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

Enduring Value

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	SHAILENDRA NATH BANERJEE	000232261	0008058222811	0008058222840	0000000000030
02/18443	ARJUN BHARGAVA	000156697	0003836007438	0003836007767	0000000000330
02/18443	ARJUN BHARGAVA	000232962	0008060841610	0008060841774	0000000000165
02/22972	ALKA BHARGAVA	000157048	0003837390383	0003837390532	0000000000150
02/22972	ALKA BHARGAVA	000233177	0008061365955	0008061366029	0000000000075
11/41932	KARANKI KANAKADURGA	000245438	0008083756855	0008083756899	0000000000045
13/42597	MOHAN	000249177	0008090076599	0008090076643	0000000000045
13/42601	MOHAN	000249179	0008090076659	0008090076703	0000000000045
14/25937	ANANDHI NAIG	000136397	0000003159721	0000003160720	0000000001000
14/25937	ANANDHI NAIG	000136398	0002505004481	0002505004980	0000000000500
16/36888	DHUN DOLIBA PITHAWALLA	000219293	0007967371976	0007967371977	0000000000002
16/36888	DHUN DOLIBA PITHAWALLA	000253732	0008097025910	0008097025910	0000000000001
21/04335	M VALLIAMMAI	000192567	0003918289139	0003918297718	0000000008580

ITC Limited ★ 37, J.L. Nehru Road, Kolkata-71 ★
ITC Limited

To,
Investor Service Centre
I T C Limited
37, J L Nehru Road
Kolkata – 700 071

9 0 1 9 5

dt. 11th March 2019

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

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.

INVESTOR SERVICE CENTRE
ITC Limited
37, J. L. Nehru Road, Kolkata - 71
25 MAR 2019
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Thanks,

Rgds,

Sanjay Banerjee
11/03/2019
(SANJAY BANERJEE)

Cell: 8697053155 / 9830034094 / 9433869117 **E-mail: sanjay-banerjee@mail.com**

INVESTOR SERVICE CENTRE
ITC Limited
37, J. L. Nehru Road, Kolkata - 71
25 MAR 2019
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To: Investor Service Center
ITC Limited
37, Jawaharlal Nehru Road
Kolkata – 700 001

90275 90278

[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 25^{th} 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

i. Acknowledged police complaint with the details of the shares certificates as given by you in the mail referred to above

ii. Executed affidavit in the format prescribed

iii. 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 29^{th} 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 ~~11~~th Feb 2019

9

To
Investor Service Centre
ITC
Kolkata - 700071

90285

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 Adhar 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 bonus 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
19-3-19

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

INVESTOR SERVICE CENTRE
ITC Limited
37, J. L. Nehru Road, Kolkata - 71
25 MAR 2019
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From
Anandhi Naig
(Anandhi P Naig)
and
T.K.P. Naig,
30 T, Raut Lane
Naig House,
Opp. ISKCON Temple
Vile Parle West,
Juhu,
Mumbai 400049

To
Investor Service Centre
M/s ITC Ltd,
37, J.L. Nehru Road,
Kolkata - 700071.

15.3.2019

Dear Sir,

90281

Sub:- Loss of Shares - A/c # 14/25937

Ref:- Your email of date.

We thank you for your kind email of date.

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

INVESTOR SERVICES
ITC Limited
37, J.L. Nehru Road, Kolkata - 71
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Details of Share Certificates
A/c # 14/25937

Certificate No	Certificate Date	# of Shares	Distinctive Numbers
136397	10.2.2006	1000	3159721 - ~~316072~~ 316072
136398	10.2.2006	500	250500481 - 250500 - 498
179206	6.8.2010	1500	388968777 - 38899 - 70276
251359	7.7.2016	1500	809289896 - 809289 - 2395

We request you kindly note the loss of the above shares held in our names and advise us necessary formalities to ~~obtain~~ observe in order to receive Duplicate Shares Certificate thereof, in a Demat form.

We are also enclosing a scanned copy of this letter.

Thanking you,

Yours faithfully,

Anandhi Naig

Anandhi P Naig

X Anandhi P Naig

X Anandhi Naig

Sd/- T.K.P. Naig

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

(H D Pithawalla)

90271

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

INVESTOR SERVICE CENTRE
ITC Limited
37, J. L. Nehru Road, Kolkata - 71
25 MAR 2019
RECEIVED
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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)