

ANNEX I
Format of report on Corporate Governance to be submitted by a listed entity on quarterly basis

1. Name of Listed Entity: **Kotak Mahindra Prime Limited**
2. Quarter ending: **December 2021**

I. Composition of Board of Directors												
Title (Mr / Ms)	Name of the Director	PAN\$ & DIN	Category (Chairperson /Executive/ Non-Executive/ independent / Nominee) &	Initial Date of Appointment	Date of Re-appointment	Date of Cessation	Tenure *	Date of Birth	No. Of directorship in listed entities including this listed entity [in Reference to Regulation 17A(1)]	No of Independent Directorship in listed entities including this listed entity [in reference to proviso to regulation 17A(1)]	Number of memberships in Audit/ Stakeholder Committee (s) 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)
1	Mr. Uday Kotak	00007467	Chairperson, Non-Executive-Non Independent Director	13 Dec 1996	-	-	-	15.03.1959	The Company is in the process of obtaining the relevant information as required and shall be same submitted at the earliest.			

Kotak Mahindra Prime Limited

CIN: U67200MH1996PLC097730

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

 Tel. No.022-66056825, Fax No. 022-67259086, service.carfinance@kotak.com, website: www.carloan.kotak.com

	Mr. Vyomesh Kapasi	07665329	Executive Director, Managing Director	09 Dec 2016	09 Dec 2020	-	2 years	24.07.1965
3	Mr. Chandrashaekhar Sathe	00017605	Non-Executive - Independent Director	30 Mar 2015	30 Mar 2020	-	5 years	01.09.1950
4	Mr. Arvind Kathpalia	02630873	Non-Executive – Non Independent Director	01 Apr 2018	-	-	-	19.03.1958
5	Ms. Akila Urankar	00226541	Non-Executive - Independent Director	01 Apr 2018	-	-	5 years	24.02.1961
6	Mr. Devarajan Kannan	00498935	Non-Executive – Non Independent Director	12 Nov 2021	-	-	-	08.06.1961

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7	Mr. Ravi Venkatraman	00307328	Non-Executive - Independent Director	04 Aug 2021	-	-	5 years	02.07.1959
8	Mr. Shahrukh Todiwala	09291062	Executive Director, Whole-Time Director	06 Sep 2021	-	-	3 years	15.05.1966
9	Mr. Amit Mohan	09294638	Non-Executive – Non Independent Director	06 Sep 2021	-	-	-	04.12.1966
		Whether Regular chairperson appointed - Yes						
		Whether Chairperson is related to managing director or CEO - No						
		<p><i>\$PAN of any director would not be displayed on the website of Stock Exchange. The Company has PAN of the Directors. However given that the report is submitted in pdf format as per BSE Circular dated 1st October 2021, the same has not been disclosed here.</i></p> <p><i>&Category of directors means executive/non-executive/independent/Nominee. if a director fits into more than one category write all categories separating them with hyphen</i></p> <p><i>* to be filled only for Independent Director. Tenure would mean total period from which Independent director is serving on Board of</i></p>						

II. Composition of Committees					
<i>Name of Committee</i>	Whether Regular chairperson appointed	Name of Committee members	Category (Chairperson /Executive/Non-Executive/Independent/Nominee) \$	Date of Appointment	Date of Cessation
1. Audit Committee	Yes	Chandrashekar Sathe	Non-Executive - Independent Director	30-03-2015	-
		D. Kannan	Non-Executive – Non Independent Director	01-12-2020	-
		Akila Urankar	Non-Executive - Independent Director	20-01-2021	-
		Ravi Venkatraman	Non-Executive - Independent Director	04-08-2021	-
2. Nomination & Remuneration Committee	Yes	Chandrashekar Sathe	Non-Executive - Independent Director	30-03-2015	-
		D. Kannan	Non-Executive – Non Independent Director	01-12-2020	-
		Akila Urankar	Non-Executive - Independent Director	15-06-2021	-
		Arvind Kathpalia	Non-Executive – Non	20-01-2021	-
3. Risk Management Committee	Yes	Chandrashekar Sathe	Non-Executive - Independent Director	30-03-2015	-
		D. Kannan	Non-Executive – Non Independent Director	01-12-2020	-
		Akila Urankar	Non-Executive - Independent Director	31-03-2021	-
		Arvind Kathpalia	Non-Executive – Non Independent Director	01-04-2018	-

4. Stakeholders Relationship Committee'	The Company needs to comply with these requirements by 31 March 2023 vide Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Fifth Amendment) Regulations, 2021. The Company shall comply with this requirement in due course.
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&Category of directors means executive/non-executive/independent/Nominee. if a director fits into more than one category write all

