



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**

6<sup>th</sup> August, 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 22921 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 4<sup>th</sup> August, 2021 and 5<sup>th</sup> August, 2021.

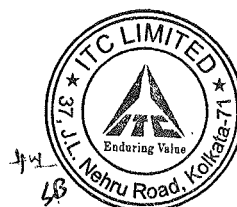
Further, copies of the letters received from the Shareholders regarding loss of the aforesaid Share Certificates are also enclosed for your reference.

Yours faithfully,

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

COMPANY NAME ITC LIMITED  
SOURCE INVESTOR SERVICE CENTRE  
LETTER REF NO ISC/LOST/EXCH/48  
LETTER DATE 06/08/2021  
REMARKS SHARES REPORTED LOST/STOLEN/MISPLACED

LEDGER FOLIO NO	HOLDER NAME	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
04/17739	SANKARI DATTA	000012892	0000023646351	0000023648550	0000000002200
04/17739	SANKARI DATTA	000079101	0002515251246	0002515252345	0000000001100
04/17739	SANKARI DATTA	000162167	0003849429144	0003849432443	0000000003300
04/17739	SANKARI DATTA	000237414	0008068786404	0008068789703	0000000003300
11/44454	PAVEET KOTHARI	000028969	0000048219761	0000048219880	0000000001200
11/44454	PAVEET KOTHARI	000095181	0002527539031	0002527539090	0000000000060
11/44454	PAVEET KOTHARI	000172976	0003873839962	0003873840141	0000000000180
11/44454	PAVEET KOTHARI	000245975	0008083951513	0008083951692	0000000000180
12/00743	LOKA LALITHA	000173511	0003875139082	0003875139831	0000000000750
16/35963	SHAILESH LAKHAMSHI PATEL	000141085	0000070044911	0000070045910	0000000001000
16/35963	SHAILESH LAKHAMSHI PATEL	000141086	0002538452001	0002538452500	0000000000500
16/35963	SHAILESH LAKHAMSHI PATEL	000182234	0003896390556	0003896392055	0000000001500
19/67675	ROHITKUMAR CHIMANLAL SHAH	000222505	0007967384573	0007967384633	0000000000061
19/67675	ROHITKUMAR CHIMANLAL SHAH	000261636	0008107840725	0008107840754	0000000000030
21/26744	HANSA HEMANT ZAVERY	000268232	0000022795991	0000022797910	0000000001920
21/26744	HANSA HEMANT ZAVERY	000268233	0002514826066	0002514827025	0000000000960
21/26744	HANSA HEMANT ZAVERY	000268234	0003848569784	0003848572663	0000000002880
21/26744	HANSA HEMANT ZAVERY	000268235	0008068412409	0008068415288	0000000002880



1cc DUP

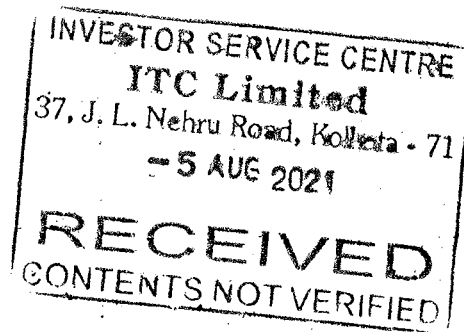
DATE: 15<sup>th</sup> JUNE, 2021

ROHITKUMAR CHIMANLAL SHAH  
53, LAVANYA SOCIETY,  
DHUMKETU MARG,  
NR. JIVRAJ MEHTA HOSPITAL,  
VASNA  
AHMEDABAD-380 007.

