

**Let your business touch new horizons  
with our smart financing options  
Loan Against Property**



APPLICATION FORM

Form No.:

Version No. LAP/1.5/Mar-24



**Details of Proprietors / Partners / Directors of Firm / Company & their addresses (Please include all applicants of the loan & associate concerns)**

Name	Age (yrs)	Academic Qualification	Residential Address	Tele. No. (Residence)	Experience in the line of activity (yrs)
<b>Firm / Company:</b>					
<b>Firm / Company:</b>					
<b>Firm / Company:</b>					

**Existing Credit Facilities (Please include all applicants of the loan)**

Facility in favour of	Type of Facility	Limit / Loan (In Lacs)	Outstanding as on _____ (In Lacs)	Bank/ Financier	EMI (in Rs.)	Repayment Terms/ Tenor	Balance Term	Securities Lodged

**Past Performance / Future Estimates (Please include all applicants of the loan)**

Parameter (In Lacs)	(Actual) Past Year 1 _____	(Actual) Past Year 2 _____	(Estimate) Present Year _____	(Projection) Next Year _____
<b>Firm / Company:</b>				
Net Sales				
Net Profit				
Capital (Net worth if company)				
<b>Firm / Company:</b>				
Net Sales				
Net Profit				
Capital (Net worth if company)				

**Bank Account Details**

Name of Account Holder	Bank / Branch	Type of Account	Account Number	CC/OD Limit (in Lacs)	Banking Since

**Status regarding Statutory Obligation**

Whether complied with, select Yes / No. If not applicable, select NA			Remarks
1	Registration under Shop and Establishment Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2	Industry Specific License ( _____ )	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3	Latest Sales Tax Return Filed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
4	Latest Income Tax Return Filed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
5	Any other statutory dues remaining outstanding	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

**Property Details**

Owner name

Address

Area

City  PIN

Type of Property  Commercial  Resi  Industrial  Plot  Others \_\_\_\_\_ Ownership  Solo  Joint

Occupation Status  Self occupied  Rented  Vacant  Under construction  Others \_\_\_\_\_

Age of Property (yrs)  Land Area  Built up Area

**Other Collateral Securities**

(As per RBI guidelines, Banks are not to take collateral security for loans upto Rs. 10 lakhs to MSME Units)

**Insurance Details (Optional)**

I/We wish to apply for the term cover for group of borrowers  Yes  No

Whether the applicant(s) would like the premium and other charges to be funded by Kotak Mahindra Bank for availing benefit under the above term cover.  Yes  No

**References (Not related to you)**

Name

Tele.  STD Code  Mobile

Name

Tele.  STD Code  Mobile

In compliance to RBI Circular Ref DBOD No. Dir.BC.4/13.03.00/2012-13, Clause 2.2.1 on Granting loans and advances to relatives of Directors and Clause 2.2.2 on Restrictions on Grant of Loans and Advances to Officers and Relatives of Senior officers of Banks.

**For Individual / Sole-proprietor Applicants**

- a) Do any of the applicants happen to be directors or relatives of a director of a banking company (including Kotak Mahindra Bank & its subsidiaries), as defined in the said circular  Yes  No
- b) Do any of the applicants happen to be relatives of senior officers of the bank, as defined in the said circular  Yes  No

**For Non-individual Applicants**

- a) Do any of the partners / directors in the firm / company happen to be directors or relatives of a director of a banking company (including Kotak Mahindra Bank & its subsidiaries), as defined in the said circular  Yes  No
- b) Do any of the partners/directors in the firm / company happen to be relatives of senior officers of the bank, as defined in the said circular.  Yes  No

**For loans with Business Purpose**

- MSME \_\_\_\_\_ (Please provide Udyam Registration Certificate (URC) or Number)
- Non – MSME - I / We hereby understand and agree that during the tenure of the loan, if my business is classified as an MSME, I / We will be responsible to approach the bank and update the URC number for bank to classify the business as MSME" (Please Note: This is subject to change basis approval from Legal / Compliance )

Continued.....