III. Meeting of Board of Directors

Date(s) of Meeting (if any) in the previous quarter	Date(s) of Meeting (if any) in the relevant quarter	Whether requirement of Quorum met*	Number of Directors present*	Number of independent directors present*	Maximum gap between any two consecutive (in number of days)
		Yes / No			
24-07-2021	-	-	7	3	39
04-08-2021	-	-	8	2	11
26-08-2021	-	-	7	2	22
06-09-2021	-	-	9	3	11
	21-10-2021	Yes	9	3	45
	13-11-2021	Yes	9	3	23

* to be filled in only for the current quarter meetings

IV. Meetings of Committees

AUDIT COMMITTEE

Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (details)*	Number of Directors present*	Number of independent directors present*	Date(s) of meeting of the committee in the previous quarter	Maximum gap between any two consecutive meetings in number of days*
	Yes / No				
-	Yes	3	2	12-07-2021	-
-	Yes	3	2	23-07-2021	-
-	Yes	3	2	04-08-2021	-
20-10-2021	Yes	4	3	-	77
13-11-2021	Yes	3	2	-	24
23-11-2021	Yes	4	3	-	10

NOMINATION AND REMUNERATION COMMITTEE

Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (details)*	Number of Directors present*	Number of independent directors present*	Date(s) of meeting of the committee in the previous quarter	Maximum gap between any two consecutive meetings in number of days*

	Yes / No				
-	Yes	4	2	04-08-2021	69
-	Yes	4	2	06-09-2021	33
Nil	-	-	-	-	-
RISK MANAGEMENT COMMITTEE					
<i>Date(s) of meeting of the committee in the relevant quarter</i>	<i>Whether requirement of Quorum met (details)*</i>	<i>Number of Directors present*</i>	<i>Number of independent directors present*</i>	<i>Date(s) of meeting of the committee in the previous quarter</i>	<i>Maximum gap between any two consecutive meetings in number of days*</i>
	Yes / No				
	Yes	4	2	24-09-2021	87
16-12-2021	Yes	4	2	-	83
STAKEHOLDERS RELATIONSHIP COMMITTEE					
<i>Date(s) of meeting of the committee in the relevant quarter</i>	<i>Whether requirement of Quorum met (details)*</i>	<i>Number of Directors present*</i>	<i>Number of independent directors present*</i>	<i>Date(s) of meeting of the committee in the previous quarter</i>	<i>Maximum gap between any two consecutive meetings in number of days*</i>
	Yes / No				
The Company needs to comply with these requirements by 31 March 2023 vide Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Fifth Amendment) Regulations, 2021. The Company shall comply with this requirement in due course.					
* This information has to be mandatorily be given for audit committee, for rest of the committees giving this information is optional					
**to be filled in only for the current quarter meetings					
V. Related Party Transactions					
Subject				Compliance status (Yes/No/NA)	
				<i>refer note below</i>	
Whether prior approval of audit committee obtained				Yes	
Whether shareholder approval obtained for material RPT				N.A.	
Whether details of RPT entered into pursuant to omnibus approval have been reviewed by the Audit Committee				Yes	

Note:

- 1 In the column "Compliance Status", compliance or non-compliance may be indicated by Yes/No/N.A. For example, if the Board has been composed in accordance with the requirements of Listing Regulations, "Yes" may be indicated. Similarly, in case the Listed Entity has no related party transactions, the words "N.A." may be indicated.
- 2 If status is "No" details of non-compliance may be given here.

VI. Affirmations

1. The composition of Board of Directors is in terms of SEBI (Listing Obligations and Disclosure requirements) Regulations, 2015.
2. The composition of the following committees is in terms of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015
 - a. Audit Committee
 - b. Nomination & Remuneration Committee
 - c. Stakeholders Relationship Committee – **Please refer below note#**
 - d. Risk management committee (as applicable)
3. The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015. **Please refer below note#**
4. 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. **Please refer below note#**
5. This report and/or the report submitted in the previous quarter has been placed before Board of Directors. Any comments/observations/advice of the board of directors may be mentioned here.

#Note: The Company needs to comply with these requirements by 31 March 2023 vide Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Fifth Amendment) Regulations, 2021. The Company shall comply with this requirement in due course.

Name & Designation

Kiran Tangudu, Company Secretary

Note: Information at Table I and II above need to be necessarily given in 1st quarter of each financial year. However, if there is no change of information in subsequent quarter(s) of that financial year, this information may not be given by listed entity and instead a statement "same as previous quarter" may be given