

PLEASE FILL THE FORM IN BLOCK LETTERS

Form No.

Date: DDMMYY

☐ Individual ☐ Non Individual

Borrower Name:

Mr. / Mrs. / Ms. / Dr. / M/s.

First NameMiddle NameLast Name

☐ Co-Borrower ☐ Guarantor ☐ Individual ☐ Non Individual

Name:

Mr. / Mrs. / Ms. / Dr. / M/s.

First NameMiddle NameLast Name

☐ Co-Borrower ☐ Guarantor ☐ Individual ☐ Non Individual

Name:

Mr. / Mrs. / Ms. / Dr. / M/s.

First NameMiddle NameLast Name

☐ Co-Borrower ☐ Guarantor ☐ Individual ☐ Non Individual

Name:

Mr. / Mrs. / Ms. / Dr. / M/s.

First NameMiddle NameLast Name

☐ Co-Borrower ☐ Guarantor ☐ Individual ☐ Non Individual

Name:

Mr. / Mrs. / Ms. / Dr. / M/s.

First NameMiddle NameLast Name

☐ Co-Borrower ☐ Guarantor ☐ Individual ☐ Non Individual

Name:

Mr. / Mrs. / Ms. / Dr. / M/s.

First NameMiddle NameLast Name

To be filled in by the applicant

Type of Loan / Facility	Loan / Facility applied for	Purpose of Loan / Facility
☐ Business Loan	Amount ₹	☐ Business Improvement / Expansion
☐ Overdraft Facility	Tenure (Months)	☐ Working Capital
☐ Funding against Credit Card Receivables (FCCR) (Loan / Overdraft facility)	☐ 12 ☐ 18 ☐ 24 ☐ 30 ☐ 36 ☐ 48 ☐ 60	☐ Others
☐ Retail FCCR		
☐ Doctor / CA / CS		

Insurance Details (Optional)

 Would you like to avail an insurance policy ☐ Yes ☐ No

 If yes, would you like the premium and other charges to be funded by Kotak Mahindra Bank ☐ 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

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 mentnd as "the Bank") may grant to me/us. I/we have had no insolvency proceedngs 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 sle discretion of a 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 from 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, anti-social or any purpose nor permitted by law. I/We understand that this requirement in line with the RBI regulation. I/We understand that if 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, moble 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/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>.

☐ Individual ☐ Non-Individual

☐ Individual ☐ Non-Individual

☐ Individual ☐ Non-Individual

☐ Individual ☐ Non-Individual

☐ Individual ☐ Non-Individual

☐ Individual ☐ Non-Individual

Name: _____

Place: _____ Date _____

☐ Primary Borrower

Name: _____

Place: _____ Date _____

☐ Co-Borrower 1 ☐ Guarantor 1

Name: _____

Place: _____ Date _____

☐ Co-Borrower 2 ☐ Guarantor 2

Name: _____

Place: _____ Date _____

☐ Co-Borrower 3 ☐ Guarantor 3

Name: _____

Place: _____ Date _____

☐ Co-Borrower 4 ☐ Guarantor 4

Name: _____

Place: _____ Date _____

☐ Co-Borrower 5 ☐ Guarantor 5

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

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


Kotak Royale Signature Credit Card

- Earn upto 4X Reward Points
- Airport Lounge Access Program
- Fuel Surcharge Waiver
- No Joining Fee and Annual Fee


Kotak League Platinum Credit Card

- Earn upto 8X Reward Points
- Fuel Surcharge Waiver
- Annual Fee Waiver: Minimum retail spends of ₹ 50,000 in a year

*Fees and Charges mentioned above are as of date of application and subject to change. Refer www.kotak.com for latest version of MITC

BORROWER

Name as desired on the Card Maximum 19 characters

I want to apply for ☐ Royal Signature Credit Card ☐ League Platinum Credit Card

CO-BORROWER

Name as desired on the Card Maximum 19 characters

I want to apply for ☐ Royal Signature Credit Card ☐ League Platinum Credit Card

CO-BORROWER

Name as desired on the Card Maximum 19 characters

I want to apply for ☐ Royal 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 Credit(s). Government taxes (including service tax, GST, any/all applicable taxes from time to time) 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

☒ Borrower's Signature

☐ Domestic Usage only

☐ Domestic & International Usage

☒ Co-Borrower's Signature

☐ Domestic Usage only

☐ Domestic & International Usage

☒ Co-Borrower's Signature

☐ Domestic Usage only

☐ Domestic & International Usage

☒ Guarantor's Signature

☐ Domestic Usage only

☐ Domestic & International Usage

I agree that if I have selected the Credit Card with Domestic & International usage, the entire credit on the card will be 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.

