

July 9, 2026

BSE Limited Corporate Relationship Department Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai 400 001	National Stock Exchange of India Limited Exchange Plaza, Plot No. C/1, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400 051
BSE Scrip Code: 500247, 974396, 974682, 974924, 975387	NSE Symbol: KOTAKBANK, KMB29, KMB30

Dear Sirs,

Sub: Communication to Shareholders - Furnishing of PAN and KYC details by holders of physical securities

Pursuant to the SEBI Master Circular HO/38/13/(4)2026-MIRSD-POD/I/4298/2026 dated February 6, 2026, the holders of physical securities of the Bank have been requested to furnish their PAN and other KYC details to the Bank. A copy of the communication sent by the Bank, to the concerned security holders in this regard, is enclosed.

This intimation is also being hosted on the Bank's website <https://www.kotak.bank.in/en/investor-relations/governance/sebi-listing-disclosures.html>

This is for your information and appropriate dissemination.

Thanking you,

Yours faithfully,

For Kotak Mahindra Bank Limited**Avan Doomasia**
Company Secretary

Encl.: as above



KOTAK MAHINDRA BANK LIMITED

CIN: L65110MH1985PLC038137

Registered Office: 27BKC, C 27, G Block, Bandra Kurla Complex,
Bandra (East), Mumbai 400 051

Tel: +91 22 6166 0001; **Fax:** +91 22 6713 2403

Website: www.kotak.bank.in; **E-mail:** KotakBank.Secretarial@kotak.com

Name of Shareholder:

Folio No. :

Dear Shareholder,

Sub.: Furnishing of PAN and KYC details by holders of physical securities


Ref.: SEBI Master Circular HO/38/13/(4)2026-MIRSD-POD/II/4298/2026 dated February 6, 2026

Part A: Submission of KYC Documents

We draw your attention to the above referred Master Circular issued by the Securities and Exchange Board of India ("SEBI") which emphasizes and mandates the holders of securities to:

- (i) furnish PAN, postal address with PIN, e-mail address, mobile number, bank account details and latest specimen signature, etc.; and
- (ii) compulsorily link PAN with Aadhaar number, unless specifically exempt by the competent authority.

We observe from our records that you have not furnished some of the mandatory documents / details, as given in the table below and request you to furnish them to KFin Technologies Limited ("KFinTech"), our Registrar and Transfer Agent, immediately on receipt of this letter:

Sr. No.	Particulars	Status as per records	Please furnish details in
1	PAN	Yes / No	Form No. ISR-1 (for KYC details) / Form No. ISR-2 (for signature updation) (Both forms enclosed) Web-link to fill the form online and download: https://ris.kfintech.com/clientservices/isr/isr1.aspx?mode=f3Y5zP9DDNI%3d QR Code to fill the form online and download: 
2	Address	Yes / No	
3	Email address	Yes / No	
4	Mobile Number	Yes / No	
5	Demat account details	Yes / No	
6	Bank account details	Yes / No	

The aforesaid forms can also be downloaded from the website of the Bank at <https://www.kotak.bank.in/en/investor-relations/investor-information/investor-info.html>

The documents / details to be furnished by you may be sent by using any one of the following modes:

- (i) **Through electronic mode** – Signed and scanned documents can be sent on einward.ris@kfintech.com. The Forms / Documents may also be e-Signed*.

or

(ii) **Through Post** - Hard Copies of self-attested documents / Forms can be sent at:

KFin Technologies Limited
Unit: Kotak Mahindra Bank Limited
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

**e-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder / claimant may approach any of the empanelled e-Sign Service provider, details of which are available at <https://cca.gov.in/> for obtaining an e-sign.*

We wish to draw your attention that, pursuant to the aforesaid SEBI Master Circular, folios wherein any one of the said documents / details are not available, shall not be eligible to:

- (i) lodge grievance or avail service request from KFinTech; and
- (ii) receive any dividend declared on shares.

Part B: Choice of Nomination / Opt out of Nomination

We request you to also provide 'choice of nomination' (if not yet provided) by submitting Form SH 13 (enclosed) or decision to opt out nomination in Form No. ISR-3 (enclosed) to KFinTech through any of the aforesaid modes (electronic / post). You can fill the relevant form online by accessing the following web-links or scanning following QR Code:

Form No. SH-13 Web-link: https://ris.kfintech.com/clientservices/isr/sh13.aspx	Form No. ISR - 3 Web-link: https://ris.kfintech.com/clientservices/isr/isr3.aspx?mode=%2fa7lxW3Nmsg%3d
QR Code of Web-link: 	QR Code of Web-link: 

Part C: Action required pursuant to Sub-division (split) of shares

We also wish to bring to your attention that the Bank has, in January 2026, completed the Sub-division ("split") of its existing equity share, as follows:

Sub-division of 1 (One) existing equity share of the Bank having face value of Rs. 5/- (Rupees Five only) each, fully paid-up, into 5 (Five) equity shares of the Bank having face value of Re. 1/- (Rupee One only) each, fully paid-up.

Pursuant to aforesaid split and in terms of Regulation 39(2A) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, your post-split shareholding in the Bank, through your aforesaid folio, has been credited and maintained in a separate Demat Suspense Escrow Pool Account by the Bank. Accordingly, we request you to claim your equity shares in the Bank, from the Bank / KFinTech by submitting requisite documents / forms in this respect, which can be downloaded from the Web-link / QR Code given in Part A of this letter. You may get in touch with KFinTech, as per the details mentioned above, for any queries or assistance in this regard.

Thanking you,

Yours faithfully,
For **Kotak Mahindra Bank Limited**

Avan Doomasia
Company Secretary

Encl.: as above