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3<sup>rd</sup> August 2016

<p>The Manager Corporate Relationship, BSE Limited, 1<sup>st</sup> Floor, New Trading Ring, Rotunda Buliding, Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai 400 001.</p>	<p>The Manager National Stock Exchange of India Ltd. Exchange Plaza, 5<sup>th</sup> Floor, Plot No.C/1, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400 051.</p>
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Dear Sir,

**Sub: Postal Ballot Notice**

Pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose copy of Postal Ballot Notice seeking consent of the Members for issuance of securities in the nature of unsecured, redeemable non-convertible debentures / bonds on private placement basis.

Further, pursuant to Regulation 47 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose a copy of the newspaper advertisement published by the Bank, in English daily, Free Press Journal and in Marathi daily, Navshakti, with respect to the Postal Ballot intimation to the Members.

Kindly acknowledge receipt.

Yours faithfully,

**Kotak Mahindra Bank Limited**

*B.R. Chandarana*  
**Bina Chandarana**  
**Company Secretary &**  
**Executive Vice President**

Encl : as above.



**Kotak Mahindra Bank Limited**

CIN L65110MH1985PLC038137 T +91 22 61660000  
Registered Office: F +91 22 67132403  
27BKC, C 27, G Block www.kotak.com  
Bandra Kurla Complex  
Bandra (E), Mumbai - 400 051  
Maharashtra, India.



## KOTAK MAHINDRA BANK LIMITED

CIN: L65110MH1985PLC038137

27BKC, C - 27, G-Block, Bandra-Kurla Complex, Bandra East, Mumbai - 400051.

Tel No.: +91 22 6166 0001, Fax No.: +91 22 67132403.

Website: [www.kotak.com](http://www.kotak.com)

### POSTAL BALLOT NOTICE

**Notice** is hereby given pursuant to Section 110 and other applicable provisions, if any, of the Companies Act, 2013 ("the Act") read with the Companies (Management and Administration) Rules, 2014 (including any statutory modification or re-enactment thereof for the time being in force) to transact the special business as set out hereunder by passing Special Resolution through postal ballot (including voting through electronic means).

The proposed Special Resolution and Explanatory Statement setting out material facts as required in terms of Section 102 of the Act are appended below and a postal ballot form ("Form") is also enclosed for seeking consent of the Members of Kotak Mahindra Bank Ltd. ("the Bank").

The Board of Directors of the Bank have appointed Ms. Rupal D. Jhaveri (Membership No.5441 and Certificate of Practice No. 4225), Practicing Company Secretary as the Scrutinizer and Mr. H. R. Bhagat (F.C.A. No. 104963), Practicing Chartered Accountant, as an Alternate Scrutinizer to Ms. Rupal D. Jhaveri for conducting the postal ballot and electronic voting process in a fair and transparent manner.

You are requested to carefully read the instructions printed on the enclosed Form, record your assent (FOR) or dissent (AGAINST) therein and return the same in original, duly completed and signed, in the enclosed postage prepaid self-addressed envelope, so as to reach the Scrutinizer not later than 5.00 p.m. on Wednesday, 31<sup>st</sup> August 2016. Forms received after this date and time will be treated as invalid.

In compliance with Regulation 44 of the Securities & Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015 and pursuant to the provisions of Sections 108 and 110 of the Act read with the Companies (Management and Administration) Rules, 2014 (including any statutory modification or re-enactment thereof, for the time being in force), the Bank has also extended e-voting facility as an alternate, for its Members to enable them to cast their votes electronically instead of dispatching the Form. The instructions for e-voting are appended to this Postal Ballot Notice.

After completion of scrutiny of the Forms, the Scrutinizer will submit her Report to the Chairman of the Bank. The results of the voting conducted through postal ballot will be announced by the Chairman/Company Secretary at the Registered Office of the Bank on or before Friday, 2<sup>nd</sup> September 2016. The said results along with the Scrutinizer's Report will also be displayed on the website of the Bank ([www.kotak.com](http://www.kotak.com)) and communicated to the stock exchanges. The resolution, if approved, will be taken as having been passed effectively on the date of declaration of the results.

