



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

10th February, 2021

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 435 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 8th February, 2021 and 9th February, 2021.

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

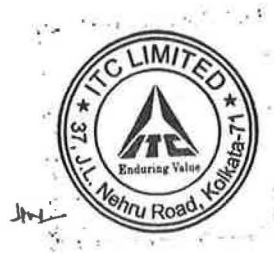
Yours faithfully,

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

LIST OF SHARE CERTIFICATES REPORTED LOST

LEDGER FOLIO NO	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
02/05686	000232412	00008059360639	0008059360713	0000000000075
04/35801	000239305	00008071009408	0008071009767	0000000000360

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The Investor Service Centre
ITC Ltd.
37, J L Nehru Road
Kolkata 700071

127072

Dated 03.02.2021

Sir

Issuance of Duplicate Share Certificate for 360 shares (Bonus-2016)
Account No. 04/35801

With reference to your letter Ref. Isc(102463/lsc/Bon/53984) dated 30.09.2019 (photocopy enclosed for your ready reference), I send herewith the following documents for the issuance of duplicate share certificate for 360 shares allotted to me towards 2016 (bonus) :

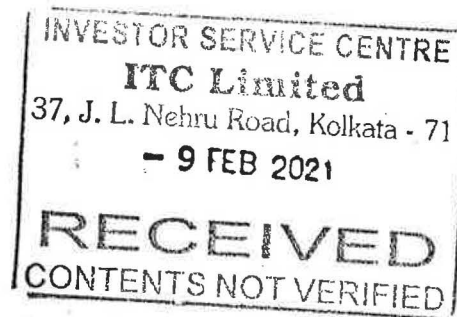
- i) Affidavit duly executed on Rs.10/- N J Stamp paper sworn before Notary Public
- ii) Indemnity Bond duly executed on Rs.50/- N J Stamp paper and attested by Bank (Bank of Baroda)
- iii) Counter guarantee on Rs.50/- N J Stamp paper from two persons of professional repute together with attested copies of their PAN Card and Aadhar Card / ~~Passport~~
- iv) My specimen signature duly attested by the bank (Bank of Baroda) on bank's letterhead
- v) Original cancelled cheque leaf bearing my name
- vi) Self attested copy of my Aadhar card
- vii) Self attested copy of my PAN Card
- viii) Mandate Form (for payment through electronic mode)

2. Please arrange to despatch duplicate share certificate for 360 shares at an early date.

3. I have not yet received dividend in respect of 720 shares (360+ 360 bonus) for the year ending 31.03.2020. Please arrange to send the same to me or pay the amount in my account no. 77390100004978 with Bank of Baroda, Indrapuram Ghaziabad (IFSC Code BARB0VJGHIN, MICR Code:110012332) through electronic mode.

Yours faithfully,

Sushma Devi
(Sushma Devi)
43, Mandakini Vihar
Near J V Jain College
Saharanpur (UP) 247001



126919

20/03/2020

To,
Investor Service Centre
ITC Limited
Kolkata

Date, Sub: New Receipt of Shares and Dividend
Ref: folio No. 0215686

Further to my letter dated 16/03/2020, I am enclosing herewith following documents :-

- ① PAN (ADLPB3623U) and Aadhar (980162126934) self attested.
- ② Form of Request for change of address duly filled-in and signed by.
- ③ MANDATE form duly signed & verified by the Bank (HDFC Bank Limited)
- ④ Signature attested by the Bank - HDFC Bank Limited on their letter head.
- ⑤ Cancelled Cheque (Bearing no. 000156) of HDFC Bank Limited, Railway Road, Kankarhat - 136119 - Harpana.

Please acknowledge receipt of the above documents and request you to do the needful.

Thanking you,

Yours sincerely

K. K. Bhattacharya

20/03/2020
K. K. BHATTACHARYA

