



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

22<sup>nd</sup> July, 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 30180 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 21<sup>st</sup> July, 2020.

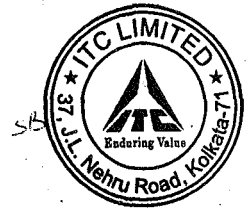
Further, copies of the letters received from the Shareholders regarding loss of the aforesaid Share Certificates are also enclosed for your reference.

Yours faithfully,

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

LIST OF SHARE CERTIFICATES REPORTED LOST

| LEDGER FOLIO NO | CERTNO    | DISTNO FROM   | DISTNO TO     | NO. OF SHARES |
|-----------------|-----------|---------------|---------------|---------------|
| 02/39191        | 000141454 | 0000005187971 | 0000005188970 | 0000000001000 |
| 02/39191        | 000141455 | 0000005185971 | 0000005186970 | 0000000001000 |
| 02/39191        | 000141456 | 0000005186971 | 0000005187970 | 0000000001000 |
| 11/39039        | 000245180 | 0008083483303 | 0008083484802 | 0000000001500 |
| 14/04222        | 000036773 | 0000062285281 | 0000062285920 | 0000000000640 |
| 14/04222        | 000102986 | 0002534571821 | 0002534572140 | 0000000000320 |
| 14/04222        | 000178300 | 0003888204402 | 0003888205361 | 0000000000960 |
| 19/12962        | 000048664 | 0000083195451 | 0000083196090 | 0000000000640 |
| 19/12962        | 000114883 | 0002545028731 | 0002545029050 | 0000000000320 |
| 19/12962        | 000186199 | 0003907698178 | 0003907699137 | 0000000000960 |
| 19/61763        | 000259654 | 0008106901802 | 0008106902341 | 0000000000540 |
| 20/03993        | 000191572 | 0003915283375 | 0003915284814 | 0000000001440 |
| 20/03993        | 000261915 | 0008108646351 | 0008108647790 | 0000000001440 |
| 20/03994        | 000261916 | 0008108647791 | 0008108651030 | 0000000003240 |
| 04/02938        | 000011461 | 0000020774111 | 0000020784030 | 0000000009920 |
| 04/02938        | 000077670 | 0002513815126 | 0002513820085 | 0000000004960 |
| 13/21753        | 000032526 | 0000055566851 | 0000055566950 | 0000000000100 |
| 13/21753        | 000098738 | 0002531212576 | 0002531212625 | 0000000000050 |
| 13/21752        | 000032525 | 0000055566751 | 0000055566850 | 0000000000100 |
| 13/21752        | 000098737 | 0002531212526 | 0002531212575 | 0000000000050 |



TO,

INVESTOR SERVICE,

ITC LIMITED

112087

DATE: 06th JULY 2020

SUB: APPLICATION FOR RE-ISSUE OF LOST CERTIFICATES

SIR,

I HAVE LOST MY ORIGINAL CERTIFICATES FOR 3000 SHORES (FOLIO NO. 02/39191) IN THE NAME OF KAVITA BUDHIA (FIRST HOLDER) AND VIJAY BUDHIA (SECOND HOLDER).

KINDLY TELL ME THE PROCEDURE TO REISSUE THEM

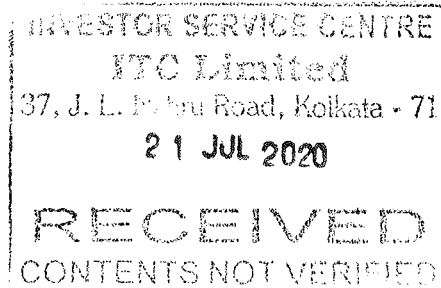
THANKYOU

*Kavita Budhia*

KAVITA BUDHIA

*Vijay Budhia*  
06/07/2020

VIJAY BUDHIA



From: Salma Kareem,

HNo, 94, K.H.B. Colony Aravind Nagar,

HUBLI-580024 Karnataka

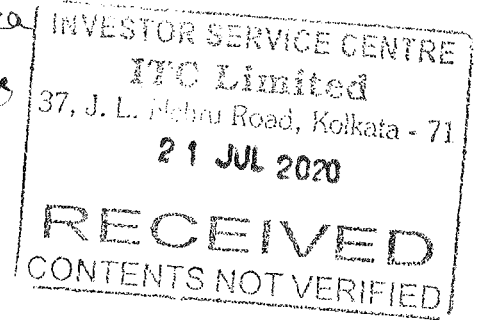
To:

ITC Ltd,

Shares Dept

- Mumbai -

112090



Respected Sir

Subject - Lost of original Share certificate Under  
vide folio - 11/39039 No. of Shares - 1500  
Bonus Shares.

