



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

26th February, 2020

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,
Mumbai 400 001

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

Dear Sirs,

Sub: Intimation regarding 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 for 15364 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 24th February, 2020 and 25th February, 2020.

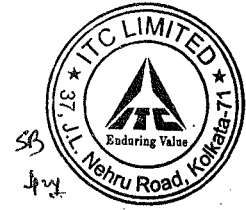
Further, copies of the letters received from the Shareholders regarding loss of the aforesaid Share Certificates are also enclosed for your reference.

Yours faithfully,


(T. K. Ghosal)
Asst. Company Secretary
Encl.: A/a

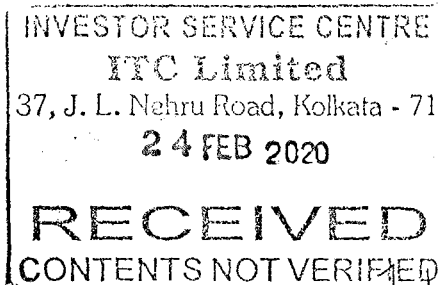
COMPANY NAME ITC LIMITED
SOURCE INVESTOR SERVICE CENTRE
LETTER REF NO ISC/LOST/EXCH/48
LETTER DATE 26/02/2020
REMARKS SHARES REPORTED LOST/STOLEN/MISPLACED

LEDGER FOLIO NO	HOLDER NAME	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
04/28454	DOROTHY D'SOUZA	000237861	0008069633208	0008069634707	0000000001500
04/31222	DOROTHY D'SOUZA	000238042	0008069984562	0008069984651	0000000000090
11/46368	HARSHA KALVANI	000217045	0007967364596	0007967364598	0000000000003
11/46368	HARSHA KALVANI	000246481	0008084656405	0008084656405	0000000000001
19/35773	MADHUMITA SADHUKHAN	000258052	0008105309931	0008105311280	0000000001350
19/35786	SUJAN KUMAR SADHUKHAN	000258053	0008105311281	0008105314340	0000000003060
19/35787	USHA MANI SADHUKHAN	000258054	0008105314341	0008105315840	0000000001500
21/04308	MADHURI VASANT VAINGANKAR	000058139	0000093641281	0000093643580	0000000002300
21/04308	MADHURI VASANT VAINGANKAR	000124363	0002550253756	0002550254905	0000000001150
13/24528	M MAHALAKSHMI	000175577	0003881372101	0003881376510	0000000004410



From: 109799

DOROTHY D'SOUZA
No. 5 Cookson Road
Richard's Town
Bangalore - 560 005



February 17, 2020

To: INVESTOR SERVICE CENTRE
ITC LIMITED
37 JAWAHARLAL NEHRU RD.
KOLKATA 700 071

04/28454 }
04/31222 }

Dear Sir/Madam:

SUB: REISSUANCE OF DUPLICATE ITC SHARE

I am requesting duplicate share certificates of ITC Ltd. In support of my request, I am enclosing the following:

1. Police Acknowledgement
2. Press Advertisement - Economic Times dated Feb. 15, 2020
3. Indemnity Notarized
4. Affidavit - Issuance of Duplicate Share Certificate

Kindly let me know via email/mail if there are any additional details required.

Note: Per my earlier request, Bank Surety waiver is kindly requested based on reasons provided in letter submitted & provision of enclosed documents attached.

Thank you

Dorothy D. D'Souza dotds0915@gmail.com

109791
Ramesh Kalvani

2, Krishna Kunj, G Road, 94 Marine Drive Mumbai 400002
Phone 9820039440 (022) 22818993 email rkalvani@gmail.com

February 21. 2020
Investors Service Centre
ITC Ltd
37, J.L.Nehru Road
KOLKATA 700071

Dear Madam/Sir,
Re: Transmission of Shares
A/C No. 11/46368

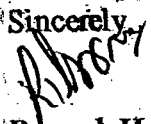
I would like to inform you that shareholder under the aforesaid folio Harsha Kalvani is expired and also the share certificates for 4 shares are not traceable at my end, being the sole legal heir of the deceased I would request you to kindly let me know the formalities for transmission and issue of duplicate share certificates.