**Declaration**

I/We declare that all the particulars and information given in the application form are true, correct and complete and the same shall form the basis of any loan Kotak Mahindra Bank Limited (hereinafter mentioned as "the Bank") may grant to me/us. I/We confirm that I/we have had no insolvency proceedings against me/us nor have we ever been adjudicated insolvent and further confirm that I/we have read the brochure and understood the contents. I am/we are aware that the monthly installment comprising of principal and interest will be calculated on the basis of monthly rests. I/We are aware that the options/types of interest and the frequency of rest cannot be changed and that such change(s) may be permitted only at the sole discretion of the Bank on such terms as may be decided by the Bank from time to time. I/We understand and agree that in case of rejection of my/our application, documents submitted for the processing of my application shall not be returned to me/us. I/We agree that the Bank may take up such reference and make such enquires in respect of this application, as it may deem necessary. I/we undertake to inform the Bank regarding any change in my/our occupation/employment/constitution and to provide any further information that the Bank may require. The Bank may make available any information contained in this form and other documents submitted to the Bank and information pertaining to the loan to any institution or body. The Bank may seek /receive information from any source/person to consider this application. I/we further agree that my/our loan application shall be governed by the rules of the Bank, which may be in force from time to time. I/We agree that the processing fees payable to the Bank or collected upfront, shall not be refunded under any circumstances if my/our application for loan is rejected by the Bank on any ground whatsoever or once the loan has been sanctioned by the Bank, irrespective of whether I/we finally avail the same.

I/We undertake that the facility will be used for the purpose it is granted by the Bank/declared by me/us at the time of availing the facility and not for investment in stock market in any form or any speculative, antisocial or any purpose nor permitted by law. I/We understand that this requirement is in line with the RBI regulation. I/We understand that if it is found by the Bank at a later date that the facility granted to me/us is being used for any other purpose than the purpose for which it was granted, then the Bank will have the right to recall the facility at any time.

I/We am/are aware that any new phone number, mobile number, e-mail id provided by an existing customer while opting for any other product of Bank (eg- credit card, personal Loan etc) shall be automatically updated in the Bank records in lieu of the phone number, mobile number, e-mail id provided at the time of opening the account or previously registered with the Bank. All further intimations/communications pertaining to the Bank account shall also be sent by the Bank only to the new phone number, mobile number, e- mail id and no intimations/communications shall be sent to the phone number, mobile number, e-mail id provided at the time of opening the Bank account or previously registered with the Bank.

I authorise the Bank, its group companies and their agents to exchange or share all the information relating to me and my repayment history with banks, financial institutions, credit bureaus, agencies, statutory bodies etc. as may be required or as they deem fit.

**I/We have read and understood the MITC (Most Important Terms & Conditions) of the applied loan and confirm having received the MITC sheet which also contains all the applicable charges/fees/levies etc. applicable on the said loan/facility.**

I/We am/are aware that my/our loan account/facility is governed by various policies of the Bank and other important information which are amended from time to time as per directives from RBI, and that the same can be accessed through Customer Corner of the Bank via the Bank's website i.e www.kotak.com or at the following link: <http://www.kotak.com/bank/common/customer-corner.htm>.

Signature  Individual  Non-Individual

Name \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Applicant

Signature  Individual  Non-Individual

Name \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant 1  Co-Borrower 1  Guarantor 1

Signature  Individual  Non-Individual

Name \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant 2  Co-Borrower 2  Guarantor 2

Signature  Individual  Non-Individual

Name \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant 3  Co-Borrower 3  Guarantor 3

Signature  Individual  Non-Individual

Name \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant 4  Co-Borrower 4  Guarantor 4

Signature  Individual  Non-Individual

Name \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant 5  Co-Borrower 5  Guarantor 5

NOTE: Please ensure that you get the perforated acknowledgement copy duly filed in by our sales representative



# Application Form for Kotak Credit Card

Credit  
Cards



To be filled in by Applicant (kindly tick the card of your choice)



### Kotak Royale Signature Credit Card

- Visa Lounge Access Program
- Earn upto 15X Reward Points
- Fuel Surcharge Waiver
- No Joining Fee and Annual Fee