#### **Item No. 1: Issuance of securities in the nature of unsecured, redeemable non-convertible debentures/bonds on private placement basis**

To consider and, if thought fit, to pass the following resolution as a Special Resolution:

"RESOLVED that pursuant to the provisions of Section 42 and other applicable provisions of the Companies Act, 2013, Companies (Prospectus and Allotment of Securities) Rules, 2014 (including any statutory amendment(s), modification(s) or re-enactment(s) thereof for the time being in force), such other rules and regulations as may be applicable and the provisions of the Memorandum and Articles of Association of the Bank, the consent of the Members of the Bank be and is hereby accorded to borrowings/raising of funds by the Board of Directors of the Bank by way of issue of securities in the nature of unsecured, redeemable non-convertible debentures/bonds, in Indian/foreign currencies in the domestic and/or overseas markets for an amount upto ₹5000 crore (Rupees Five Thousand Crore Only), for its general corporate purposes within the overall borrowing limits of the Bank, on a private placement basis in one or more tranches and series, as per the structure and on such terms and conditions as may be determined, from time to time, by the Board of Directors of the Bank.

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"RESOLVED FURTHER that the Board of Directors of the Bank (including any Committee thereof), be and is hereby authorised to do all such acts, deeds and things and give such directions as may be deemed necessary or expedient to give effect to this resolution."

**By Order of the Board of Directors**

**Bina Chandarana**

Company Secretary & Sr. Executive Vice President

Place: Mumbai,

Date: 21<sup>st</sup> July 2016

Registered Office:

27BKC, C 27, G Block,

Bandra Kurla Complex,

Bandra (E),

Mumbai – 400 051

CIN: L65110MH1985PLC038137

#### **Notes**

1. The relative Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, setting out material facts concerning the item of special business is annexed hereto.
2. The Postal Ballot Notice is being sent to all the Members whose names appear in the Register of Members/List of Beneficial Owners received from National Securities Depository Limited (NSDL)/Central Depository Services (India) Limited (CDSL) as on Friday, 22<sup>nd</sup> July 2016.
3. The Postal Ballot Notice & the Postal Ballot Form is being sent by e-mail to those Members who have registered their e-mail address with the Bank or with the Depository Participant. Members who have not registered their e-mail address will receive this Postal Ballot Notice along with the Postal Ballot Form through post / courier.
4. Members can opt to vote either through the physical postal ballot forms or through electronic mode of voting. In case a Member casts his/her votes through both the means, voting done through electronic means shall be considered and vote cast through physical postal ballot form will be treated invalid.

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**Explanatory Statement setting out material facts concerning item of special business:**

In terms of Section 102 of the Companies Act, 2013, the following statement sets out all the material facts relating to Item No. 1 of the Notice dated 21<sup>st</sup> July 2016.

**Item No. 1:**

Section 42 of the Companies Act, 2013 read with Companies (Prospectus and Allotment of Securities) Rules, 2014 ("the Rules") provides that a company can make private placement of securities subject to the condition that the proposed offer of securities or invitation to subscribe to securities has been previously approved by the shareholders of the company, by a Special Resolution, for each of the offers or invitations. In case of offer or invitation for non-convertible debentures, it shall be sufficient if the company passes a previous Special Resolution only once in a year for all offer(s) or invitation(s) for such debentures during the year.

The Bank has assessed its fund requirements and it is proposed that borrowings by way of securities in the nature of unsecured, redeemable non-convertible debentures/bonds be raised not exceeding ₹ 5,000 crore in Indian/foreign currencies in the domestic and/or overseas markets for an amount which shall be within the overall authorized borrowing limits as per the extant guidelines. The overall borrowing limits of the Bank under Section 180(1)(c) of the Companies Act, 2013 is ₹ 50,000 crore (Rupees Fifty Thousand Crore) as approved by the Members at the Annual General Meeting held on 29<sup>th</sup> June 2015. Currently, outstanding privately placed non-convertible debentures issued by the Bank aggregate to ₹962 crore.

