

BSE Limited
Phiroze Jeejeebhoy Towers,
Dalal Street, Fort,
Mumbai- 400 001

January 11, 2019

Dear Sir,

Notice: Loss of Shares Certificate(s)

We hereby inform you that member(s) of the Company have reported that they have lost / misplaced the following securities of the Company and have executed the Indemnity/ Affidavit for obtaining duplicate securities in lieu of the same.

BSE Code: 500850		NSE Code: INDHOTEL	
Folio No.	Certificate No.	Distinctive Numbers	No. of Shares
C000006	2521	3260431 – 3271540	11110
M051157	9085	16508251 – 16511390	3140

Hence, we request you to kindly place this matter on the Notice Board of the Exchange for the information of your members with a request to exercise caution in dealing with the aforesaid securities and communicate to the Company in case they come across the same or have any information relating thereto.

Yours sincerely,


BEEJAL DESAI
Senior Vice President – Legal & Company Secretary

c.c.: National Stock Exchange of India Limited
Exchange Plaza 5th Floor,
Bandra (East), Mumbai- 400 051

ok
From : Ms. Lalita Remedios,
C/o. Ms. Cassandra Nazareth,
701, Aashirwad,
I.C. Colony, Cross Road 6,
Borivali (W), MUMBAI – 400 103.
Tel. : 9820224450

Date :

To,
The Indian Hotels Company Ltd.,
Mandlik House,
Mandlik Road,
MUMBAI – 400 001.

Folio No. C000006.

Dear Sirs,

Sub : Issue of Duplicate Share Certificates.

We refer to your letter no.145554 dtd. 12-09-2018 and in response, we are enclosing herewith the procedure for issue of duplicate shares as requested by you :

- 1) Original copy of FIR/Police compliant
- 2) Affidavit
- 3) Questionnaire Form,
- 4) Indemnity executed and notarised.
- 5) Surety Form alongwith Xerox of Surety's Pan and Aadhaar card,
- 6) Advertisement in newspaper.

We hope the above documents are in good order and you will issue the Duplicate Share Certificates in our names at the earliest and oblige.

Thanking you,

Yours faithfully,



LALITA REMEDIOS



Encl : As above.

DUP

To,
The Manager – Investor Relations Department
Indian Hotels Company Limited
Mandlik House, Mandlik Road
Mumbai – 400 001 (022-6639-5515)

Dated 28th December, 2018

Subject: Duplicate Shares of Mrs. Monika Thapan
Your Ref: Email Dated.: 04/12/2018
UNIT: INDIAN HOTELS COMPANY LIMITED
Regd. Folio No: M0051157

Dear Madam / Sir

Please refer to my ongoing discussions with you and your email dated 4th December, 2018. I am enclosing the following documents as per your requirement

Sl.	Description	Attested by Notary Public / Self Attested	# Pages
1.	Request Letter (This Letter)	Duly Signed	1
2.	Questionnaire Duly Signed	Duly Signed	1
3.	Affidavit on NJSP of Rs. 100/-	Notary Public	2
4.	Letter of Indemnity on NJSP of Rs. 500/-	Notary Public	3
5.	Advertisement Copy	Duly Signed	1
6.	Surety Form	Bank Manager	1
7.	Attested Copy of PAN Card of Surety	Self Attested	1
8.	Attested Copy of Property Papers of Surety	Self Attested	4
9.	Copy of FIR	SHO Crime Branch	1
	TOTAL (Including this request letter)		15

It is requested that you please send the duplicate shares as soon as possible at the address mentioned below.

Thanking you for your understanding.

Sincerely,

Monika Thapan

(MONIKA THAPAN)
R-659, NEW RAJINDER NAGAR
NEW DELHI - 110060

Mobile +91-98180-19003