With reference to above Subject, I have fifteen hundred (1500) of ITC Ltd against issued by the company, for the bonus Shares. But these Shares are lost from my end. But I want to get these Shares, by issuing duplicate Shares Certificate from the Company.

But I want to know the these Share Certificate distinctive numbers, for complaining to police Station & further to get duplicate Share Certificate from the company.

So I kindly request to you, please provide distinctive numbers of the fifteen hundred Share Certificate

I will provide necessary documents for the same after receiving your reply

I will be to greatful if you reply for the same

I hope a favourable reply for the same.

Thanking you.

Salma Kareem.

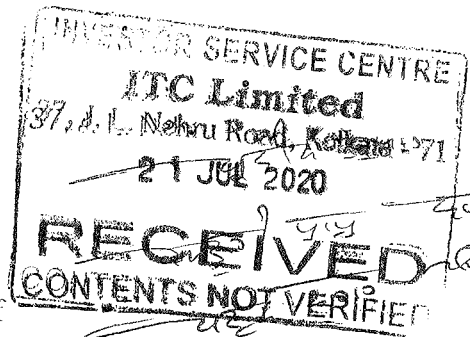
Yours faithfully

Place - HUBLI

Date - 09/06/2020,



SPECIAL ADHESIVE

190  
10-6-2020

In the matter of issuance of  
duplicate Share Certificate (s)  
of ITC Limited

I/We the following:

1. PARVEEN KUMAR NANDA SON OF Mr.KASTURI LAL  
NANDA residing at S/O KASTURI LAL NANDA, 13, GALI NO.2, PAWAN NAGAR,  
BATALA ROAD, AMRITSAR.

Hereby state upon oath as follows :

I was/We were claimant(s) of 1920 Ordinary shares bearing distinctive numbers (as listed below) in  
ITC Limited ("the said shares") in the capacity of being legal heir to the estate of late UMA DEVI  
NANDA..

The below mentioned Certificate(s) for the said shares was/were lost/stolen and are beyond recovery  
and they are not in my/our possession.

I/We have not sold, mortgaged, hypothecated or pledged or otherwise disposed off the said shares or  
any of them to any person, bank or other party and I/we have/have not executed any instrument of  
transfer for the said shares in favour of any person(s) since the date of my/our acquisition and I  
am/We are still the sole and absolute owner(s) of the said shares.

I / We solemnly affirm and state that the facts mentioned above are true and correct and that nothing  
material has been concealed.

Deponent(s)

1. Name:

Parveen Kumar Nanda

Solemnly declared and affirmed

Signature:

P.K. Nanda

at.....

on identification at .....am/pm  
before me.

2. Name:

N - A

Signature:

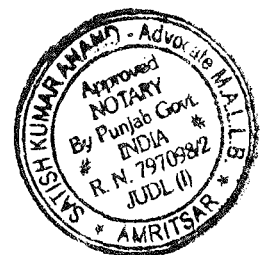
N - A

3. Name:

(Signature and Seal of the Notary  
with date)

Signature:

Identified by me



Dr. Pardeep Singh Kumar Nanda  
(Signature of the Advocate)

P. K. N

Details of share certificate(s) :

| Folio No. | Share Cert No. | Dist. Nos From | Dist. Nos. To | No. of Shares |
|-----------|----------------|----------------|---------------|---------------|
| 14/04222  | 36733          | 62285281       | 62285920      | 640           |
| 14/04222  | 102986         | 2534571821     | 2534572140    | 320           |
| 14/04222  | 178300         | 3888204402     | 3888205361    | 960           |

112089

Date: 22.06.2020

The Company Secretary

ITC Limited

37 J L Nehru Road,

Kolkata- 700071



Dear Sir/Madam,

**Subject: Lost of Shares Vide Folio No. 19/12962 of ITC LTD in the Name of Achhru Ram Singla and Change of my Address.**

I Achhru Ram Singla S/o Joti Ram Singla, r/o C-3/407, Janakpuri, New Delhi -110058, is a registered Share Holder of ITC LTD Vide folio no. 19/12962 and want to inform you that i have lost my share certificates during the shifting of my residence.

