



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

14th November, 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 990 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 12th November, 2019 and 13th November, 2019.

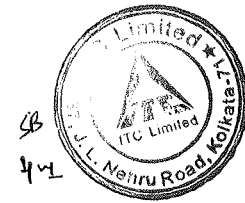
Further, copies of the letters received from the Shareholders regarding loss of the aforesaid Share Certificates are also enclosed for your reference.

Yours faithfully,

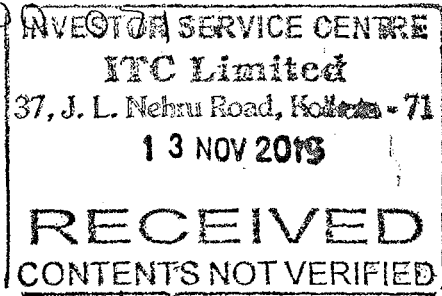

SB (T. K. Ghosal)
Asst. Company Secretary
42 Encl.: A/a

COMPANY NAME ITC LIMITED
 SOURCE INVESTOR SERVICE CENTRE
 LETTER REF NO LOST/SHR.EXCH/48 HRS
 LETTER DATE 14/11/2019
 DISCREPANCY LOSS SHARES
 DISCREPANCY SHARES REPORTED LOST/STOLEN/MISPLACED

LEDGER FOLIO NO	HOLDER NAME	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
02/28932	VIJAY KUMAR BHARGAVA	000233374	0008061769137	0008061769151	0000000000015
02/28932	VIJAY KUMAR BHARGAVA	000157349	0003838124573	0003838124587	0000000000015
02/36760	SHAIONTONI BOSE	000007164	0000013244631	0000013244730	0000000000100
02/36760	SHAIONTONI BOSE	000073371	0002510046936	0002510046985	0000000000050
02/36682	SHAIONTONI BOSE	000007130	0000013236441	0000013236740	0000000000300
02/36682	SHAIONTONI BOSE	000073337	0002510042841	0002510042990	0000000000150
04/32086	SUCHALATA K DESAI	000163393	0003851552144	0003851552278	0000000000135
04/32086	SUCHALATA K DESAI	000238244	0008070015695	0008070015829	0000000000135
13/42983	RATTAN L MUKHI	000035056	0000059940961	0000059941020	0000000000060
13/42983	RATTAN L MUKHI	000101268	0002533399631	0002533399660	0000000000030



To.
The Registrar
ITC Limited
37 J. L. Nehru Road
Kolkata 700
India



105603

Sir

02/28932

With reference to your letter no. TRM/5011 (100849/ISC/TRM/53043) dated 21-08-2019, I was asked to send some documents to you, as specified in the letter.

I have completed all the required formalities. I am enclosing to you the following documents:

1. Copy of death certificate duly attested by Notary Public
2. Self attested copy of Pan Card
3. Original Share Split Certificate no. 5915 dt. 28-09-20 for 10 shares & Bonus Certificate no. 72122 dt. 05-10-20 for 5 shares is enclosed.

With regards to Certificate No. 157349 dt. 06-08-201 (for 15 bonus shares) & Certificate No. 233374 dt. 07-07-2016 (for 15 bonus shares), total 30 shares were not delivered to me, which were perhaps returned back to your office. Hence no police complaint is required and no FIR is lodged.

4. Affidavit and Indemnity Bond is also enclosed.

Kindly look into my case and deliver the unpaid dividend & bonus shares to me my Dmat Account No. 3053130
DPIIDIN 3011609

अभिषेक शर्मा

November 06, 2019

To

Ms Rupannita Ghosh
Investor Service Center
ITC Ltd., Kolkata 700071

Sub: Folio No. 02/36682 and 02/36760
Ref: Your email dated Jan 15, 2019

Dear Sir,

With reference to the above, I would like to inform you that I have completed all formalities requested by you in your mail regarding the above two Folio Nos 02/36682 and 02/36760.

I am enclosing herewith the following:-

1. Affidavit / Counter Gurantee / Indemnity Bond for both folios.
2. FIR
3. Newspaper ad dated Ocober 12, 2019. TOI Kolkata edition page 9.
4. Original cancelled Cheque of Axis Bank Ltd A/c No. 919010015083724.
5. Self-attested copies Aadhaar Card of mine and Mr Jaideep Bose.
6. Self-attested copies PAN card of mine and Mr Jaideep Bose.
7. Specimen signatures attested by the bank on our request letter.
8. Application to effect name change in one share certificate.
9. NECS Mandate form duly filled in and attested by the Bank for both folios.
10. Form of request for change of address for both folios.

Thanking you,

Yours sincerely,

Shaiontoni Bose

Shaiontoni Bose
2901/2902 Celesta
Tower 5, Planet Godrej
30 KK Marg, SGM Chowk
Mahalaxmi, Mumbai 400011
Tel: 23085366 / Mob. 9167355750

Jaideep Bose

Jaideep Bose

Encl:



To

The Investor Service Centre

ITC Kolkata

105524

Sub: Reissue of Duplicate Shares & Change of name (04/32086)

Ref: 81453/DOC/CH-NAME/38397

Ref: 105241/ISC/DUP/55778

Dear Sir/Ma'am,

I am hereby submitting the following to effect the reissue of Duplicate Shares

- 1) Affidavit for the issue of duplicate shares
- 2) Indemnity for the issue of duplicate shares (wherein the bank attestation is provided separately)
- 3) Counter guarantee by two people and witnesses
- 4) Press Advertisement

We wish to inform you that we will be submitting the Police Acknowledgement Report in a couple of days to enable you to complete the process. Furthermore, we have already submitted the KYC details before as requested which you may check from the referred documents for your kind perusal.

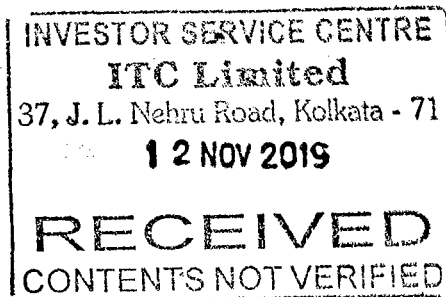
Looking forward to a positive reply from your end.

Regards,

Snehalata K Desai

[SNEHALATA K DESAI]

DATE: 11/11/2019



Date:08.08.2019

Mr. Rattan L. Mukhi

9 White Rose Co.op.Hsg. Soc.

4th Ferry Road, (Turner Road)

Bandra West,

Mumbai-400050

To,

Investor Service Centre,

ITC Limited,

37 Jawaharlal Nehru Road,

Kolkata 700071.

Dear Sir,

Sub: issue duplicate Share certificate.

Ref: Folio No.13/42983

I Mr. Rattan L. Mukhi holding 270 shares in ITC limited. I have received divided of Rs.1553/- on 16.07.2019 by warrant No.16776.

But in transit I lost the original shares certificate of 270 shares of ITC Ltd. so I want duplicate share certificate, let me know the procedure for duplicate shares certificate.

Thanks,

Regards,

Rattan Mukhi

(Rattan L. Mukhi)