### Kotak League Platinum Credit Card

- Earn upto 8X Reward Points
- Fuel Surcharge Waiver
- Annual Fees : ₹ 499\*

#1st year waiver: One swipe within 3 months and minimum retail spends of Rs. 50000 in the first year  
2nd year onwards waiver: Minimum retail spends of Rs. 50000 in a year

\*Fees and Charges mentioned above are as of date of application and subject to change. Refer [www.kotak.com](http://www.kotak.com) for latest version of MITC

## APPLICANT

Name as desired on the Card  Maximum 19 characters

I want to apply for  Royale Signature Credit Card  League Platinum Credit Card

## CO-APPLICANT

Name as desired on the Card  Maximum 19 characters

I want to apply for  Royale Signature Credit Card  League Platinum Credit Card

## BORROWER

Name as desired on the Card  Maximum 19 characters

I want to apply for  Royale Signature Credit Card  League Platinum Credit Card

## CO-BORROWER

Name as desired on the Card  Maximum 19 characters

I want to apply for  Royale Signature Credit Card  League Platinum Credit Card

## SIGN UP & DECLARATION

I hereby declare that the particulars contained herein above are complete, true and correct to the best of my knowledge and Kotak Mahindra Bank Ltd. ("Bank") is entitled to verify the same directly or through any third-party agency. I authorise the Bank and its affiliates to use information from this application for administrative purpose. I confirm that I am a resident of India. I further understand that the Bank may at its sole discretion accept or reject either one or both cards applied for by me in this application. I further agree to be fully liable and authorise the Bank to debit My Kotak Mahindra Bank Credit Card account(s) for all spends, fees and other charges, interest, etc. on my Card(s). Service tax and surcharge at applicable rates will be charged on all fees, charges, interest, etc. and I agree to pay the same. In case, I have applied for an Add-On Card(s) I will be billed separately for the Add-On Card in the respective monthly statement(s). I will be liable for all charges incurred on the Add-On Card. I undertake to notify the Bank immediately of any change in the above details and information given by me. I hereby declare that I have read the Terms and Conditions for the Bank's credit Card and I agree that I will be bound by these Terms and Conditions including those excluding/limiting the Bank's liability. I agree to receive my Cardholder(s) Agreement in the electronic format & I understand that upon my request, print copy of the same would be couriered to me by the Bank. I further agree and understand that all documents given to the Bank in connection with this application including, but not limited to photocopies of original documents, signatures verification, address verification and bank details shall become the property of the Bank and shall not be returned to me. I hereby confirm that I have read & understood the terms and conditions governing the entire business relationship with the Bank and relating to various services including but not limited to Cardholder Agreement, ATMs, Phone Banking, Home Banking, Net Banking and Bill Payment. I understand that the Bank may at its absolute discretion, discontinue or modify any of these services completely or partially without any prior notice to me. I authorise the Bank, its group companies and their agents to exchange or share all the information relating to me and my repayment history with banks, financial institutions, credit bureaus, agencies, statutory bodies etc. as may be required or as they deem fit.

I want to apply for Kotak Credit Card  I want to apply for Kotak Credit Card  I want to apply for Kotak Credit Card  I want to apply for Kotak Credit Card

Date:  Date:  Date:  Date:

Name  Name  Name  Name

Applicant Signature

Co-Applicant Signature

Co-Borrower Signature

Guarantor Signature

Domestic Usage only

Domestic Usage only

Domestic Usage only

Domestic Usage only

Domestic & International Usage

Domestic & International Usage

Domestic & International Usage

Domestic & International Usage

I agree that if I have selected the Credit Card with Domestic & International usage, the entire credit limit on the card will available for both Domestic and International Transactions. The said credit limit will also be applicable to the Add-On card, subject to the spending limit as agreed by the Primary Applicant if any.

Please note that you can change the credit limit for International usage on the card and the Add-On card (if any) once the card is issued by calling the customer contact centre of the Bank.

Applicant Signature

Co-Applicant Signature

Co-Borrower Signature

Guarantor Signature

Credit Cards are sourced in select locations only. Credit Card applications received from non-sourceable locations will not be processed for Credit Card issuance.

