

KOTAK MAHINDRA BANK LIMITED

WEB ARCHIVAL POLICY

1. Preamble

The Board of Directors (“Board”) of Kotak Mahindra Bank Limited (“Bank”) have adopted this Web Archival Policy (“Policy”) in order to have a framework in place with respect to archival of documents and information hosted on the website of the Bank, pursuant to Regulations 30 and 46 of the Securities Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015 (“Listing Regulations”). This Policy, initially effective from December 1, 2015, has been amended and the amended version would be effective from (date) May 3, 2021.

2. Hosting and Archival

All documents and disclosures uploaded on the website of the Bank for the purpose of shareholder communication pursuant to any Statutory/Regulatory requirements, or otherwise, are the property of the Bank, and shall constitute “Disclosed Content”.

The Bank shall disclose the requisite events and information to the Stock Exchanges where securities of the Bank are listed, pursuant to Regulation 30 of the Listing Regulations and the Bank’s Policy for Determination of Materiality of Events or Information. Such disclosure shall be made available on the Bank’s website for a period of five years from the date of it being hosted on the website. Upon expiry of a period of five years from the date of such disclosure being hosted on the website of the Bank, the disclosed event or information will be archived as per the Policy.

Any information/documents which have been submitted to the Stock Exchanges to comply with the disclosure norms as required under any other applicable law, and also uploaded on the Bank’s website, will be archived as per this Policy after it has been removed from the Bank’s website.

3. Archival and Preservation of Disclosed Content

All Disclosed Content shall be stored in the Bank’s electronic archival system post the expiry of the required period of disclosure under applicable law. The archived folder would be available for a period of one year.

4. Amendment to the Policy

Subject to applicable law, the Board may, at its absolute discretion, from time to time, amend or alter the Policy or any terms and conditions thereof.

5. Issues

In respect of any issues arising in respect of the Policy, the decision of the Board shall be final and binding on all concerned.

6. Law to take precedence and Amendments

In the event of any variation or inconsistency between the provisions of the Policy and applicable law, the provisions of the applicable law shall prevail over the Policy and the provisions of the Policy shall be deemed to have been amended so as to be read in consonance with such applicable law.

As this Policy is pursuant to applicable laws, if any, and if any change in applicable laws or interpretation thereof necessitates any change to the Policy, this Policy shall be read so as to incorporate the changes.