

CHANDRA VARMA K

Address:

SRREE VIHAR FORT BEHIND GOVT  
HOSPITAL NADAMA VILLAGE  
TRIPUNITHURA ERNAKULAM  
ERNAKULAM - 682301

GSTIN - 27AAACK4409J3ZI



Customer Relationship Number(CRN) : 277019700

**Your Kotak Corporate Credit Card Statement****Account Summary**

Previous Amount Due (Rs.)	Purchases & Other Charges (Rs.)	Payments (Rs.)	Total Amount Due (Rs.)
10,055.06	10,090.04	10,055.06	10,090.04

**This is for your information only. The payment is to be made by your corporate.**

In case of failure in paying the amount due before the due date the same will be reported under the Corporate's Bureau to bureau(s) as per the credit information companies' regulation act of 2005 and as per the prevailing RBI guidelines.

**TRANSACTION TABLE**

DATE	TRANSACTION DETAILS	SPENDS AREA	AMOUNT(Rs.)
19/12/2022	Payments and Other Credits PAYMENT RECEIVED-AUTODEBIT Primary Card Transactions- 462409XXXXXX9657		10,055.06Cr
02/12/2022	Retail Purchases and Cash Transactions GOOGLE CLOUDS MUMBAI IN	Services	10,090.04
	Total Purchases & Other Charges		10,090.04

Credit Limit(Rs.)

500,000

Available Credit

489,909.96

Effective 1st July 2017, GST has been levied on the charges at the prescribed rate of 18%.


Please note that this statement / advice should not be construed as a 'Tax invoice' under the Goods and Services Tax Act.

Update your GSTIN details now! Login to Net Banking or visit [www.kotak.com](http://www.kotak.com), download the form and submit it to the nearest branch.*May I Help You*
 **Contact us at** 1860 266 2666  
Local call rates apply

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Chandigarh 0161-65006022  
Coimbatore 66006022

# Most Important Terms and Conditions

The Most Important Terms and Conditions (MITC) and all information herein are applicable to all Kotak Mahindra Bank Ltd. ("Bank") Corporate Credit Cards/ Cardholders/ applicants of the Corporate Credit Cards, with immediate effect. The MITC are subject to change. The MITC are in addition to and are to be read along with the terms and conditions of the Corporate Cardholder Agreement of the Bank ("Corporate Cardholder Agreement"). In the event of a conflict between the MITC and the terms and conditions of the Corporate Cardholder Agreement, the terms and conditions of the Corporate Cardholder Agreement shall prevail, unless otherwise specified hereunder. To get the complete version of the Corporate Cardholder Agreement, please visit [www.kotakcards.com](http://www.kotakcards.com) (website). The words 'you', 'Cardholder' & 'your' refers to the Primary Cardholder

## Credit and Cash Withdrawal Limits

"Credit Limit/ Purchase Limit" means the maximum limit up to which you are authorized to spend on your Credit Card. The Cardholder must not exceed his Credit Limit / Cash Limit under any circumstances. However, the Bank at its sole discretion may approve certain transactions attempted by the Cardholder, as a service gesture, which can exceed the credit limit, and accordingly over limit fee/charges as applicable will be levied.

"Cash Limit" means the maximum amount of cash or equivalent of cash as defined or prescribed by the Bank, that you can withdraw on your Card Account based on arrangement between the Bank and the corporate. Cash Limit forms a subset of your Credit Limit.

The Bank will review your Card Account periodically and may decrease your Credit/Purchase Limit and Cash Limit based on internal criteria or on recommendation of the corporate without prior notice to you.

## Your guide to Bill Payment

### Your Statement

The Bank will send you a monthly statement showing the payments credited and transactions done, service tax, fees, charges and interest if any debited to the Card Account since the last statement. No statement will be generated and sent to you for the period in which there has been outstanding due less than or equal to Rs. 100 and no transaction on the Card Account. The Bank will also send a consolidated statement to your Corporate, showing the total outstanding of each Card Account, issued to the employees of the Corporate.

The Bank will send your statement at the last known mailing address. The statement would be dispatched by regular post/courier to your billing address as per the Bank's records. Alternatively, you may choose for statements on e-mail as per the confirmed e-mail address provided by you to the Bank. Non-receipt of statement would not affect your obligations and liabilities under the Cardholder Agreement and you shall be liable to settle the Total Amount Due before the payment due date. It is your responsibility to notify the Bank in case of non-receipt of the monthly statement within 15 days of your statement billing date. In case you do not notify the Bank of any such event, the statement will be deemed to have been delivered.

### Payments

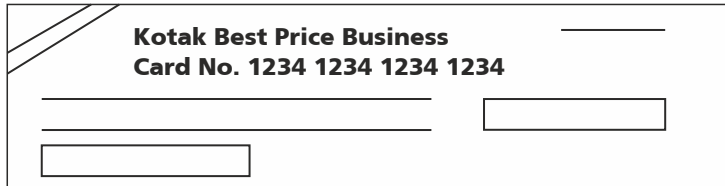
Payments received from you against the Card outstanding will be adjusted against all, taxes, fees and other charges, interest charges, and purchases in that order. Payments made towards the Card outstanding are acknowledged in subsequent statements. You should make all payments in Indian Rupees only.

