



INVESTOR SERVICE CENTRE
ITC Limited
37 J. L. Nehru Road
Kolkata 700 071, India
Telephone nos. : 1800-345-8152 (Toll free)
91 33 22886426 / 0034
Facsimile no. : 91 33 22882358

Ref.: Isc/Lost/Exch/48

27th March, 2019

The Manager
Listing Department
National Stock Exchange
of India Ltd.
Exchange Plaza
Plot No. C-1, G Block
Bandra-Kurla Complex
Bandra (East)
Mumbai 400 051

The General Manager
Dept. of Corporate Services
BSE Ltd.
P. J. Towers
Dalal Street, Fort
Mumbai 400 001

The Secretary
The Calcutta Stock
Exchange Ltd.
7, Lyons Range
Kolkata 700 001

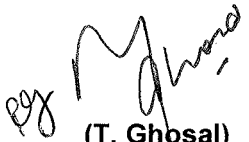
Dear Sirs,

Sub: Loss of Share Certificates

Pursuant to Regulation 39(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed details of the Share Certificates in respect of 10,968 Ordinary Shares of ₹1/- each of the Company which have been reported lost by the Shareholders on 25th March, 2019.

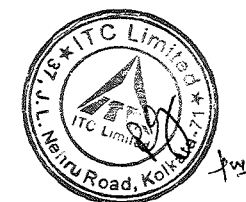
The copies of the letters received from the Shareholders regarding loss of the aforesaid Share Certificates are also enclosed.

Yours faithfully,


(T. Ghosal)
Asst. Company Secretary

COMPANY NAME ITC LIMITED
 SOURCE INVESTOR SERVICE CENTRE
 LETTER REF NO LOST/SHR.EXCH/48 HRS
 LETTER DATE 27/03/2019
 DISCREPANCY LOSS SHARES
 DISCREPANCY SHARES REPORTED LOST/STOLEN/MISPLACED

LEDGER FOLIO NO	HOLDER NAME	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
02/00730	SHAIENDRA NATH BANERJEE	000232261	0008058222811	0008058222840	0000000000030
02/18443	ARJUN BHARGAVA	000156697	0003836007438	0003836007767	00000000000330
02/18443	ARJUN BHARGAVA	000232962	0008060841610	0008060841774	00000000000165
02/22972	ALKA BHARGAVA	000157048	0003837390383	0003837390532	00000000000150
02/22972	ALKA BHARGAVA	000233177	0008061365955	0008061366029	00000000000075
11/41932	KARANKI KANAKADURGA	000245438	0008083756855	0008083756899	00000000000045
13/42597	MOHAN	000249177	0008090076599	0008090076643	00000000000045
13/42601	MOHAN	000249179	0008090076659	0008090076703	00000000000045
14/25937	ANANDHI NAIG	000136397	0000003159721	0000003160720	00000000001000
14/25937	ANANDHI NAIG	000136398	0002505004481	0002505004980	00000000000500
16/36888	DHUN DOLIBA PITHAWALLA	000219293	0007967371976	0007967371977	00000000000002
16/36888	DHUN DOLIBA PITHAWALLA	000253732	0008097025910	0008097025910	00000000000001
21/04335	M VALLIAMMAI	000192567	0003918289139	0003918297718	00000000008580



To,
Investor Service Centre
ITC Limited
37, J L Nehru Road
Kolkata – 700 071

Ref: i) **Folio No. 02/00730**
ii) Letter dated 28/12/2018
iii) Letter dated 04/02/2019 along with Original Share Certificates & other formalities/documents as per rules for Loss & Transmission of shares
iv) Your letter dated 18/02/2019, received on 04/03/2019 vide no. **TRM/4695(85842/DOC/TRM/40821)** by Speed Post

9/0/195
dt. 11th March 2019

Sub: Loss & Transmission of Shares

Dear Sir / Madam,

With reference of the above mentioned Folio number, I'm to inform you that, as per your letter (18/02/2019) and verbal discussion had with you, I've done rest formalities were due and submitting today to initiate the process for the said matter.

