



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

11th 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 9840 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 9th December, 2019 and 10th December, 2019.

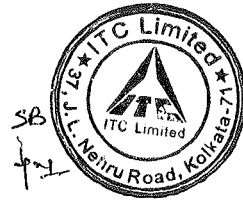
Further, copies of the letters received from the Shareholders regarding loss of the aforesaid Share Certificates are also enclosed for your reference.

Yours faithfully,

(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 11/12/2019
 DISCREPANCY LOSS SHARES
 DISCREPANCY SHARES REPORTED LOST/STOLEN/MISPLACED

LEDGER FOLIO NO	HOLDER NAME	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
03/09208	JUDITH SHANTHI CASTELINO	000009270	0000016574731	0000016575370	0000000000640
03/09208	JUDITH SHANTHI CASTELINO	000075478	0002511712306	0002511712625	0000000000320
03/09208	JUDITH SHANTHI CASTELINO	000159756	0003842848747	0003842849706	0000000000960
03/09208	JUDITH SHANTHI CASTELINO	000235540	0008064608877	0008064609836	0000000000960
18/15267	RABINDRA NATH RAY	000255038	0008100026002	0008100027201	0000000001200
19/11158	MANJU SEN	000048387	0000082898251	0000082899530	0000000001280
19/11158	MANJU SEN	000114606	0002544880131	0002544880770	0000000000640
19/11158	MANJU SEN	000186022	0003907427068	0003907428987	0000000001920
19/11158	MANJU SEN	000257041	0008103620385	0008103622304	0000000001920



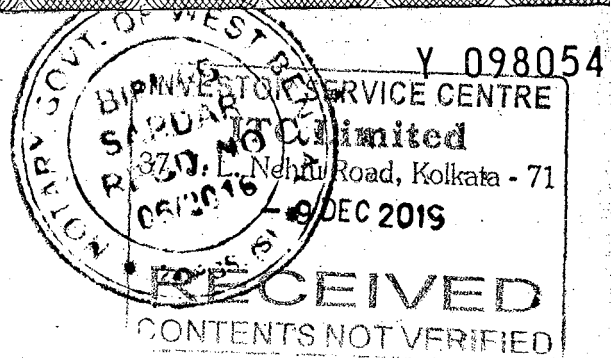


পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

BEFORE THE NOTARY PUBLIC GOVT. OF WEST BENGAL

INDEMNITY

The Board of Directors
ITC Limited
37 J.L. Nehru Road
Kolkata 700 001



Dear Sirs,

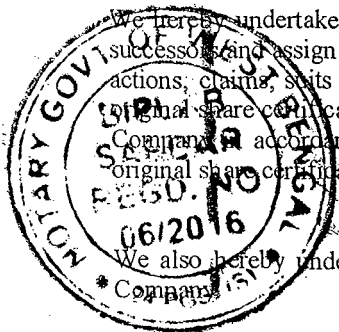
Re : Dematerialisation of Shares of the Company lost/misplaced in Branch

Whereas we, BANK OF BARODA, Depository Participant, situated at 163 RASH BEHARI AVENUE KOLKATA 700019 WEST BENGAL and registered with the National Securities Depository Limited (NSDL), and Central Depository Services (India) Ltd (CDSL), received the share certificate(s) of ITC Limited (hereinafter referred to as "the Company") which has / have been described below under Schedule A from our below mentioned Client(s) being the respective registered holder(s) of the shares, for dematerialization.

We confirm that these share certificate(s), was submitted by Mr RabindraNath Roy for dematerialisation was misplaced /lost on 15th July 2019 from branch. We have also lodge a general Diary in Gariahat Police Station on 28th Aug 2019. Share certificate was also cancelled by affixing stamp bearing the words " SURRENDERED FOR DEMATERIALISATION" and was / were also defaced by means of perforation as directed by NSDL and CDSL.

We hereby undertake and engage for myself / ourselves, our directors, partners, officers, employees, associates and successors and assign to hold the Company and the Directors and Officers thereof, harmless and indemnified against all actions, claims, suits or demands or any loss whatsoever arising directly or indirectly from or out of the loss of the original share certificate(s) mentioned in Schedule A hereunder and consequent dematerialisation of these shares by the Company in accordance with our request including any loss arising by reason of any party or parties producing the original share certificate(s).