Accordingly, during the validity of this resolution, the Bank proposes to issue securities in the nature of unsecured, redeemable non-convertible debentures/bonds by way of private placement. The pricing of the non-convertible debentures/bonds depends primarily upon the rates prevailing for risk free instruments, rates on other competing instruments of similar rating and tenor in the markets, investor appetite for such instruments and investor regulations which enable investments in such instruments.

Considering the above, the Board of Directors at its meeting held on 21<sup>st</sup> July 2016 proposed to obtain the consent of the Members of the Bank for borrowing/raising of funds by way of securities in the nature of unsecured, redeemable, non-convertible debentures/bonds upto ₹ 5000 crore (Rupees Five Thousand Crore Only) on a private placement basis in one or more tranches and series, within the overall borrowing limits of the Bank, as per the structure and on such terms and conditions as may be determined, from time to time, by the Board of Directors of the Bank.

The Directors recommend the Resolution at Item No. 1 of the Notice for approval of the Members.

None of the Directors, Key Managerial Personnel of the Bank or their relatives is concerned or interested in the said Resolution.

**By Order of the Board of Directors**

**Bina Chandarana**

Company Secretary & Sr. Executive Vice President

Place: Mumbai,

Date: 21<sup>st</sup> July 2016

Registered Office:

27BKC, C 27, G Block,

Bandra Kurla Complex,

Bandra (E),

Mumbai – 400 051

CIN: L65110MH1985PLC038137

**Instructions for E-voting**

In accordance with the provisions of Sections 108 & 110 of Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014 & Regulation 44 of the Securities & Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015, the stated item of business may be transacted through electronic voting system and the Bank is providing facility for voting by electronic means (e-voting) to its Members. The Bank has engaged the services of Karvy Computershare Private Limited ("Karvy") for providing e-voting facilities to the Members, enabling them to cast their vote in a secure manner. E-voting is optional for the Members.

The instructions to the Members for exercising their vote through e-voting are as under:

1. Members may choose to cast their vote electronically by logging on to the e-voting system (<http://evoting.karvy.com>).

2. Instructions along with process, manner for e-voting are laid down herein below & the login ID and password for e-voting in case of the Members who have not registered their email IDs with the Bank is provided in Electronic Voting Particulars portion of the postal ballot form. Those Members who have registered their email IDs with the Bank/ their respective Depository Participants will be forwarded the login-ID and password for e-voting along with process, manner and instruction via email by Karvy.
3. The e-voting period shall commence on Wednesday, 3<sup>rd</sup> August 2016 (9:00 a.m. onwards) and ends on Wednesday, 31<sup>st</sup> August 2016 (5:00 p.m.). During this period, Members of the Bank holding shares either in physical form or in dematerialized form, as on Friday, 22<sup>nd</sup> July 2016, may cast their vote electronically. The e-voting module shall be disabled by Karvy for voting thereafter.
4. Vote on a resolution, once cast, cannot be changed subsequently.
5. Voting rights of members shall be reckoned in proportion to their shares of the paid-up equity share capital of the Bank as on Friday, 22<sup>nd</sup> July 2016, subject to applicable law.

**A. In case of Members receiving an email from Karvy:**

1. Launch internet browser by typing the URL: <http://evoting.karvy.com>
2. Enter the login credentials [i.e., User ID and password mentioned in the email]. Your Folio No./ DP ID-Client ID will be your User ID. However, if you are already registered with Karvy for e-voting, you can use your existing User ID and password for casting your vote.
3. After entering the details appropriately, click on LOGIN.
4. You will reach the Password change menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@,#, \$, etc.). The system will prompt you to change your password and update your contact details like mobile number, email ID, etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
5. You need to login again with the new credentials.
6. On successful login, the system will prompt you to select the EVEN 2494.
7. On the voting page, enter the number of shares as on 22<sup>nd</sup> July 2016 under FOR/AGAINST or alternately you may enter partially any number in "FOR" and partially in "AGAINST" but the total number in FOR/AGAINST taken together should not exceed your total shareholding. You may also choose the option ABSTAIN.
8. You may then cast your vote by selecting an appropriate option and click on "Submit".
9. A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify. Once you have voted on the resolution, you will not be allowed to modify your vote.
10. During the voting period, Members can login any number of times till they have voted on the Resolution.
11. Shareholders holding multiple folios/demat accounts shall choose the voting process separately for each folio/demat account.
12. Corporate/Institutional Members (i.e. other than Individuals, HUF, NRI etc.,) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/Authority Letter etc. together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer at email [rupaldjhaveri@rediffmail.com](mailto:rupaldjhaveri@rediffmail.com) with a copy marked to [evoting@karvy.com](mailto:evoting@karvy.com).