- (1) Address and signature of 2nd witness on Transmission Request Form
- (2) Signature of 2nd witness on Indemnity for Transmission of shares
- (3) Affidavit – Legal heir, as per format sent by you with letter dt. 18/02/2019
- (4) Indemnity – Legal heir, as per format sent by you with letter dt. 18/02/2019

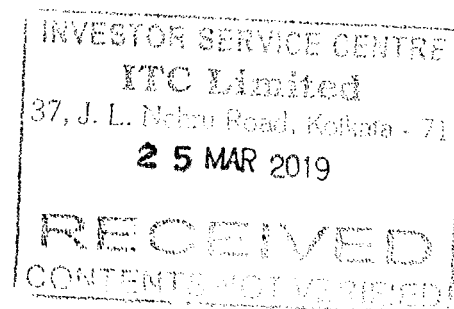
Since, the process has been already delayed in due course, hence I'm requesting you to do the needful by an earliest possible time at your end, Because, I've to move out station with my profession and I want to complete the process of dematerialise of physical shares of all the companies shares have with me.

Anticipating your kind co-operation regarding the matter.

Thanks,

Rgds,

Sanjay Banerjee
11/03/2019
(SANJAY BANERJEE)

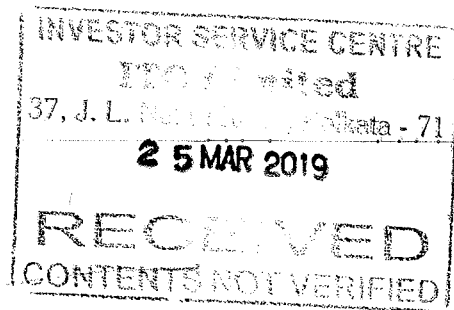


Cell: 8697053155 / 9830034094 / 9433869117

E-mail: sanjay-banerjee@mail.com

To: Investor Service Center
ITC Limited
37, Jawaharlal Nehru Road
Kolkata – 700 001

[Attn: Ms Rupannita Ghosh]



Sub: Deletion of name in A/c no 02/18443, 02/22972 following demise of joint holder Shri Arjun Bhargava and issue of duplicate shares

Madam

This is in response to your email dated 25th Jan 2018, a copy of which is enclosed for ready reference.

- A. **Issue of duplicate share certificates:** As directed please find enclosed the following documents for
- Acknowledged police complaint with the details of the shares certificates as given by you in the mail referred to above
 - Executed affidavit in the format prescribed
 - Executed indemnity bond in the prescribed format
- B. **ECS:** dividend/interest on the above shares may kindly be transferred electronically to my savings bank account as below:
- ICICI Bank, Hazratganj Branch, Lucknow 226 001
SB Account no 628101069510; IFSC Code ICIC0006281
- A cancelled cheque leaf is also enclosed. A self attested copy of PAN card is also enclosed for needful.
- C. **Change of address** may be noted as follows:
- A1, Tower 8, GPRA Complex,
New Moti Bagh,
New Delhi -110023
- A self attested copy of the Aadhar card is enclosed as proof of residence
- D. A perusal of earlier papers brought up a dividend warrant date 29th July 2013 in the name of my father (Folio no 18443) showing 660 number of shares. As informed by you in our recent communications this Folio has 495 shares. A copy is enclosed for ready reference. This discrepancy may also be sorted out.

Yours faithfully

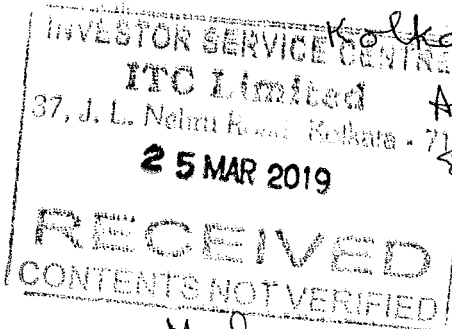
Alka Bhargava
(Alka Bhargava)

27 11th Feb 2019

To

Investor Service Centre
ITC

90285



Kolkata - 700071

Attn: Sreya Bhattacharya

Sub: Folio - 11/41932

and : Transfer/renewal of shares cert.
Folio: 21/26828

Madam,

Thanks for your mail dt 18-3-19. Reg. lost shares in above folio. In brief, we are retired and of about 70; we are on move to children for stay etc. pl. Consider the following for new issue of missing/lost certificates.

- ① The house address, house no. appears not o.k. correct no. and address:
- (Address as per Address card submitted)

K. VIJAYA

H. No: 2078, Sector - 9

FARIDABAD - 121006

I lost my certificates in the process/not delivered to me. request you to issue new certificates of the bon issue.

- ② I have submitted affidavit and completed necessary formalities for change of name etc for folio: 11/41932 and you have changed them accordingly. I request you do the same changes in the bonus shares pending and are being issued by you as promised, I request you to issue with the necessary changes. This will help to a great extent to a senior citizen like me.