**FEES AND CHARGES - Loan Against Property**

Stage	Fee/Charge Description	Payable at	Amount in ₹																																																	
Pre-disbursement	Processing fee (PF)	Application	1% plus GST and Statutory dues. (Non-refundable)																																																	
	Documentation Charges	Sanction	INR 10000 plus GST and Statutory dues																																																	
Post-disbursement	<b>Copy of Any Documents</b>																																																			
	Interest Certificate/ Statement of Account/ Amortisation Schedule	Event	Accessed via self-service mode on Mobile Banking/Net Banking/Whatsapp Banking: Free																																																	
	Charges for copy of any documents (No dues, Copy of property documents, etc.)	Event	Rs. 500 (plus taxes and any other applicable statutory dues)																																																	
	Charges for copy of any documents (Duplicate NOC)	Event	Rs. 100 (plus taxes and any other applicable statutory dues)																																																	
	List Of Documents	Event	Rs. 500 (plus taxes and any other applicable statutory dues)																																																	
	Any Other documents /letter (e.g. Subsidy Confirmation Letter, Credit Opinion Letter, Interest paid confirmation letter, etc.)	Event	Rs. 500 (plus taxes and any other applicable statutory dues)																																																	
	<b>Change in Repayment mode</b>																																																			
	Repayment mode/ Account swap charges	Repayment mode change	Rs. 500 (plus taxes and any other applicable statutory dues)																																																	
	<b>Conversion Fee</b>																																																			
	Switch Fee (Floating to Floating)	On conversion	Switch to lower floating rate(with/without change in Benchmark): 0.5% of the principal outstanding and undischursed amount (if any) at the time of conversion with a cap of Rs. 10,000 (plus taxes and any other applicable statutory dues).																																																	
	Switch Fee (Floating to Fixed)	On conversion	Rs. 2500 (plus taxes and any other applicable statutory dues)																																																	
	Rescheduling of Loan Tenure t	On conversion	Rs. 500 (plus taxes and any other applicable statutory dues)																																																	
	<b>Prepayment Charges</b>																																																			
	<p><b>NIL Floating Rate for Term Loans given to Individual Borrowers for non-business end use. For Micro &amp; Small Enterprises (MSE)/Micro Small &amp; Medium Enterprise (MSME)/Individual Borrower:</b></p> <table border="1"> <thead> <tr> <th>TYPE</th> <th>Source</th> <th>Loan Amount (SOH)</th> <th>Rate</th> <th>End Use</th> <th>FC Applicable</th> <th>FC Charges</th> </tr> </thead> <tbody> <tr> <td>Individual</td> <td>Own Fund/Balance Transfer</td> <td>Any Loan Amount</td> <td>Fixed</td> <td>Business/Personal</td> <td>Yes</td> <td>1% of each Year of residual period of original Maturity, Max cap 3% on Principle O/S</td> </tr> <tr> <td>Individual</td> <td>Own Fund/Balance Transfer</td> <td>Any Loan Amount</td> <td>Floating</td> <td>Business</td> <td>Yes</td> <td>2%</td> </tr> <tr> <td>MSE</td> <td>Own Fund/Balance Transfer</td> <td>Any Loan Amount</td> <td>Floating</td> <td>Business</td> <td>No</td> <td>-</td> </tr> <tr> <td>MSE</td> <td>Own Fund/Balance Transfer</td> <td>&lt;= 50 Lakhs</td> <td>Fixed</td> <td>Business</td> <td>No</td> <td>-</td> </tr> <tr> <td>MSE</td> <td>Own Fund/Balance Transfer</td> <td>&gt; 50 Lakhs</td> <td>Fixed</td> <td>Business</td> <td>Yes</td> <td>2%</td> </tr> <tr> <td>Medium</td> <td>Own Fund/Balance Transfer</td> <td>Any Loan Amount</td> <td>Fixed</td> <td>Business/Personal</td> <td>Yes</td> <td>2%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>FOR DOD utilized limit to be considered for FCC</li> <li>FOR TL current O/S to be considered for FCC</li> <li>This is also applicable for Part Payment of minimum Rs. 25,000 and maximum of up to 25% of outstanding loan amount can be made without any prepayment charges once in every 6 months.</li> <li>Others (Individual borrowers for business end use and Non-individual borrowers) : 2% (plus taxes and any other applicable statutory dues) of the Foreclosure Loan amount plus amounts prepaid during the last 12 months</li> <li>The borrower shall be required to submit the Bank any suitable proof of funds being from own sources.