So you are requested to my new address C-3/407, Janakpuri, New Delhi -110058, against the old address - C 5A/205, Janakpuri, New Delhi - 110058, in your record for future correspondences and please let me send the procedure to issue me duplicate share certificates. Please also let me know the share certificate numbers with their distinctive numbers and exact number of Shares to make a police complaint for the lost of share certificates.

Thanking you and hoping for your early response.

Yours truly

A handwritten signature in black ink, appearing to be "Achhru Ram Singla".

Achhru Ram Singla

C 3A/407, Janakpuri

New Delhi- 110058

Email Id : kr.ganesh1784@gmail.com

Enclosures:

1. Photo Copy and Self Attested of my PAN Card
2. Photo Copy and Self Attested of my Address Proof (Aadhar Card)

112088

## ANITA SHARMA

K-65, South City - 1, Gurgaon - 122 001, Haryana

Mobile : 98116 28282

E-mail ID : [anitashams@gmail.com](mailto:anitashams@gmail.com)

Dated July 16, 2020

### Investor Service Centre

1<sup>st</sup> Floor

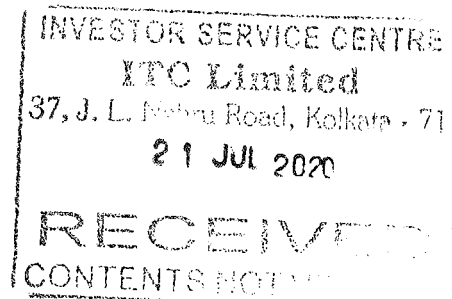
ITC Limited

37, J L Nehru Road

Kolkata - 700 071

Sub : FOLIO NO. 19/61763

Kind Attn : Ms. Rupannita Ghosh



Dear Sirs,

I am holding equity shares of ITC Ltd under Folio No. 19/61763.

For purpose of getting the shares dematerialized I was collecting the share certificates available with me in physical form, when I observed that I have either not received or, possibly, misplaced the share certificate for bonus shares allotted @ 1:2 in 2016. I am currently only in possession of following share certificates of ITC Ltd in physical form totaling to 1080 shares.

| Share Certificate No. | Distinctive Nos.        | No of Shares | Allotment Year |
|-----------------------|-------------------------|--------------|----------------|
| 54581                 | 89167111 - 89167470     | 360          | 2005           |
| 120801                | 2548015521 - 2548015700 | 180          | 2005           |
| 189965                | 3913087243 - 3913087782 | 540          | 2010           |

I request you to let me have the share certificate for the bonus shares issued in 2016, either in original or duplicate as applicable. For this purpose, I am submitting this application along with self-attested copy of my Aadhar Card. Trust you shall find the same in order.

Please do also check and let me know if any dividend distributed in the meantime stands uncollected by me.

Thanking you,

Yours truly,

Anita Sharma

Also, copy of my Passport  
is being enclosed.

Encl : as above

CS Ashok Tyagi

E-130, Greater Kailash - 1,

New Delhi - 110048.

Mobile- 9810070575

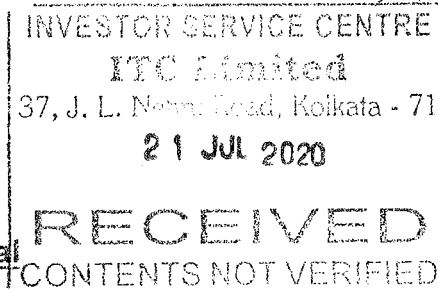
atyagi53.shares@gmail.com

112080

June 26, 2020

To,

Investor Service Centre  
ITC Limited  
37 J.L. Nehru Road,  
Kolkata-700071



Kind Attention: Mr. Jayesh Agarwal

**Subject: Transmission of Equity Shares- Rameshwar Dayal Tyagi holding 9720 Equity shares**

Ref: TRM/5287 (110426/DOC/TRM/51318)

A/c No.: 20/3994

Dear Sir,

This is with reference to your letter No. TRM/5287 (110426/DOC/TRM/51318) dated March 17, 2020 as required please find enclosed herewith the following:

1. Revised Transmission Form with complete Share Certificate details filled in.(Annexure A)
2. Affidavits on Rs. 10/- Non Judicial Stamp paper from all the legal heirs.(Annexure B1-B3)
3. Bank Mandates of all the legal heirs (Annexure C1-C3) - *original given with other letter*

As the Original Share Certificate for 3240 issued in 2016 (Bonus) were not received by us and hence not traceable, we are also enclosing herewith the following for issue of Duplicate Share Certificates:

4. Copy of FIR lodged with the details of Share Certificates. (Annexure D)
5. Affidavit for issue of Duplicate Share Certificates .(Annexure E)
6. Indemnity Bond for issue of Duplicate Shares.(Annexure F)

For the purpose of transmission of the above mentioned shares, we once again reiterate as hereunder:

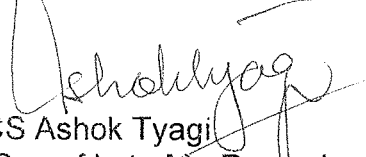
"The new share certificates be issued, in the name of all the three legal heirs individually/separately as per the attached Transmission Form, in terms of para 1 on page 18 of the Succession Certificate, which reads as under:

*"It is hereby ordered that a common succession certificate be issued in favour of three petitioners with equal entitlement/ share. In case of nay fraction/fragment (less than one) in distribution as aforesaid, last unit thereof may be credited to the account of petitioner no. 1. Yogeshwar Kumar Tyagi."*

In the view of the above, you are requested to issue Share Certificate in the following manner at the earliest and send at the above address.

| <b>Name of the Legal Heir</b> | <b>No. of Shares</b> |
|-------------------------------|----------------------|
| Yogeshwar Kumar Tyagi         | 3240                 |
| Ashok Tyagi                   | 3240                 |
| Vinod Tyagi                   | 3240                 |

Thanking you,  
Yours faithfully

  
CS Ashok Tyagi  
(Son of Late Mr. Rameshwar Dayal Tyagi)

Encl as above:

From :

Dt : 11/06/2020

PRABHAKAR DE,

House no. – 11,

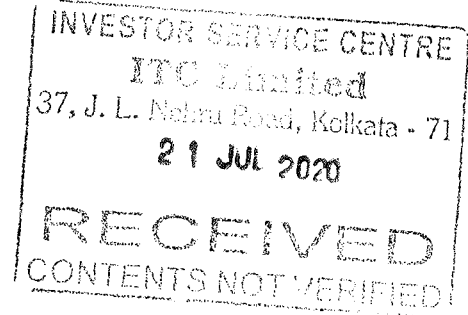
LakheswarBaruah Path,

New Guwahati,

P.O – Noonmati, Guwahati – 781020

E-Mail : [prabhakarde@gmail.com](mailto:prabhakarde@gmail.com), Mobile no : 9864078628

To,  
The Head,  
Investor Service Centre,  
ITC Ltd. , Virginia House,  
37, J.L.Nehru Road,  
Kolkata – 700 037



**SUB : TRANSMISSION AND LOSS OF SHARES A/C NO. 04/2938 TRM/1108**

Dear Sir/Madam,

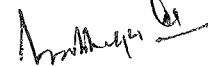
This is in response to your E-mail dt.13<sup>th</sup> March 2020.

Regarding the original share certificates for 14880 shares issued in 2005 (Stock Split and Bonus) under folio number 04/02938, I am to inform you that the same has been lost/could not trace. I had filed FIR at our respective police station regarding loss of the said Share Certificates but they even could not trace it out. Copy of the FIR and the Police report duly attested is enclosed herewith.

I am also enclosing herewith the affidavit and the Indemnity Bond as per your format.

Thanking you.

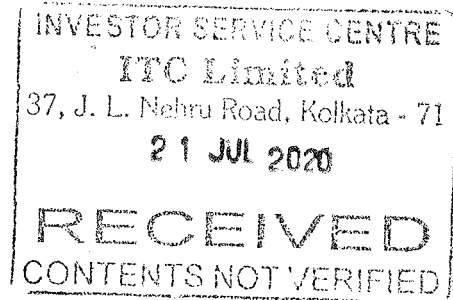
Yours faithfully

  
( Prabhakar De)

Enclosed :

- 1) FIR copy
- 2) Police Report
- 3) Affidavit
- 4) Indemnity Bond

112079



To  
The Investor Service Centre  
ITC Limited,  
37, J.L. Nehru Road,  
Kolkata- 700071

Your Email reference No: TRM/5230-5231 dated 05.06.2020 A/C No. 13/21752 & 13/21753.

Dear Madam,

With reference to above reference , Please find enclosed herewith the following documents for your kind consideration.

01. FIR / acknowledged police complaint.
02. Affidavit
03. Indemnity Bond

Kindly acknowledge the receipt and do the needful at your earliest.

Thanking You,

Yours faithfully,

*Sabita Mukherjee*

Sabita Mukherjee  
15.07.2020