**B. In case of Members receiving postal ballot form by Post / Courier and desiring to cast vote electronically:**

1. Initial password is provided at the bottom of the postal ballot form.

EVEN (Electronic Voting Event Number)	User ID	Password
Provided in Electronic Voting Particulars portion of the postal ballot form		

2. Please follow all steps from Sr. No. (1) to Sr. No. (12) above, to cast vote.
3. In case of any queries pertaining to e-voting, please visit Help & FAQ section of <http://evoting.karvy.com>
4. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).

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## KOTAK MAHINDRA BANK LIMITED

CIN: L65110MH1985PLC038137

27BKC, C - 27, G-Block, Bandra-Kurla Complex, Bandra East, Mumbai - 400051.

Tel No.: +91 22 6166 0001, Fax No.: +91 22 67132403.

Website: [www.kotak.com](http://www.kotak.com)

### POSTAL BALLOT FORM

(Please read the instructions printed overleaf carefully)

Serial No.

1. Name(s) of the Member(s) :

2. Registered Address of sole/ first :  
named Member

4. Registered folio no./ :  
DP ID no./Client ID no.\*  
(\*Applicable to Members holding  
shares in dematerialized form)

5. Number of shares held :

I/ We hereby exercise my/ our vote in respect of the Special Resolution to be passed through Postal Ballot for the business stated in the Notice dated 21<sup>st</sup> July 2016 by recording my/ our assent or dissent to the said resolution in the relevant box below:

Item No.	Description	No. of Shares	I/We assent to the resolution (FOR)	I/We dissent to the resolution (AGAINST)
1.	Issuance of securities in the nature of unsecured, redeemable non-convertible debentures on private placement basis.			

Place :

Date :

\_\_\_\_\_  
Signature of Member/Beneficial Owner

Email ID :

#### ELECTRONIC VOTING PARTICULARS

EVEN (Electronic Voting Event Number)	User ID	Password
<b>2494</b>		

Note:

- Please read the instructions printed overleaf before filling this Form. For voting through electronic means, please refer the 'Instructions for voting through electronic means' as provided in the Notice sent herewith.
- Last date for receipt of Postal Ballot Forms by the Scrutinizer is Wednesday, 31<sup>st</sup> August 2016 up to 5.00 p.m.