### Method of Payment

#### Easy ways to pay

- Pay through standing instructions (Auto Debit)
  - You can instruct the Bank to pay your Credit Card dues directly through your Kotak Mahindra Bank account by giving a written instruction to debit the payment from such account every month on the payment due date. You can choose to instruct us to debit your account for the Minimum Amount Due or Total Amount Due. In case the payment due date falls on a Sunday or a holiday, the amount would be debited from such account the previous working day. To know more on this please call the Bank's Customer Contact Centre.
- Pay online
  - As a Kotak Mahindra Bank savings/ current account holder you can pay your Credit Card bill online from the comfort of your home or office. Log on to [www.kotakcards.com](http://www.kotakcards.com). If you do not have an Internet password for your Kotak Mahindra Bank account please call our toll free 24 Hr Customer Contact Centre.
  - For online payments in case you do not have a Kotak Mahindra bank Savings Account. Credit card dues from any other bank account/s can also be paid through net-banking electronically, if your bank has enabled the NEFT (National Electronic Funds Transfer) facility. You may use the Transaction code 52 and IFS code "KKBK0000958" for Kotak Mahindra Bank as the destination bank. To know more refer Net banking Features on [www.kotak.com](http://www.kotak.com).
    - Log on to your Non Kotak Bank Site
    - Select NEFT option
    - Register for Payment to Kotak Credit Cards
    - Enter the details- (these could be specific to the bank's site)
    - Payee Name- 4166xxxxxxxxxxxx Customer Name
    - Select Option -Account Type as 52 for NEFT
    - Select Location City- Mumbai
    - Select destination bank- Kotak Bank
    - Bank code MAIN BRANCH MUMBAI - IFS Code-KKBK0000958
    - Update PayeeAccount No - 4166xxxxxxxxxxxx (Provide your correct 16 digit Kotak Credit Card No)
- Pay by cash at the branches
  - You may pay your Credit Card bill by depositing cash at Kotak Mahindra Bank branches only at specified locations during banking hours. The payment would reflect in your Credit Card Account within 24 hours. The list of branches where you will be able to pay your Credit Card bill by cash deposit is available at [www.kotakcards.com](http://www.kotakcards.com).
- Pay through cheque or demand draft
  - All you need to do is make a local or at par cheque/draft payable to Kotak Mahindra Bank Credit Card Number (Please mention your correct 16 digit Credit Card number) as shown in the illustration below. Also remember to write your name and contact details on the reverse of the cheque. Please do not drop outstation cheques as they won't be accepted for payments. Your cheque/draft should reach us on or before the payment due date.
    - Drop your cheques/drafts at
    - Kotak Mahindra Bank ATMs available only at specified locations
    - Partner drop boxes available only at specified locations

Detailed list of the above is available at [www.kotakcards.com](http://www.kotakcards.com)



### VISA Money Transfer

You can transfer money from your VISA Debit card to pay your Credit Card bill. For details please contact your VISA debit card issuer bank.

### Fees and Charges

All Fees & Charges are subject to modification based on periodic review by the Bank. Bank will give 30 days advance notice before any changes are made to fees & charges levied. The Bank also reserves the right to introduce any new fees or charges, as it may deem appropriate, with due intimation to you.

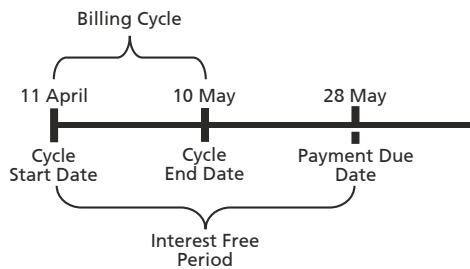
The schedule of charges as applicable is provided below:

Description of Charges	Fee / Charge Amount
Joining Fees	Nil
Add on Joining Fees	N.A.
Annual Fees	Nil
Add on Annual Fees	N.A.
Renewable Fee	Nil
Add on renewal fee	N.A.
Cash Advance Fees (ATM/Manual)	Nil
Duplicate Statement Fees	Nil
Cheque/ECS return fees	Nil
Finance Charges for revolving credit	3.1%
Finances charges for cash advance	Nil
Late payment fees	5% of total outstanding
Over limit charges	Nil
Foreign Currency Mark up	3.5%
Transaction fees on utility bills	Nil
Balance enquiry charges at non-Kotak	Nil
Fuel Surcharge	2.5% of transaction amount or Rs. 10, whichever is higher
Railway surcharge	Applicable
Railway Fee	Applicable
Charges for Reissue/Replacement of card & PIN	Nil
Charge slip retrieval fee	Nil
Outstation cheque fees	Nil
Interest Free period	Minimum – 18 days Maximum – 48 days
Service Tax	As may be applicable from time to time, presently @ 10.30% (Applicable on all fees, interest and other charges only)

### Interest Free Period:

Interest free period from the start of the billing cycle date shall not exceed 48 days. The Bank will intimate the interest free period from time to time. The Bank has the right to change interest free period at any time, with prior notice to you. Applicable late payment charges would be levied for any payments that are received after the payment due date

Illustrative Example for Interest Free Period Calculation:



### Interest Charges

Interest will be charged to you on a daily accrual basis @ 3.1% per month (37.2% Annualized). Interest would be charged at the above mentioned applicable interest rate if you do not repay your total amount due as per your Credit Card statement on or before the payment due date, Interest would also be charged if the full payment is received after due date but before the next statement date.