141807

MO! NO! 9376744638

Virginia House;  
UNIT : ITC LTD  
37 Jawaharlal Nehru Road,  
Kolkata,  
West Bengal 700071



Dear Sir,

UNIT : ITC LTD. FOLIO NO. : 19/67675

SUBJECT : 1. Updation/ Change of Address

- 2. Updation of bank details
- 3. ISSUE OF DUPLICATE SHARE CERTIFICATE

I am the registered Equity Share Holder of ITC LTD under the folio number 19/67675 and having 91 shares of Face Value of Rs 1/- each, My Original Share Certificate not traceable/ lost/ misplaced

So, Kindly let me know the Procedure to get Duplicate Share Certificate and please let me know the Share Certificate Number AND Distinctive Number; So I can do the procedure to issue of Duplicate Share Certificate

Moreover I had changed my residence Address as below mentioned, Kindly change my Address in your record as well

OLD ADDRESS TO BE CANCELLED	NEW ADDRESS TO BE REGISTERED IN YOUR RECORD
<p>AANAND SAURASHTRA SOCIETY, NEAR WATER TANK, FATEHPURA, AHMEDABAD 380007</p>	<p>53, LAVANYA SOCIETY, DHUMKETU MARG, NR. JIVRAJ MEHTA HOSPITAL AHMEDABAD 380007</p>

(P) Kestah

PLEASE UPDATE MY BANK DETAILS

BANK NAME	HDFC BANK
ACCOUNT NUMBER	16801930001607
BANK BRANCH AND ADDRESS	VASNA, AHMEDABAD 380007
IFSC CODE	HDFC0001680
MICR CODE	000254

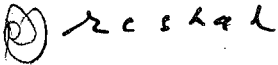
Please do the needful at your earliest

Thanking you in anticipation

ENCL :

1. PLEASE FIND ATTACHED COPY OF MY PAN CARD
2. NEW ADDRESS PROOF COPY
3. ORIGINAL CANCELLED CHEQUE LEAF

Yours Faithfully,



ROHITKUMAR CHIMANLAL SHAH

FROM: PARTHA PRATIM DATTA  
(shareholder)

Cell Phone Number: +91 9830167255

Email ID: parthadatta1995@gmail.com

Date: 04/05/2021

Subject: Address Change and Transmission of Shares of Folio No. 04/17739

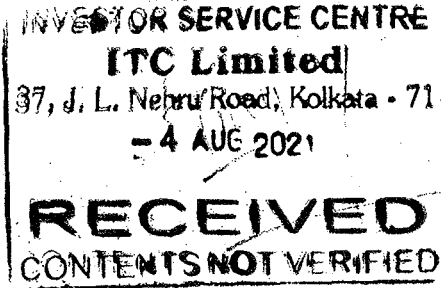
To

INVESTOR SERVICE CENTRE

ITC LIMITED

37, J.L. NEHRU ROAD,

KOLKATA 700071, INDIA



ED Hello Sir/Madam,

This is to inform you that I, myself **PARTHA PRATIM DATTA**, do hold some shares of ITC Ltd. The folio number as mentioned in the share certificate is: 04/17739.

These are the following points I need to inform you about, as mentioned below:

• Firstly,

It has been over 2 years; I have relocated to my new home-address. Please do kindly help me with procedure to change the registered address of these shares at my new home address as mentioned below:

AA-6, Rajarhat Road, Taltala, 1<sup>st</sup> Floor, Sibani Apartment and Kolkata: 700059  
Pin code: 700059.

I have already sent photocopy of my Adhaar card here with this mail as a proof of my present home address.

• Secondly,

Due to change of my home-address before, I have lost all of my share-certificates. Please kindly note that I do hold these shares in joint with my beloved mother, Late Mrs. Sankari Datta with me being the second name as shareholder here. She has passed away on 2<sup>nd</sup> Jan, 2021.

These are some details for share certificates I had kept record:

Certificate No.	No. of Shares
12892	2200
79101	1100
162167	3300
237414	3300

Please do kindly help me to issue duplicates of all lost share certificates.