## INSTRUCTIONS

1. A Member desiring to exercise vote by Postal Ballot may complete this Postal Ballot Form and send it to the Scrutinizer viz. Ms. Rupal D. Jhaveri (Membership No.5441 and Certificate of Practice No.4225), Practicing Company Secretary, at the address mentioned on the enclosed postage pre-paid self-addressed business reply envelope.
2. Envelopes containing postal ballot form, if deposited in person or sent by courier /speed post at the expense of the Member, will also be accepted. Alternatively, a Member may vote through electronic mode as per the instructions for voting through electronic means provided in the Notice sent herewith.
3. This Form should be completed and signed by the Member (as per the specimen signature registered with the Company/Depository Participants). In case of joint holding, this form should be completed and signed by the first named Member and in his absence, by the next named Member.
4. In case of shares held by companies, trusts, societies etc., the duly completed postal ballot form should be accompanied by a certified true copy of Board Resolution/Authority, together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer at email rupaljdhaveri@rediffmail.com with a copy marked to evoting@karvy.com.
5. The consent must be accorded by recording the assent in the Column 'FOR' and dissent in the column 'AGAINST' by placing a tick mark (✓) in the appropriate column. Tick Mark in both the boxes would render the Postal Ballot Form invalid. A member may enter partially any number in "FOR" and partially in "AGAINST" but the total number in FOR/ AGAINST taken together should not exceed his/her total shareholding.
6. Unsigned postal ballot forms will be rejected.
7. A Member need not use all his/her votes nor needs to cast all his/her votes in the same way. The right of voting by Postal Ballot cannot be exercised by a Proxy.
8. Duly completed postal ballot forms should reach the Scrutinizer not later than 5.00 p.m. on Wednesday, 31<sup>st</sup> August 2016. All postal ballot forms received after this date will be treated as if reply from such Member has not been received.
9. A Member may request for a duplicate postal ballot form, if so required, by writing to Bank's Registrar and Transfer Agent, Karvy Computershare Private Limited, (Unit: Kotak Mahindra Bank Limited) at Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500032. The duplicate postal ballot form is also available on the website of the Bank [www.kotak.com](http://www.kotak.com). However, the duly filled in duplicate postal ballot form should reach the Scrutinizer not later than the date specified in point No. 8 above.
10. Members are requested not to send any other paper along with the postal ballot form in the enclosed postage prepaid self-addressed envelope.
11. The Scrutinizer's decision on the validity of a postal ballot form will be final.
12. The results of the Postal Ballot will be declared in the manner as specified in the Notice.





## Kotak Mahindra Bank Limited

CIN - L65110MH1985PLC038137

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

Tel: 61660001, Fax.No.: +91 22 67132403 Website: www.kotak.com

### NOTICE TO MEMBERS

Members of the Bank are hereby informed that the Bank has on 2nd August 2016, completed the dispatch of the Postal Ballot Notice pursuant to Section 110 and other applicable provisions of the Companies Act, 2013 read together with the Companies (Management and Administration) Rules, 2014 (including any statutory modification or re-enactment thereof for the time being in force), along with Postal Ballot Form ('Form') and self-addressed, postage pre-paid envelope to the Members whose e-mail IDs are not registered as on the cut-off date i.e. Friday, 22nd July, 2016 and sent e-mail to the Members whose e-mail IDs are registered as on the said date, seeking approval by postal ballot, including voting by electronic means (E-voting). The Bank has engaged the services of Karvy Computershare Private Limited ('Karvy') for providing e-voting facility.

The Postal Ballot Notice contains the following Resolution:

Sr. No.	Type of Resolution	Particulars
1.	Special Resolution	Issuance of securities in the nature of unsecured, redeemable non-convertible debentures / bonds on private placement basis

The Login ID and Password for E-voting, in case of Members who have not registered their email IDs with the Bank or Depository Participant, have been provided in the Form. In case of Members who have registered their email IDs with the Bank/ their Depository Participant, the Login ID and Password for E-voting has been provided in the e-mail from Karvy to enable members to use E-voting. Members already registered with Karvy for E-voting can use their existing Login ID and Password.

The Board of Directors of the Bank has appointed Ms. Rupal D. Jhaveri (Membership No.5441 and Certificate of Practice No. 4225), Practicing Company Secretary as the Scrutinizer for conducting Postal Ballot in a fair and transparent manner.

The voting, both through Postal Ballot and E-voting, would commence from Wednesday, 3rd August 2016 (9:00 a.m. onwards) and will end on Wednesday, 31st August 2016 (5:00 p.m.). The E-voting module shall be disabled by Karvy for voting thereafter. All postal ballot forms received after the said date will be treated as if reply from such Member has not been received.

Members can opt to vote either through the physical postal ballot forms or through electronic mode of voting. In case a Member casts his/her vote through both the means, voting done through electronic means shall be considered and vote cast through physical postal ballot form will be treated as invalid.

Members who have not received the Form and are desirous of seeking a duplicate Form or having any grievance pertaining to the Postal Ballot process can contact Bank's Registrars and Share Transfer Agents- Karvy, Computershare Private Limited, Unit: Kotak Mahindra Bank Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032, Telephone: 040-67162222. Email id: evoting@karvy.com, Contact Person: Mr. P A Varghese.