☒ Borrower's Signature

☒ Co-Borrower's Signature

☒ Co-Borrower's Signature

☒ Guarantor's Signature

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

**MOST IMPORTANT TERMS AND CONDITIONS (MITC)
BUSINESS LOAN (BL) & BUSINESS LOAN OVERDRAFT (BL OD)**

Schedule of Charges:

1.	Processing Fee (Non-refundable)	Maximum 3% of the Loan / Facility Amount (plus GST (Goods and Services tax) and other applicable statutory levies)
2.	Documentation Charges	Maximum ₹ 5000/- (plus GST and other applicable statutory levies).
3.	Cheque dishonour Charges	₹ 750/- (plus GST and other applicable statutory levies) per instance.
4.	Charges for Copy of any Document	₹ 500/- (plus GST and other applicable statutory levies) per instance.
5.	Repayment Mode / Account swap charges	₹ 500/- (plus GST and other applicable statutory levies) per instance.
6.	Charges for Duplicate NOC / No Dues Certificate	₹ 500/- (plus GST and other applicable statutory levies) per instance.
7.	Charges for copy of CIBIL Report (to Customer who has availed Loan / Overdraft from us)	₹ 50/- (plus GST and other applicable statutory levies) per instance.

Charges specific to Term Loans:

1.	Prepayment Charges	6% of Foreclosure Loan Amount if within lock-in period of 12 months from the date of agreement and 5% of Foreclosure Loan Amount otherwise (plus GST and other applicable statutory levies).
2.	Substitute Interest (Penal Interest)	3% p.m. (plus GST and other applicable statutory levies) compounded monthly on the Amount due but unpaid from the date of the Amount falling due till the date of actual payment
3.	Collection Charges (in case of Default)	30% (plus GST and other applicable statutory levies) of Cheque / Instrument Dishonour Charges plus Substitute Interest.
4.	Charges for Amortisation Schedule/ Account Statement	Free once in a Financial Year. Thereafter, ₹ 250/- (plus GST and other applicable statutory levies) per instance.

Charges specific to Overdraft Facility:

1.	Annual Review Charges	1.5% of renewal limit or ₹ 5000/- (plus GST and other applicable statutory levies) whichever is higher.
2.	Termination Charges	6% of operating limit if within lock-in period of 6 months from the date of agreement and 5% of operating limit otherwise (plus GST and other applicable statutory levies).
3.	Non Maintenance of Minimum Credit Turnover Charges	Maximum 1% of sanctioned limit / 12 months (plus GST and other applicable statutory levies).
4.	Overline Rate / Penal Interest in case of overline accounts	3% p.m. (plus GST and other applicable statutory levies) over and above the normal OD Rate. This would be charged on the amount over and above the OD Limit.
5.	Under-utilisation Charges	0.25% of the average operating limit during the quarter, chargeable on a quarterly basis (plus GST and other applicable statutory levies).
6.	Charges for Interest Certificate	Free once in a Financial Year. Thereafter, ₹ 250/- (plus GST and other applicable statutory levies) per instance.

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, Rescheduling 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.
- Bank reserves the right to modify any charges from time to time or to introduce any new charges, as it may deem appropriate and will publish them on the bank's website.

Default:

In case of default (i.e., if the amount due is not paid by the due date), the bank will try to inform the customer by Post / FAX / Telephone / E-mail / SMS and/or through authorized representatives appointed for collection purposes, about repayment of the loan/facility due and payable by the borrower. Any authorized representative so appointed by the bank, shall adhere to the board approved policy on collection of dues and repossession of security.

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

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.,

4th Floor, Zone I, 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.


kotak

Kotak Mahindra Bank

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 relating to your application, please contact

_____ Your Sales Executive / Relationship Manager at _____

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


kotak

Kotak Mahindra Bank

DMA/Open Market Details:

(Tick whichever is applicable)

[illegible]

Please tick your option

Privy

[illegible]Referred by BL RM ☐

CRN □ □ □ □ □ □ □ □ □ □

Amount (In Rs.)

DDMMYYYY