I have already sent photocopy of FIR lodged for the loss of certificates.

rdly,

My registered bank account details as mentioned here below:

**DETAILS:**

**CANARA BANK (BAGUIATI BRANCH)  
SAVINGS A/C NO—97712200025699**

**IFSC CODE—CNRB0019771**

- **Lastly & most importantly,**  
As I do hold these shares in joint with my beloved mother, **Late Mrs. Sankari Datta**, regarding this, I kindly request you to help me in transferring these shares to my name & do kindly guide me with required steps and procedure which I need to follow in order to do so. Please note that I have already sent **original death certificate** of my beloved mother by speed post at your address.  
**Previous Speed Post No. for reference: EW021896849IN** on Date: 10<sup>th</sup> MAR, 2021.

**These are the following documents I have hereby attached with this mail:**

- ✓ **Duly Notarized Indemnity Bond.**
- ✓ **Duly Notarized Affidavit.**
- ✓ **Letter for Specimen Signature verification from Bank Manager**
- ✓ **Photocopy of Cancelled Cheque of my registered bank account**
- ✓ **EMAIL Updation Form.**
- ✓ **Mandate Form**
- ✓ **Self-attested Covering Letter**

I hope you have gone through this mail and have understood the situation properly and in these regard, this is my earnest request to you, please help me in this matter ASAP & kindly, do let me know of any kind of information, details or documents if you need.

***Please do kindly note that , please revert me back of any information if you need from my end at this address: AA-6, RAJARHAT ROAD, TALTALA, 1<sup>st</sup> Floor, SIBAMI APARTMENT & KOLKATA-700059, Pin code: 700059 or my email-id as mentioned [parthadatta1995@gmail.com](mailto:parthadatta1995@gmail.com) .***

*Thanks & Regards,*

PARTHA PRATIM DATTA,

Cell-Phone No: **+91 9830167255**

SHAREHOLDER of *ITC Limited.*,

Email ID: [parthadatta1995@gmail.com](mailto:parthadatta1995@gmail.com)

Signature:



141813

HANSA HEMANT ZAVERY

401, Palai Lalitkunj, Plot no. 450 - A, Dr. Ambedkar Raod, Matunga, Mumbai 400019.

Date: - 14/07/2021

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

dup/doc

Kind Attn: - Rupannita Ghosh

Loss of physical 8640 shares of ITC Ltd

Ref: - Folio No. 04/11090

21/26744

With reference to your email reply dated 09-07-2021 in response to my email dated 08-07-2021. As required by you enclosing herewith the following: -

1. Original FIR / Police acknowledged Complaint filed with Matunga Police Station.
2. Signature Verification from Bank.
3. Self-Attested copy of Aadhar Card.
4. Self-Attested copy of PAN Card.
5. Original Cancelled Cheque leaf.
6. Affidavit duly signed & Notarized on Rs. 100/- Stamp Paper.
7. Indemnity Bond duly signed & Notarized on Rs. 100/- Stamp Paper.
8. Press Advertisement dated 10-07-2021 as appeared in Free Press Journal News Paper.

As explained to you earlier, Bank Guarantee is not possible as Bank is asking for the entire value of the shares to be deposited in the Bank for the period of 2 years. I hereby once again request you to waive the demand of Bank Guarantee & oblige.

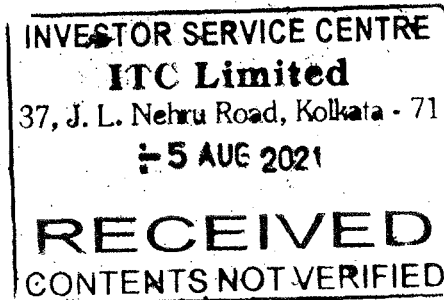
Kindly issue duplicate shares to enable me to demat the same.

Thanking you,

Truly yours,

H. H. Zavery

Hansa Hemant Zavery



141811

Shailesh Lakhamshi Patel

Vista2, 1203, The Address by Wadhwa, LBS Road, Opp.R City Mall, Ghatkopar-(W), Mumbai-400086.