The Postal Ballot Notice and the duplicate postal ballot form is available on the website of the Bank (www.kotak.com) and on Karvy's e-voting website (www.evoting.karvy.com).

The result of the Postal Ballot would be announced on or before Friday, 2nd September 2016 at the Registered Office of the Bank. The said results along with the Scrutinizer's Report will also be displayed on the website of the Bank (www.kotak.com) and communicated to the stock exchanges.

**KOTAK MAHINDRA BANK LIMITED**

Bina Chandarana  
Company Secretary &  
Sr. Executive Vice President

Mumbai  
2<sup>nd</sup> August 2016





## कोटक महिन्द्र बँक लिमिटेड

सीआयएन: - L65110MH1985PLC030137

नोंदणीकृत कार्यालय: 27बीकेसी, सी27, जी ब्लॉक, वांद्रा कुर्ला संकुल,

वांद्रा (पूर्व), मुंबई-400 051.

दूरध्वनी: 61660001, फॅक्स नं.: + 91 22 67132403, वेबसाईट: www.kotak.com

### सदस्यांना सूचना

बँकेच्या सदस्यांना ह्याद्वारे सूचना देण्यात येत आहे की, बँकेने शुक्रवार दिनांक 22 जुलै 2016 ह्या अंतिम मुदतीच्या तारखेपर्यंत ज्यांनी आपल्या ई-मेल आयडीजची नोंद केलेली नाही अशा सदस्यांना कंपनी (व्यवस्थापन आणि प्रशासन) नियम, 2014, सोबत वाचले अस्ता (त्यातील कोणत्याही वैधानिक सुधारणा किंवा त्याच्या कोणत्याही विद्यमान पुनःअंमलबजावणीसाठी) कंपनी कायदा, 2013 मधील कलम 110 आणि इतर लागू तरतुदीं अन्वये इलेक्ट्रॉनिक पद्धतीच्या मतदानासह (ई-मतदान) पोस्टाद्वारे मतदानाने मंजुरी मिळविण्यासाठी, दिनांक 2 ऑगस्ट 2016 रोजी पोस्टाद्वारे मतदानाची सूचना व त्याबरोबर पोस्टाद्वारे मतपत्रिका ('प्रपत्र') आणि उलटपत्त्याचे, पोस्टाचे शुल्क भरलेले पाकिट, पाठविण्याचे काम पूर्ण केले असून सदर तारखेला ज्यांच्या ई-मेल आयडीज नोंदविण्यात आल्या आहेत अशा सदस्यांना ई-मेल पाठविण्याचे काम पूर्ण केले आहे. कंपनीने ई-मतदान सुविधा पुरविण्यासाठी कार्बी कॉम्प्युटरशेअर प्रायव्हेट लिमिटेड यांची सेवा उपलब्ध करून घेतली आहे.

पोस्टाद्वारे मतदानाच्या सूचनेत खालील ठराव आहे:

अनु.क्र.	ठरावाचा प्रकार	तपशिल
1.	विशेष ठराव	खाजगी प्लेसमेंट पद्धतीने असुरक्षित, रिडिम करता येणारे, अपरिवर्तनीय डिबेंचर्स/बॉन्डसच्या स्वरूपात सिम्युरिटीज जारी करणे.

बँकेकडे किंवा डिपॉझिटरी सहभागी यांचेकडे त्यांची ई-मेल आयडी नोंदविली नसलेल्या सदस्यांना प्रपत्रात ई-मेल आयडी आणि पासवर्ड देण्यात आले आहेत. बँकेकडे किंवा डिपॉझिटरी सहभागी यांचेकडे सदस्यांनी त्यांच्या ई-मेल आयडीची नोंद केली असल्यास, सदस्यांना ई-मतदानाचा उपयोग करता यावा यासाठी कार्बी द्वारा ई-मेलमध्ये ई-मेल आयडी आणि पासवर्ड देण्यात आले आहेत. ई-मतदानासाठी कार्बी यांचेकडे अगोदरच नोंदणी करण्यात आलेले सदस्य त्यांच्या विद्यमान लॉगईन आयडी आणि पासवर्डचा उपयोग करू शकतात.