Thanking you

Faridabad
18-3-19

K. Vijaya Rao
(K. Vijaya)
2078, Sector - 9
Faridabad.

90260

From

Lakshmi Narasimhan
1 Ramakrishna Street, Kences Enclave,
Block IV, Apt 7CD, T Nagar, Chennai 600017

March 15, 2019

To

Investor Service Centre
37 J.L. Nehru Road (ITC Centre - 1st Floor)
Kolkata 700071

Subj - 1) Issuance of Duplicate Share certificate

Respected Sir/ Madam,

I, Lakshmi Narasimhan, previously known as Mohan, lost two share certificates of Hindustan Unilever Limited with the following information. They were not delivered to me as both my wife and I were out of the country for six months.

Name: Mohan

Old Address : Aanandam, 39/1 Kamaraj Ave, First Street, Adyar, Chennai 600020

Folio No's.	Certificate No's.	Distinctive Nos.	No. Of Shares
13/42597.	249117.	8090076599 to 8090076643.	45
13/42601.	249179.	8090076659 to 8090076703	45

As per your instruction, I am attaching

- Police report acknowledgement
- Self Affidavit Notarized in Rs 10 non-judicial paper
- Indemnity in Rs 50 non-judicial paper, signature attested by ~~the bank manager~~ a Notary.

I would like you to waive the requirements for two items

- Copy of the press advertisement.
- Bank Guarantee in Rs 50 non-judicial paper

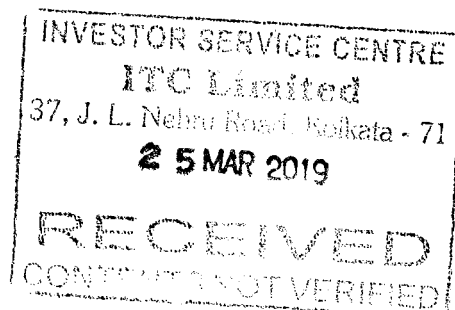
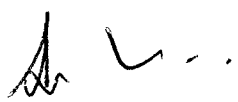
for the following reasons

1. The total value of the lost shares is ONLY Rs 26000 at today's rate
2. I have already spent more than Rs 1000 for stamp paper, typing and notarization.
3. It costs me more than 5000 rupees to advertise in the national newspaper
4. It costs additional money for bank guarantee
5. The certificates were lost in the mail and as an investor I need to take the blame for it. Neither the company nor the postal department is responsible for it

I also own additional 180 shares of ITC limited. So I request you to waive the above two requirements in my case as I am a small investor of ITC Limited from the early days.

Please do the needful.

Thanks and Regards



From
Anandhi Raig
(Anandhi & Raig)
and
T.K.R. Raig,
30 T. Raut Lane
Raig House,
#1 SKCOO Garden
Vile Parle West,
Mumbai 400049

To
Investor Service Centre
H/S 1. T. J. D.,
37, J.L. Nehru Road,
Kolkata - 700071.

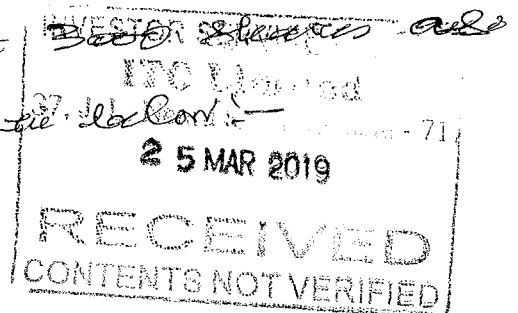
15.3.2019

Dear Sir,
90281 Sub:- Loss of Shares - Alc # 14/25937
Ref:- Your email of date.
We thank you for your brief email of date.

We confirm again that we have lost ~~3000~~ ³⁰⁰⁰ shares as well as 1500 bonus shares, as given below:-

Details of Share Certificates:

Alc # 14/25937



Certificate No	Certificate Date	# of Shares	Distinct Numbers
136397	10.2.2006	1000	3159721-316072
136398	10.2.2006	500	2505004481-2505004495
179306	6.2.2010	1500	3289968777-3289968786
251359	7.7.2016	1500	8092890896-8092890905

We request you kindly note the loss of the above shares held in our names and advise us necessary formalities to be done in order to receive Duplicate Shares Certificates thereof, in a formal form.