Date: 16<sup>th</sup> July, 2021.

Deep/00C

To,  
ITC Limited  
37 J. L. Nehru Road,  
Kolkata 700071, India.

**Subject:** Loss of share certificate due to fire.

**Folio no.:** 16135963 for 4500 Shares.

Dear Sir,

With reference to the above folio as requested by you enclose please find details as follow.

1. PAN and Aadhar duly self-attested.
2. Notarized copy of complaint before Police Station.
3. Original complaint letter along with translation.
4. Form of request for change of address.
5. Mandate Form attested by Bankers.
6. Form of request for release of unclaimed shares.

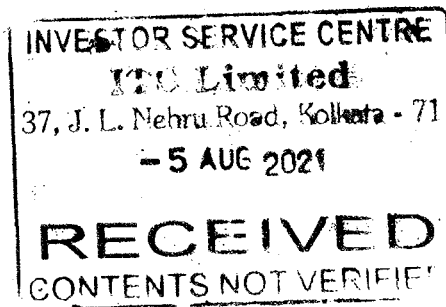
Kindly send original certificate at your earliest.

Thanking You,

Yours Faithfully,



Shailesh Patel.



14/805

*[Handwritten signature]*

REQUEST LETTER FOR PROCEDURE FOR ISSUE OF DUPLICATE SHARE  
CERTIFICATES

To,  
ITC Limited  
Virginia House, 37, Jawaharlal Nehru Road,  
Kolkata ,West Bengal, 700071.

I Lalitha Loka W/o: Late Narasaiah resident of Flat No 301 sri Raghava Residency 1, Sanjeeva Reddy Nagar, Beside More Super Market S R Nagar, Hyderabad, Telangana-500038. I am holding 750 shares in ITC limited under Folio no - 12/00743. I have lost the share certificate for 750 shares. For which, we have requested the company for duplicate share certificate process. Company replied vide email dated 7-july-2021. In respond to that email,

Attaching the following documents for your reference

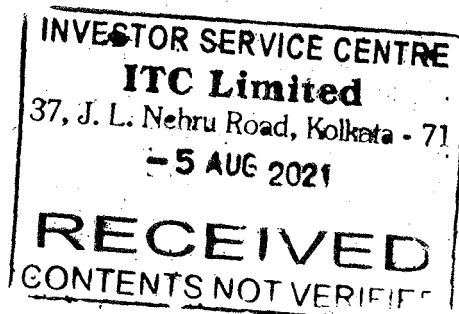
1. Copy of my Aadhaar card, self-attested.
2. Copy of my PAN card, self-attested.
3. Dividend Warrant.

Therefore request you to please let me know the procedure for issue of duplicate share certificate.

Thanking You,

*[Handwritten signature]*

Lalitha Loka



150 Dup . 141809

To,  
ITC LIMITED  
Virginal House 37 Jawaharlal Nehru  
Kolkata West Bengal-700071

Date:- 9/6/2021  
Place: - New Delhi

From,  
PAVEET KOTHARI  
211 , Golf Links ,Lodi Road  
New Delhi-110003

Subject: -Issue Duplicate shares certificate of ITC LIMITED Folio No-.11/44454

Dear Sir/Ma'am,

I, Paveet Kothari presently residing at-211 Golf Links, Lodi Road, New Delhi-110003, holding 540 equity shares of ITC LIMITED, whose details are as follows:-

Holder Name	Folio No.	No. of shares
PAVEET KOTHARI	11/44454	540

I would like to inform you that these 540 equity shares got misplaced / non-traceable and not in my possession.

So, I am requesting you to kindly provide me the procedure for issue of duplicate shares certificate.

Following documents are attached with letter:-

1. Self attested copy of Pan Card.
2. Self attested copy of Aadhaar Card.

Your early action in this matter is highly appreciated.

Regards

*Paveet Kothari*

PAVEET KOTHARI