### Interest Calculation

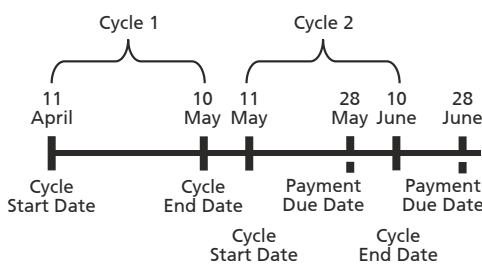
Interest charges = (Number of days for which a balance is held) \* (Amount) \* (Daily rate of interest)

Daily rate of interest = (Monthly interest rate) \* 12/365

Daily rate of interest = (3.1%) \* 12/365 = 0.1019%

### Illustration of Interest Calculation

You got your new Kotak Corporate Credit Card and started using it. Illustrated below is the calculation for first 2 cycles on your Kotak Corporate Credit Card.



### Cycle 1 (11 Apr – 10 May)

Statement Date 10th May

Payment Due date 28th May

Purchase was made on 17th Apr for Rs 2000 at a restaurant, 25th Apr for Rs. 5000 at a Hotel & on 4th May for Rs. 13000 for travel booking.

TAD = Opening balance + Current Month Purchases + Interest & Fees – Payments Rs. 20000 = 0 + Rs. 20000 + 0 – 0 Interest Charged = No Interest is charged

### Cycle 2 (11 May – 10 Jun)

Statement Date 10th Jun

Payment Due date 28th Jun

Partial payment of last months TAD of Rs. 1000 is made on 28th May. You also used your card for at fuel station for Rs. 2000 on 2nd June

Interest calculations:

Interest Rate = 3.1% pm = 3.1% \* 12/365 per day = 0.1019% per day

Date	Description	Transaction Amount	Closing Balance at end of days	X Held for No. of days	X Interest per day	= Interest to be charged on closing balance
17-Apr	Restaurant	2000	2000	8.00	0.01019%	16.31
25-Apr	Hotel	5000	7000	9.00	0.01019%	64.21
4-May	Travel	13000	20000	24.00	0.01019%	489.21
28-May	Payment (Cr)	1000	19000	5.00	0.01019%	96.82
2-Jun	Fuel	2000	21000	9.00	0.01019%	192.62
10-Jun	Interest to be charged					859.17

TAD = Opening balance + Current Month Purchases + Interest & Fees – Payments

Rs. 21859.17 = Rs. 20000 + Rs. 20000 + Rs. 859.17 – Rs. 1000

The above example does not contain Service tax & education cess, and the same would be charged as per statutory regulations on the interest & fees and other charges charged on your Credit Card.

Customer Contact Centre

You may contact the Bank in any of the following ways:

(a) 24-Hour Customer Contact Centre (toll free): 1800 16022 (North India) or 1800226022 (Rest of India) This list of numbers is provided on the monthly card statement as well as on the Bank's website.

(b) By writing to:

Regular Post:	Courier
Kotak Mahindra Bank Ltd	The Manager, Kotak Mahindra Bank Ltd.
Card Business	Card Business
	5th floor, Kotak Infinity, Bldg No 21, Infinity Park, Off Western Express Highway,
P.O.Box No. 9777	General A K Vaidya Marg
Kalina, Santacruz (E)	Malad (East)
Mumbai 400 098, India	Mumbai 400 097, India

(c) Send an email by logging on [www.kotakcards.com](http://www.kotakcards.com) or through your internet banking account on our website. In all your communication with us, please indicate your 16-digit Credit Card number.

### Billing disputes resolution

In the event you disagree with a charge indicated in your statement, the same should be communicated to the Bank within 60 (sixty) days of the statement date, failing which it would be construed that all charges indicated in the statement are in order and acceptable to you. On receipt of such complaint, the Bank may reverse the charge on a temporary basis pending investigation. All complaints regarding billing disputes may be sent in writing at the above mentioned address. Please note that in case you have a dispute in relation to an international transaction, you must provide us with a copy of your passport.

### Grievances Redressal / Complaints / Escalation

In the unlikely event that you are not satisfied with our services, you may register your grievance by

(i) Filling the "Complaint Form" at [www.kotak.com](http://www.kotak.com)

(ii) Calling our Customer Contact Centre

(iii) Write to service manager - Service Operations

(iv) For further escalations you can write to M. Raju, Nodal Officer Credit Cards Division at [nodalofficer@kotak.com](mailto:nodalofficer@kotak.com). If your complaint is not resolved within 30 days of receipt at the Bank then the said complaint can be escalated to Banking Ombudsman. The details of the Banking Ombudsman for your location are displayed at the branches.