	No		05/05/2011	06/05/2011		21.80	2	0	0	0		
11	Mr	Arvind Kumar	AAPW05067M	04/04/1975	Non-Executive - Independent Director	Not Applicable		02/02/1967	No				Active	No		04/01/2017	24/01/2017		11.20	2	0	0	0		
12	Mr	S. Rajan	AADP09359G	05/10/1955	Non-Executive - Independent Director	Not Applicable		03/12/1925	No				Active	No		27/10/2017	22/10/2017		2.30	1	0	0	0		
13	Mr	Shanki Ramkrishnan	AABP01414H	03/04/1989	Executive Director	Not Applicable		14/03/1987	No				Active	No		01/11/2017				1	0	0	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 must be any day upto September 30, 2022.
 3. Date of Cessation must be for the current quarter only, i.e. July 1, 2022 In September 30 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	Remarks
1	00075129	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	Remarks
1	01755963	Uday Shankar	Non-Executive - Independent Director	Chairperson	10-08-2021		
2	00196106	Prakash Apte	Non-Executive - Independent Director	Member	20-07-2018		
3	00012214	C Jayaram	Non-Executive - Non Independent Director	Member	30-04-2014		
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	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 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	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						
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Annexure 1

III. Meeting of Board of Directors

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	23-07-2022			Yes	12	12	6
2	27-08-2022	34		Yes	12	12	6
3	27-09-2022	30		Yes	11	10	5
4	22-10-2022	24		Yes	12	12	6
5	17-11-2022	25		Yes	12	12	6
6	10-12-2022	22		Yes	12	12	6
7	28-12-2022	17		Yes	12	12	6

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* to be filled in only for the current quarter meetings

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IV. Meeting of Committees

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)	Disclosure of notes on meeting of committees explanatory			Add Notes			
				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)
1	Audit Committee	23-07-2022				Yes	4	3	3	0
2	Audit Committee	02-08-2022	9			Yes	4	4	3	0
3	Audit Committee	28-09-2022	56			Yes	4	4	3	0
4	Audit Committee	22-10-2022	23			Yes	4	4	3	0
5	Audit Committee Nomination and Remuneration committee	06-12-2022	44			Yes	4	4	3	0
6	Nomination and remuneration committee	21-07-2022				Yes	4	4	3	0
7	Nomination and remuneration committee	27-08-2022	36			Yes	4	4	3	0
8	Nomination and remuneration committee	17-10-2022	50			Yes	3	3	2	0
9	Nomination and remuneration committee	10-12-2022	53			Yes	3	3	2	0
10	Shareholders relationship Committee	30-08-2022				Yes	4	4	1	0
11	Corporate Social Responsibility Committee	18-07-2022				Yes	3	3	1	0
12	Corporate Social Responsibility Committee	19-10-2022	92			Yes	3	3	1	0
13	Risk Management Committee	29-08-2022				Yes	4	4	3	0
14	Risk Management Committee	06-12-2022	98			Yes	5	5	4	0

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* to be filled in only for the current quarter meetings

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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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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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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	17-01-2023

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