We are also enclosing a scanned copy of this letter.
Thanking you,

Yours faithfully,
Anandhi Raig
Anandhi Raig
Anandhi Raig

90255

H. D. PITHAWALLA

B.A. (Hons.), LL.M.

Telephone:
23 78 02 59

Advocate, Supreme Court of India
Advocate & Solicitor, High Court, Bombay
Solicitor, Supreme Court of England
Solicitor, Supreme Court of Hong Kong
Professor, Government Law College, Mumbai

PATANWALA MAHAL,
PATANWALA ROAD,
MUMBAI - 400 027.
INDIA.

March 5, 2019.

ITC Ltd.,
37, J. L. Nehru Marg,
Kolkata 700 071.

Kind Attn. : Ms. Rupannita Ghosh, Investor Service Center.

Dear Sirs,

Re. : Deletion of names and loss of shares : Account No. 16/36888.

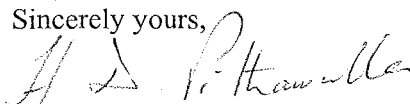
In reply to your letter to me dated 15th February, 2019, as desired by you, I enclose the following:

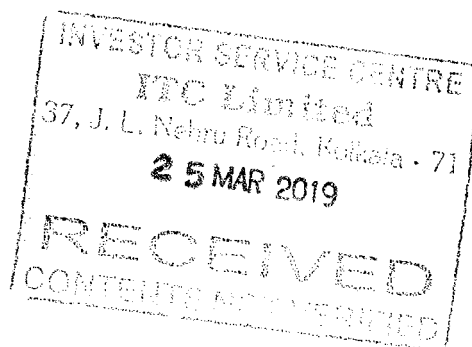
1. Death Certificate of my mother, duly attested by a Notary Public.
2. Self-attested copy of my PAN Card.
3. Stamped Affidavit in the format sent to me duly attested by a Notary Public.
4. Stamped Indemnity Bond in the format sent to me, duly attested by the Bank.
5. My specimen signature, duly attested by the Bank.
6. Original Cancelled Cheque of my Savings Account.
7. Self-attested copy of my Aadhar Card.
8. Mandate Format duly filled up and attested by the Bank.

Kindly issue the Duplicate Share Certificate in my name at your earliest and oblige.

Thanking you,

Sincerely yours,


(H D Pithawalla)



From

M Valliammai

A Muthu

57/25 First Floor, B Narasimhan Road (North Boag Road)

T Nagar, Chennai 600 017

Phone 044 2815 3657 Mobile 9880227469 and 9740774634

Date: 15/03/2019

Place: Chennai

To

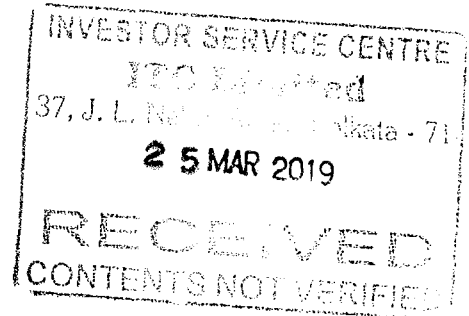
The Head – Investor Service Centre

ITC Limited

37 Jawaharlal Nehru Road

Kolkata 700 071

Phone +91 332886426



Dear Sir,

Sub: Issue of Duplicate Share Certificates for 8580 ordinary shares

Ref: Folio 21/04335 Certificate No. 192567 distinctive Nos 3918289139 to 3918297718

Your email dated 21 Feb 2019 – copy enclosed.

As required by you in the above email we are enclosing the following documents for your reference and necessary action to issue the duplicate share certificates for the 8580 ordinary shares held in our names.

1. Affidavit in the format enclosed duly sworn before Notary Public.
2. Indemnity Bond Signed by us and duly witnessed and signature attested by the Bank Manager.
3. Counter Guarantee in the format enclosed in your mail, from two persons of professional repute with self-attested copies of their ID and address proof.

As mentioned in your clarification email (Copy enclosed), I am sending the copy of the "attestation of signature document" as I have sent original recently to you during the course of dematerialising the balance 17160 ordinary shares on 5th of March 2019. The self-attested copies of pan cards and Aadhar cards and cancelled cheque are enclosed.

Kindly take necessary action to issue the duplicate certificates and oblige.

Kindly clarify whether you will be sending the physical duplicate certificates or send the shares to the demat account already linked to our folio.

Thanking you

Yours faithfully

M. Valliammai

A. Muthu

(M Valliammai)

(A Muthu)