</li> <li>The borrower shall be required to submit the Bank any suitable proof of funds being from own sources.</li> </ul> <p><b>Others (Individual borrowers for business end use and Non-individual borrowers) :</b></p> <ul style="list-style-type: none"> <li>No prepayment / foreclosure is allowed until a Lock-in Period of 6 months after EMI Commencement</li> <li>Post lock- in period, part prepayment of minimum Rs. 25,000 and maximum of up to 25% of outstanding loan amount can be made without any prepayment charges every 6 months</li> <li>The minimum period between any two prepayment shall be at least 6 months</li> <li>For any Part Prepayment in excess of 25% of outstanding loan amount: 2% (plus taxes and any other applicable statutory dues) of the excess prepayment amount</li> <li>For Full Prepayment any time after the Lock-in-Period: 2% (plus taxes and any other applicable statutory dues) of the Foreclosure Loan amount plus amounts prepaid during the last 12 months</li> </ul>			TYPE	Source	Loan Amount (SOH)	Rate	End Use	FC Applicable	FC Charges	Individual	Own Fund/Balance Transfer	Any Loan Amount	Fixed	Business/Personal	Yes	1% of each Year of residual period of original Maturity, Max cap 3% on Principle O/S	Individual	Own Fund/Balance Transfer	Any Loan Amount	Floating	Business	Yes	2%	MSE	Own Fund/Balance Transfer	Any Loan Amount	Floating	Business	No	-	MSE	Own Fund/Balance Transfer	<= 50 Lakhs	Fixed	Business	No	-	MSE	Own Fund/Balance Transfer	> 50 Lakhs	Fixed	Business	Yes	2%	Medium	Own Fund/Balance Transfer	Any Loan Amount	Fixed	Business/Personal	Yes	2%
	TYPE	Source	Loan Amount (SOH)	Rate	End Use	FC Applicable	FC Charges																																													
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Instrument (Cheque/ECS/Mandate) dishonour charges	Instrument dishonour		INR 750/- per instance																																																	
Delay/default in payment of principal or interest/ outstanding balance.	Late payment		8% pa on overdue amount plus applicable taxes																																																	
Non-payment of dues/ charges/ fees payable under loan/facility Agreement.	Late payment		8% pa on overdue amount plus applicable taxes																																																	
<b>Other charges</b>																																																				
Levy of penal charge for non-compliance of sanction terms including but not restricted to non-submission of title documents, non-commencement of construction as per undertaking, adverse repayment behaviour, other breach of agreement terms	Event		2% incremental pricing over and above existing spread (plus taxes and any other applicable statutory dues)																																																	
Delay or non-creation/perfection of facility or security/guarantee, etc. documentation in favor of the Bank.	Event		As Incidental/ At Actuals																																																	
Legal charges	Event		As Incidental/ At Actuals																																																	
<b>Charges specific to OD (Overdraft) facility</b>																																																				
Post-disbursement	Annual Renewal Charges	Renewal	0.25% (plus taxes and any other applicable statutory dues) of the OD limit (dropped limit after reduction of annual drop) shall be collected on the due date of renewal. Not Applicable for Smart Home Loan OD product.																																																	
	Non-utilization Charges	Event	If average utilization of facility limits for a quarter is below 25% of sanctioned limits, 0.40% pa on average non-utilize amount																																																	
	Penal charges in case of overline accounts or where the amount drawn by the Borrower is beyond the maximum Overdraft Limit	Overwithdrawal		8% pa on overdue amount plus applicable taxes																																																

**Notes:** • Stamp Duty on Loan Agreement, Overdraft Agreement, Guarantor Agreement, Registration Charges etc. varies from State to State. Stamping/Notarisation of RBI and other Affidavits as applicable. • Charges for other Services would be specified as applicable when the Customer applies for those services and the same shall be payable by the borrower alone e.g. Revalidation of Sanction, Change in Property, Reschedulement of Loan, Change in EMI Date, Solvency Charges etc. • Taxes/ other statutory levies may be charged to the Borrower if applicable as per Government/ RBI directives.