बँकेच्या संचालक मंडळाने श्रीमती रुपल डी. झवेरी (सदस्यत्व क्र. 5441 आणि सराव प्रमाणपत्र क्र. 4225), प्रॅक्टिसिंग कंपनी सेक्रेटरी पोस्टाद्वारे मतदान प्रक्रिया योग्य आणि पारदर्शक पध्दतीने पार पाडण्यासाठी स्कुटिनायजर म्हणून नेमणूक केली आहे.

पोस्टाद्वारे मतदान आणि ई-मतदान हे दोन्ही बुधवार, दिनांक 3 ऑगस्ट 2016 रोजी (सकाळी 9.00 वाजता) सुरू होईल आणि बुधवार, दिनांक 31 ऑगस्ट 2016 रोजी (सायंकाळी 5:00 वाजता) समाप्त होईल. कार्बी द्वारा त्यानंतर ई-मतदान मॉड्यूल बंद करण्यात येईल. सदर तारखेनंतर प्राप्त झालेल्या सर्व पोस्टाद्वारे मतपत्रिकांसाठी सदस्याकडून उत्तर आले नाही असे गृहित धरण्यात येईल.

सदस्य प्रत्यक्ष पोस्टाद्वारे मतपत्रिकेद्वारे किंवा इलेक्ट्रॉनिक पद्धतीने मतदान करू शकतील. जर एखाद्या सदस्याने दोन्ही पद्धतींनी मतदान केले तर इलेक्ट्रॉनिक पद्धतीने करण्यात आलेले मतदान विचारात घेण्यात येईल आणि प्रत्यक्ष मतपत्रिकेद्वारे करण्यात आलेले मतदान अवैध समजण्यात येईल.

ज्या सदस्यांना प्रपत्र मिळाले नसेल आणि ज्यांना प्रपत्राची दुसरी प्रत हवी आहे किंवा ज्यांची पोस्टाद्वारे मतदानाच्या प्रक्रियेच्या संदर्भात काही तक्रार आहे अशा सदस्यांनी बँकेच्या रजिस्ट्रारस आणि सभभाग हस्तांतरण एजन्टस - कार्बी कॉम्प्युटरशेअर प्रायव्हेट लिमिटेड, युनिट: कोटक महिन्द्र बँक लिमिटेड, कार्बी सेलेनियम टॉवर बी, फ्लॉट 31-32, गचिबोवली, फायनान्शियल डिस्ट्रिक्ट, नानाक्रमगुडा, हैदराबाद-500 032, दूरध्वनी: 040-67162222, ई-मेल आयडी: evoting@karvy.com, संपर्काची व्यक्ती: श्री. पी. ए. व्हाईस, यांच्याशी संपर्क साधावा.

पोस्टाद्वारे मतदानाची सूचना आणि पोस्टाद्वारे मतपत्रिकेची दुसरी प्रत बँकेच्या वेबसाईटवर (www.kotak.com) येथे उपलब्ध आहे आणि कार्बीच्या ई-मतदानाच्या वेबसाईटवर (www.evoting.karvy.com) येथे उपलब्ध आहे.

पोस्टाद्वारे मतदानाचे निकाल शुक्रवार दिनांक 2 सप्टेंबर 2016 रोजी किंवा तत्पुर्वी बँकेच्या नोंदणीकृत कार्यालयात घोषित करण्यात येतील. स्कुटिनायजरच्या अहवालासोबत सदर निकाल बँकेच्या वेबसाईटवर (www.kotak.com) येथे प्रदर्शित करण्यात येतील आणि स्टॉक एक्सचेंजेसना कळविण्यात येतील.

### कोटक महिन्द्र बँक लिमिटेड

बिना चंदारणा  
कंपनी सेक्रेटरी व  
सी.नि. एन्जिनायटिव्ह व्हाईस प्रेसिडेंट

मुंबई,  
2 ऑगस्ट 2016