



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**

4<sup>th</sup> December, 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: 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 7665 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 3<sup>rd</sup> December, 2019.

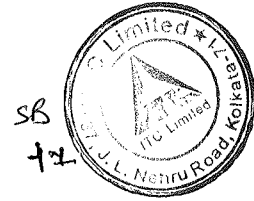
Further, copies of the letters received from the Shareholders regarding loss of the aforesaid Share Certificates are also enclosed for your reference.

Yours faithfully,

SB  
4/12  
(T. K. Ghosal)  
Asst. Company Secretary  
Encl.: A/a

COMPANY NAME ITC LIMITED  
 SOURCE INVESTOR SERVICE CENTRE  
 LETTER REF NO LOST/SHR.EXCH/48 HRS  
 LETTER DATE 04/12/2019  
 DISCREPANCY LOSS SHARES  
 DISCREPANCY SHARES REPORTED LOST/STOLEN/MISPLACED

LEDGER FOLIO NO	HOLDER NAME	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
02/20648	MANISHA MADHUKAR BHIWANDKAR	000156826	0003836545853	0003836550262	0000000004410
04/10920	INDRA DEVI	000012356	0000022770851	0000022772770	0000000001920
04/10920	INDRA DEVI	000078565	0002514813496	0002514814455	0000000000960
13/36481	SUSMITA MUKHERJEE	000033901	0000058669831	0000058670080	0000000000250
13/36481	SUSMITA MUKHERJEE	000100113	0002532764066	0002532764190	0000000000125



106490  
106479

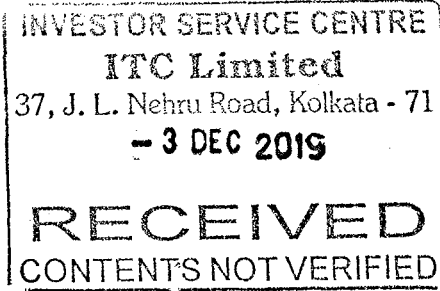
To

The Manager (Investor service Center)

ITC Center

37, J L Nehru Road

Kolkata=700071



Manisha S. Mahimkar

603, Hinal Building

Opp. Gokul Garden Y Z Building,

Thakur Complex,

Kandivali East,

Mumbai - 400101

Date: 29/10/2019

Sub: 1) Deletion of Name of my father LATE MADHUKAR DINANATH BHIWANDKAR

2) Change of my name due to marriage from Manisha Madhukar Bhiwandkar to Manisha Sunil Mahimkar

3) Documents for lost share Certificate for 4410 shares issued in 2010 (Bonus) under folio no. 02/20648

Encl: 1) your letter dt. 8<sup>th</sup> April, 2019 Ref. No. TRM/4782-4783 (90217/DOC/TRM/43121) A/c No.

02/20648, 02/25124 2) My letter dated 14/3/2019 3) Acknowledged Police Complain Lodged with the

details of Share Certificates 4) Affidavit 5) Indemnity Bond 6) Mandate Form 7) Cancelled Cheque leaf.

8) Notarised Death Certif 9) Not Marriage Certif 10) Self Atto. Pan & Aelmer Card copy

Dear Sir,

This is with reference to your above mentioned letter dated 8<sup>th</sup> April, 2019 which stated that you could not effect the deletion of name on basis of documents sent by me along with the letter on 14/3/2019 as the Original Share Certificate for 4410 shares issued in 2010 (Bonus) under folio no. 02/20648 was missing. The same was not tracable by me therefore I am enclosing the above mentioned documents for the loss of shares as per your requirement.

I hope the above enclosed documents satisfies all your requirements and the request of deletion of my fathers name and change of my name is done on all the shares and the documents sent on 14/3/19 ( details as per enclosed letter) and also on the above mentioned lost share. I am also enclosing the crossed cheque to credit any dividend issued after my name change .

Thanking you

Yours faithfully

Old Sign ( Manisha Madhukar Bhiwandkar)

*Manisha Mahimkar*

*Manisha B*

Manisha S. Mahimkar

Mobhile No: 9819806193

106478

To,  
Mr. A Bose  
Head- Investor Service Centre  
ITC Limited

Subject- Regarding Deletion of name - A/c No - 04/10920 - TRM/5091

Dear Sir/ Madam,

In response to your email dated 18/11/2019. Regarding Deletion of name - A/c No - 04/10920 - TRM/5091. Please find enclosed the following documents.

1. Original Acknowledged, Police Complaint lodged for lost Share Certificates .
2. Original Affidavit for lost Share Certificates .
3. Original Indemnity Bond for lost Share Certificates

Thanking you

*Arvind*  
21/11/2019

(Arvind Prakash Elhence )  
Navabharat, U.P. State Correspondent.  
Address- B-87, Indira Nagar, Lucknow-226016.  
Phone- 9415049701  
Email- [arvindelhence@gmail.com](mailto:arvindelhence@gmail.com)

Enclosures- Total 3, as mentioned above.



To  
The Investor Service Centre,  
ITC Ltd.,  
Virginia House,  
37, J. L. Nehru Road,  
Kolkata - 700 071.

106483

18/11/2019

Loss of share Certificate  
in paper form

No. of shares - 375

Folio NO. 13/36481

In the name of  
Susmita Mukherjee

With reference to above, I like to inform you that I have lost my 375 (three hundred seventy-five) shares certificate of your company at the time of shifting of bed & baggages during overall repairing of our old premises. I have thoroughly searched in all the places of our house but did not trace out.

I, therefore, request you to please let me know the procedures to be followed for getting my lost shares as early as possible. I have already transferred my balance paper shares to my Demat A/c NO. with SBI Capital Markets.

Your early action is solicited.

Thanking you,

Yours sincerely,

Susmita Mukherjee  
91/37, Tollygunge Road  
1st Floor,  
Kolkata - 700 033.

my Demat ID - 11318611