We also hereby undertake in the event of the concerned share certificate(s) being found to return the same to the



06 DEC 2019

(Witness to the Signature)

Yours faithfully,

Name
Address

For BANK OF BARODA

For BANK OF BARODA

Jitendra Prasad
(Senior Manager)
बालीगंज शाखा / Ballygunge Branch

Rajesh Pradywan
(Asst. General Manager)
बालीगंज शाखा / Ballygunge Branch

(Signed for and on behalf
of the Depository
Participant)

Dated: 05/12/2019

Occupation

Countersigned by the Client(s) / Registered Holder(s) of the shares

(Witness to the Signature)

1. Signature

Name : AYAN SARKAR

Address : 163, Rash Behari Avenue
Kolkata - 700019

Occupation :

2. Signature

Name : SOURAV BASU

Address : 163, Rash Behari Avenue
Kolkata - 19

Occupation :

Name :
Folio No. :
Address :

Signature :

Name :
Folio No. :
Address :

Signature :

(Attestation of Signatures of the
Client(s)/Regd. holder(s) by a Bank
with seal)

Schedule A

Details of share certificate(s)

Folio No(s)	Certificate(s)	DNR from	DNR to	No. of shares
18/15267	255038	8100026002	8100027201	1200

Signature (S) Attested
On Identification

06 DEC 2019

RIPLIR SARKAR, NOTARY
Regd. No. : 06/2016
GOVT. of W. Bengal

Identified by me

Attocate

106769

Date: 4th December, 2019

I.T.C. Limited
37 Jawaharlal Nehru Road
Kolkatta 700 071

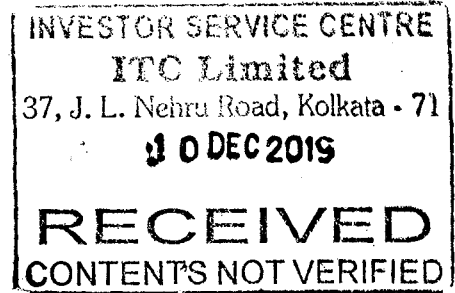
Attn: Ms Rupannita Ghosh
Investor Service Centre

Dear Madam,

Issue of Duplicate Share Certificates – Folio No.03/9208

As per our correspondence and discussions over the last few weeks on the subject matter, I am pleased to attach the required documents as recommended by you:

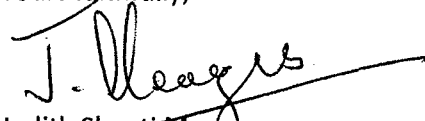
1. Death Certificate of Mrs. Dionysius Dias
2. Affidavit stating that Mrs. Dionysius Dias and Dionysia Mary Dias Castelino are one and the same person
3. FIR lodged with Pune City Police for loss of share certificates
4. Affidavit for issue of duplicate share certificates
5. Indemnity Bond
6. Attestation of my signature by Bank
7. Cancelled cheque
8. Aadhar card copy – self attested
9. Pan card copy – self attested
10. Mandate form by bank for payment through Electronic mode
11. Affidavit for change of name after marriage
12. True copy of Marriage Certificate
13. Form of request for change of address
14. Cover letter for change of surname after marriage



I trust all the documents attached are in order. In case you need any further clarifications / information, please do not hesitate to contact me either by email/phone – archiem52@yahoo.com / 9765989870 / 9890819309.

Thank you for your kind cooperation and support.

Yours faithfully,


Judith Shanti Menezes

Enclosures : As above

106768
From,
MR. MANOJ SEN,
FLAT No 18/9,
SUNNY PARK APARTMENT,
6, SUNNY PARK,
Kolkata - 700019.

(48)

INVESTOR SERVICE CENTRE
ITC Limited
37, J. L. Nehru Road, Kolkata - 71
10 DEC 2019
RECEIVED
CONTENTS NOT VERIFIED

Date : 29.11.2019

To,
ITC Limited,
Investor Service Centre,
32, Jawaharlal Nehru Road,
KOLKATA-700071.

Sir,

Subject : Request for issue of duplicate ITC Ltd. share
after necessary deletion of name
of Manju Sen due to death

Ref : Account No. 19/11158
Certificate No.(s) 48387,114606,186022 & 257041,
Total Quantity of Shares 5760.

This is with reference to the discussion had with you on 8th July 2019 through e-mail regarding captioned subject for above refer folio I enclosed herewith the below mentioned documents as required by you,

- 1) General diary report in original duly acknowledged by local police station.
- 2) Status change letter from resident individual to NRI duly completed and signed by me.
- 3) ECS Mandate letter duly filled up & signed by me with verified by my banker KOTAK MAHINDRA BANK.
- 4) Original cancelled cheque leaf of KOTAK MAHINDRA BANK.
- 5) Three copies of signed PAN card
- 6) Three copies of signed Passport
- 7) Three copies of signed "Persons of Indian Origin Card".
- 8) Notarised death certificate of Ms. MANJU SEN.
- 9) Signature verification letter from KOTAK MAHINDRA BANK with attestation (Name, designation & contact no. of attesting official).
- 10) Indemnity Bond duly completed and signed by me with my signature attestation from KOTAK MAHINDRA BANK.
- 11) Affidavit duly completed and signed by me with notarized by notary public.
- 12) Three copies of current telephone bill of Bharat Sanchar Nigam Ltd. with original sign on all copies treated as local address proof.
- 13) signed copy of Lloyds Bank on foreign address proof.

So, you are requested to do the needful arrangement for necessary deletion of name of my mother Manju Sen as well as issue the four certificates quantity of 5760 units under the account of 19/11158 and the above said certificates in duplicate may kindly be sent to me at your earliest.

Thanking You,

Yours faithfully,


(MR. MANOJ SEN)

29/11/19