



XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
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 e-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
3	Composition of Committee	Annexure I - Composition of Committee
4	Meeting of BOD	Annexure I - Meeting of BOD
5	Meeting of Committees	Annexure I - Meeting of Committees
6	Related Party Transaction	Annexure I - Related Party Transaction
7	Affirmation	Annexure I - Affirmation
8	Website	Annexure II - Website
9	Annual Affirmation	Annexure II - Annual Affirmation
10	Annual Affirmation Continue	Annexure II - Annual Affirmation Continue
11	Annexure III	Annexure III
12	Signatory Details	Signatory Details

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

[Home](#)[Validate](#)[Import XML](#)

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	30-06-2022
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Top 100 listed entities

Enter the quarter
ended date only

[Prev](#)[Next](#)

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			
Sr	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 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(1) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee/ 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
Add		Delete																		
1	Mr	Prakash Agta	AABPA3173H	00195106	Non-Executive - Independent Director	Chairperson		06-05-1954	NA		18-03-2011	18-03-2015		99	3	3	3			
2	Mr	Lalaj Kosal	AABPK8999F	00007467	Executive Director	Not Applicable	CEO-MD	15-03-1959	NA		11-11-1985				1	0	2	1		
3	Mr	Dipak Gupta	AAAPG687F	00004771	Executive Director	Not Applicable	MD	13-03-1961	NA		01-10-1999				1	0	3	0		
4	Mr	K V S Manian	AOPPS4469S	00031794	Executive Director	Not Applicable		05-10-1961	NA		01-11-2019				1	0	0	0		
5	Mr	Gaurang Shah	AANPS3900A	00016660	Executive Director	Not Applicable		15-10-1961	NA		01-11-2019				1	0	2	0		
6	Mr	C Jayaram	ACLPI9511E	00012314	Non-Executive - Non Independent Director	Not Applicable		18-04-1956	NA		01-10-1999				2	0	4	0		
7	Mr	Amit Desai	AAGQD01916G	00310510	Non-Executive - Non Independent Director	Not Applicable		08-05-1959	NA		18-03-2022				1	0	0	0		
8	Ms	Farida Khambata	ALPK1909N	06954123	Non-Executive - Independent Director	Not Applicable		11-12-1949	NA		07-09-2014	07-09-2019		94	3	3	2	1		
9	Mr	Lalaj Khamta	AFFN2061E	00079129	Non-Executive - Independent Director	Not Applicable		01-10-1949	NA		16-09-2016	16-09-2021		69	4	4	0	1		
10	Mr	Lalaj Shankar	AANPS7273C	01715963	Non-Executive - Independent Director	Not Applicable		16-09-1961	NA		16-03-2019	16-03-2019		39	2	2	0	0		
11	Mr	Rohit Gutsi	AAMPG2183P	07062801	Non-Executive - Independent Director	Not Applicable		11-05-1954	NA		06-03-2021	06-03-2021		16	2	2	1	0		
12	Ms	Ashu Sanyal	AAMPS908JM	00494515	Non-Executive - Independent Director	Not Applicable		07-02-1967	NA		14-01-2022	24-01-2022		5	2	2	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 can be any day upto September 30, 2021.
3. Date of Cessation must be for the current quarter only, i.e. July 1,2021 to September 30 2021

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	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	Remarks
1	06954123	Farida Khambata	Non-Executive - Independent Director	Chairperson	14-03-2019		
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	01755963	Uday Shankar	Non-Executive - Independent Director	Member	10-08-2021		
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	06954123	Farida Khambata	Non-Executive - Independent Director	Chairperson	15-03-2021		
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							
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							
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						

Prev

Next

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)	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting *
Add Delete						
1	28-01-2022			Yes	11	6
2	18-03-2022	48		Yes	12	6
3	19-03-2022	0		Yes	12	6
4	04-05-2022	45		Yes	12	6
5	25-06-2022	51		Yes	11	6

Prev

Next

* to be filled in only for the current quarter meetings

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)	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
<p>Add Delete</p>								
1	Audit Committee	07-01-2022				Yes	3	2
2	Audit Committee	28-01-2022	20			Yes	4	3
3	Audit Committee	29-03-2022	59			Yes	4	3
4	Audit Committee	04-05-2022	35			Yes	4	3
5	Audit Committee	15-06-2022	41			Yes	4	3
6	Nomination and remuneration committee	15-03-2022				Yes	4	3
7	Nomination and remuneration committee	17-03-2022	1			Yes	4	3
8	Nomination and remuneration committee	29-04-2022	42			Yes	4	3
9	Nomination and remuneration committee	10-05-2022	10			Yes	4	3
10	Stakeholders Relationship Committee	15-02-2022				Yes	4	1
11	Risk Management Committee	28-03-2022				Yes	4	3
12	Risk Management Committee	12-05-2022	44			Yes	4	3
13	Risk Management Committee	22-06-2022	40			Yes	4	3
14	Committee corporate social responsibility	18-02-2022				Yes	3	1
15	Committee corporate social responsibility	16-06-2022	117			Yes	3	1

Prev

Next

* to be filled in only for the current quarter meetings

[Home](#)[Validate](#)

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

[Prev](#)[Next](#)

[Home](#)[Validate](#)

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 500 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

[Prev](#)[Next](#)

Annexure 1		
Sr	Subject	Compliance status
1	Name of signatory	Avan Doomasia
2	Designation	Company Secretary and Compliance Officer

[Home](#)[Validate](#)

Signatory Details

Name of signatory	Avan Doomasia
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	21-07-2022

[Prev](#)