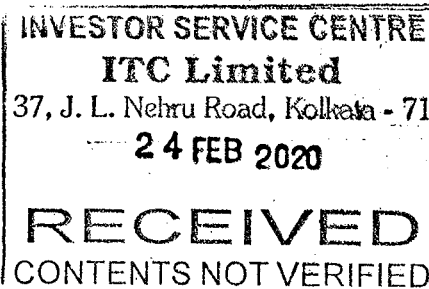
On your confirmation I shall submit the final documents.

Wishing you a very Happy New Year

Thanking you,

Sincerely,


Ramesh Harsha Kalvani



To

The Secretary
Investor Service Center.
ITC
Kolkata

109798

Date:- 4/02/2020

Dear Sir,

[Sub:-Regarding Duplicate share certificate issuance]

This is to inform you I have lost my ITC share certificate 1350 shares issued in 2016 (Bonus) under folio no. 19/35773. So that I send Email to Investor service center for issuance of duplicate certificate.

As per mail I have to submit bank guarantee along with other document. I have already arranged other document but unable arrange bank guarantee.

We have already approach to Axis bank where we have Demat account.

Axis bank informed to issue Bank grantee they need Physical letter from company to addressed us regarding to issue duplicate certificate Bank Guarantee require also we need to book FD of equivalent amount of lost equity value which is not possible for us to open FD of that much amount.

Moreover we did not found any SEBI guideline that to issue a duplicate share BANK Guarantee is mandatory .

So if you require Bank Guarantee as mandate please share relevant SEBI Guideline as well Send us physical letter for requirement of Bank guarantee to issue duplicate share certificate.

Thanking You,

Madhumita Sadhukhan.

Madhumita Sadhukhan



To

The Secretary
Investor Service Center.
ITC
Kolkata

Date:- 4/02/2020

109796
Dear Sir,

[Sub:-Regarding Duplicate share certificate issuance]

This is to inform you I have lost my ITC share certificate 3060 shares issued in 2016 (Bonus) under folio no. 19/35786. So that I send Email to Investor service center for issuance of duplicate certificate.

As per mail I have to submit bank guarantee along with other document. I have already arranged other document but unable arrange bank guarantee.

We have already approach to Axis bank where we have Demat account.

Axis bank informed to issue Bank grantee they need Physical letter from company to addressed us regarding to issue duplicate certificate Bank Guarantee require also we need to book FD of equivalent amount of lost equity value which is not possible for us to open FD of that much amount.

Moreover we did not found any SEBI guideline that to issue a duplicate share BANK Guarantee is mandatory.

So if you require Bank Guarantee as mandate please share relevant SEBI Guideline as well Send us physical letter for requirement of Bank guarantee to issue duplicate share certificate.

Thanking You,

Sujan Kumar Sadhukhan

Sujan Kumar Sadhukhan



To

Date:- 4/2/2020

The Secretary
Investor Service Center.
ITC
Kolkata

109797

Dear Sir,

[Sub:-Regarding Duplicate share certificate issuance]

This is to inform you I have lost my ITC share certificate 1500 shares issued in 2016 (Bonus) under folio no. 19/35787. So that I send Email to Investor service center for issuance of duplicate certificate.

As per mail I have to submit bank guarantee along with other document. I have already arranged other document but unable arrange bank guarantee.

We have already approach to Axis bank where we have Demat account.

Axis bank informed to issue Bank grantee they need Physical letter from company to addressed us regarding to issue duplicate certificate Bank Guarantee require also we need to book FD of equivalent amount of lost equity value which is not possible for us to open FD of that much amount.

Moreover we did not found any SEBI guideline that to issue a duplicate share BANK Guarantee is mandatory.

So if you require Bank Guarantee as mandate please share relevant SEBI Guideline as well Send us physical letter for requirement of Bank guarantee to issue duplicate share certificate.

Thanking You,

उषा मणि साधुखान

Usha Moni Sadhukhan



109810

From,

Dt: 17/02/2020

Amol Vasant Vaingankar
701, Mantri Sujata,
Saraswati Road, Saraswat Colony,
Santacruz (W), Mumbai – 400054.