**Indicative List of Documents**

To process your loan/facility application, we would require documents which are applicable to your business profile from the list given below.

1. Mandatory KYC\* documents for all applicants.
  - Proof of Identity - Voter's ID Card / Aadhaar Card / Passport / Driving License / PAN Card / Signature identification form present banker of Proprietor / Partner / director (if a company) etc.
  - Proof of Residence - Recent Telephone bill / Electricity bill / Property tax receipt / Passport / Voter's ID Card of Proprietor / Partner / Director (if a company) etc.
2. Ownership proof and telephone bills.
3. For a partnership Firm - Latest partnership deed, PAN of the firm and office address proof.
4. For a company - Certificate of incorporation, MOA & AOA, PAN, latest share holding pattern and office address proof.
5. I.T. returns for last 2 or 3 years (as applicable) with computation of income for both business and individuals i.e. partners/directors. Audited financial statements for last 2 or 3 years (as applicable) along with all schedules & annexure and Tax Audit Report. In case company, Auditor's Report, Director's Report & Notice of AGM are also required.
6. Sanction letters / Repayment tracks for all loans and facilities availed.
7. Net worth statements of partners / directors.
8. Industry/sector specific documents with respect to mandatory licenses / registrations / qualification etc.
9. Any other document as may be required.

\* As per RBI directive, customer shall be required to submit KYC documents of beneficial Owner (BO) i.e. natural person, who on his own or together or through one or more person, exercises control through ownership or who ultimately has a controlling ownership interest (for more details, please refer to RBI circular DBOD. AML.B.C. No. 71/14.01.001/2012-13 dated January 18, 2013)

- In case applicant is a registered entity and an unlisted company on any stock exchange where BO/BOs hold more than 25% shares or capital or profits. in the said company, then KYC documents along with BO Form of all such BO / BOs are required to be submitted.
- When applicant is Partnership / LLP firm where BO/BOs hold more than 15% capital or profits in the firm, then KYC documents along with BO Form of all such BO / BOs are required to be submitted.
- When applicant is Association of Persons (AOP) or Body of Individuals (BOI) where an individual/s hold more than 15% property or capital or profits in the association / BOI, then KYC documents along with BO Form of all such BO / BOs are required to be submitted.

**Customer Service / Infoline / Associates**

Visit us at : [www.kotak.com](http://www.kotak.com)

Call us at: 1860 266 2666 (Local call rates apply) (Monday to Friday 9.00 am to 6.00 pm, Excluding Holidays)

All correspondence should be addressed to "Kotak Consumer Asset" at:

**KOTAK MAHINDRA BANK LTD.,**  
6th Floor, Zone 2, Building No. 21, Infinity Park,  
Off Western Express Highway, Gen A.K. Vaidya Marg,  
Malad (E), Mumbai - 400 097, India.  
**Regd. Office:** 27 BKC, C27, G Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051.  
**CIN:** L65110MH1985PLC038137

**Acknowledgment Slip**

Date:

Application Number: \_\_\_\_\_

Received from \_\_\_\_\_ application for a Loan/Facility

of ₹ \_\_\_\_\_ We have received cheque/draft no \_\_\_\_\_ for ₹ \_\_\_\_\_

drawn on \_\_\_\_\_ towards the application fee payable. In case of any queries relation to your application, please contact

\_\_\_\_\_ Your Sales Executive / Relationship Manager at \_\_\_\_\_

For any queries or issues related to services provided by Kotak Mahindra Bank Ltd or its outside service providers, please contact us on the phone number / email ID provided on the back of this sheet.

