



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

1st November, 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

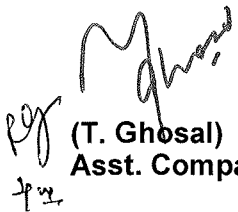
Dear Sirs,

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 11700 Ordinary Shares of ₹1/- each of the Company which have been reported lost by the Shareholders on 30th October, 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 01/11/2019
DISCREPANCY LOSS SHARES
DISCREPANCY SHARES REPORTED LOST/STOLEN/MISPLACED

LEDGER FOLIO NO	HOLDER NAME	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
14/01416	SUSHILA RAMAUTAR NATHANI	00025059	0008091538250	0008091547069	0000000008820
21/08539	RENU WADHWA	00005862	0000094365391	0000094366030	0000000000640
21/08539	RENU WADHWA	00012485	0002550615811	0002550616130	0000000000320
21/08539	RENU WADHWA	00019289	0003919007389	0003919008348	0000000000960
21/08539	RENU WADHWA	00026301	0008111233424	0008111234383	0000000000960



104939

October 19, 2019

Mr. Jayesh Agarwal,
Investor Service Center,
ITC Limited,
Kolkatta,
700071.

INVESTOR SERVICE CENTRE
ITC Limited
37, J. L. Nehru Road, Kolkata - 71
30 OCT 2019

RECEIVED
CONTENTS NOT VERIFIED

Sir

Sub: Folio number: 14/1416

As advised by you in your previous letter Ref: Isc (70435/IsC/Bon/37772) , I am sending you the following documents for duplicate copies of our share certificate (details as mentioned below):

1. Affidavit executed on Rs. 100 stamp paper and notarized.
2. Indemnity executed on Rs. 100 stamp paper, signed, witnessed and counter-signed by my bank official.
3. Counter-guarantee executed on Rs. 100 stamp paper
4. Self-attested copies of PAN & Aadhaar card of both counter-guarantors
5. Self-attested copies of PAN & Aadhaar card of myself.
6. Original canceled cheque bearing my name.
7. Original address change request that I had sent to you in January, 2019.

I request you to please send the duplicate share certificate to my new correspondence address (as my old building is undergoing reconstruction):

401, Sangeeta apts II
Sion Trombay road,
Chembur
Mumbai, Maharashtra 400071.

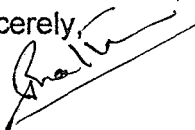
My permanent address remains:
15/397, Geetanjali, 8th, Chembur,
Mumbai, Maharashtra, 400071

Details of the share certificate:

Account Number	14/1416			
Certificate number	Date of certificate	No. of shares	Status	Distinctive nos.
250593	7/7/2016	8820	OK	8091538250 - 8091547069

Thanking you,

Sincerely,

X 

DR. SUSHILA NATHANI
Family Physician

104938

Date: 25-10-2019

To,
ITC Limited
1st Floor,
37, JL Nehru Road,
Kolkata – 700071

Kind Attention: Rupannita Ghosh

Subject: Loss of share Certificates/Change of Address A/c. No.21/08539

Dear Sir / Mam,

Please find enclosed following documents as follows:

1. Form of Request for Change of Address alongwith self-attested ID proof of both share holder.
2. Mandate Form for payment through electric mode alongwith self-attested passbook.
3. Indemnity Bond
4. Affidavit notarised and signed by advocate.
5. FIR Copy.
6. Specimen signature of Ms. Renu Wadhwa & Mr. Rakesh Wadhwa duly attested by the bank.

Thanking You.

Yours Faithfully



Authorised Signatory