To,

Ms. Rupannita Ghosh
Investor Service Centre
ITC Limited
Virginia House, 37, Jawaharlal Nehru Road,
Kolkata – 700071. West Bengal

**SUB: Procedure for Transmission cum Duplicate Share Certificate of my mother
Late Madhuri Vasant Vaingankar's above shares into my single name vide
folio no. 21/04308**

Dear Sir,

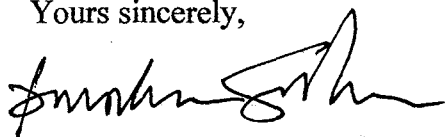
Please be informed that my mother **Late Madhuri Vasant Vaingankar** expired on **30/12/2017** and she was holding the above shares in her single name without nomination. Also my father **Late Vasant Vinayak Vaingankar** expired on **23/02/2009**. I am the Legal Heir and also applicant for her above shares and kindly request you to send me the formats for transmission for the same.

Also note that the original Bonus Share Certificate (no.192564) for 3450 shares is in my possession but the original 6900 shares have been lost/misplaced. Since our old building (the address of which registered with the Company) had gone for re-development in the year 2012 and during shifting of our residence at that time (i.e. 01/06/2012) I had lost the Original Share Certificates of 6900 shares. So I kindly request you to send me the procedure and formats for Transmission cum Duplicate Share Certificate for the above shares.

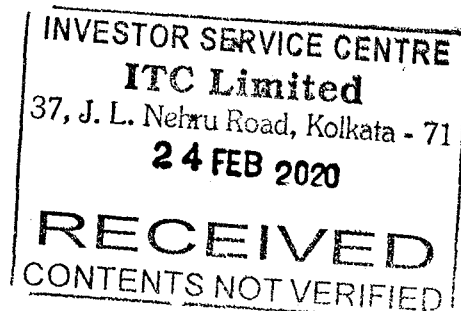
Also please give me the details like certificate nos. and distinctive nos. for 6900 shares that have been lost/misplaced so that I can register FIR and also fill the details in your formats also. Please do the needful at the earliest so that I can start the procedure as soon as possible.

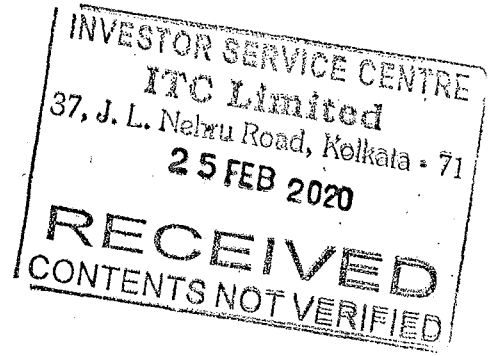
Thanking you,

Yours sincerely,



(Amol Vasant Vaingankar)





25th February 2020

M. Mahalakshmi
19, " Mahalakshmi"
Raja Street,
T. Nagar, Chennai - 600017

ITC Limited,
"Virginia House"
#37, Jawaharlal Nehru Street,
Kolkata,
West Bengal- 700071.

Sir/Madam,

Sub :Request for share details and Duplicate share certificate procedures
Ref : Folio No: 13/24528

Dear Sir,

I am the holder of shares under Folio no: 13/24528 of ITC Limited and require the procedures to apply the duplicate share certificates. Following are the details.

Number of Folio	1 (One)
Name of Share Holder	M Mahalakshmi

Share certificates under my possession

Name in Share Certificate	Folio No.	Certi No	Dist No From	Dist No To	Qty	Face Value
M Mahalakshmi	13/24528	133641	56073791	56075260	1470	Rs.1/-
		133643	2531466046	2531466780	735	Rs.1/-
		248349	8088505376	8088509785	4410	Rs.1/-

I am enclosing herewith the following documents

- 1) Copy of my PAN card self attested
- 2) Copy of my Aadhar card self attested
- 3) Copy of share certificate which is available with me.

H. Mahalakshmi

I do not have the following information of the above said shares

- 1) Split shares if any
- 2) Bonus Shares if any
- 3) Any other Corporate Actions pertaining to the shares mentioned above including unclaimed dividend, transfer to IEPF etc.

Please provide me with a complete set of information and forms to update my current signature, Bank Details, Nomination to proceed further.

Kindly reply at the earliest under copy to the mail ID tn0417001@gmail.com

Thanking you,

Yours Truly,

M. Mahalakshmi

M. Mahalakshmi

Encl : As above.