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 3810 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 16th March, 2020 and 17th March, 2020.

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
<table>
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<th>LEDGER FOLIO NO</th>
<th>HOLDER NAME</th>
<th>CERTNO</th>
<th>DISTNO FROM</th>
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Dear Sirs,
Folio No 19/62230: Transfer of Share.
Referring to your letter Ref 21736 dated 3.9.2018 and related correspondence, the 540 shares have been lost.
We request you to issue duplicate certificates in lieu of them.
We attach the relevant extracts from our passports.
We deeply regret the inconvenience caused to you.

Yours faithfully,

[Signature]

S. Taqiyuddin

Head, Investor Service Centre

ITC Ltd

Kolkata

INVESTOR SERVICE CENTRE

ITC Limited

37, J. L. Nehru Road, Kolkata - 71

17 MAR 2020

RECEIVED

CONTENTS NOT VERIFIED
Sub: Request to update Signature, address & change of surname after marriage:

Dear Sir/Madam,

I, Priya Natasha Subramanian who hold 2025 shares in ITC Limited under the folio no. 16/35246. The original share certificates in respect of 2,025 shares are lost & the same are not traceable.

I enclosed the below mentioned documents –

1. Affidavit for change of name after marriage
2. Form of request for change of address
3. Self-attested pan card & address proof
4. Signature verification letter attested by bank manager
5. Cancelled cheque leaf

As per Company letter dated 06.06.2019 ref no. 95271/DOC/CH-NAME/45714 & also as per mail dated 20.01.2020 received from Mr. Biswanath Dey (ITC Ltd), we are sending the above mentioned original documents for updation & to get procedure to apply for duplicate share certificate.

I would like to inform you that we don’t have marriage certificate & also my husband Mr. Subramanian is demised, we can’t apply of marriage certificate.

Considering my plight request to update my surname, address & signature and also provide the share certificate details & procedure to apply for duplicate share certificate.

Please send all the letters to above mentioned address.

Thank you,

Priya Natasha Subramanian - 9686164116
From
I.S.ASHOKA KUMAR
7A/21 Venkataraman Road,
Dharmapuri-636701.

To
Mr.Arun Bose,
Head Investor Service Centre,
ITC Limited,
37, Jawaharlal Nehru Road,
Kolkata-700071

Dear Sir,

Sub : Issuance of Duplicate Certificate.
Ref: Registered Folio No 11/44623

I am a share holder of your company having 1350 shares. While was working as shrof of Indian Bank I bought these shares.

So share certificates have not received by me because I got VRS Retirement from Bank. These are all not delivered and returned to the company.

Now I would request you please release above mentioned shares and unclaimed Dividend with you to the address as mentioned in the change address form and also changing my name as per Tamil Nadu Government Gazette No : Notice 334 Part VI- section 4.

Kindly resend the share certificate duly changing my name as I.S.ASOKA KUMAR and unclaimed Dividend to me at an early date.

Thanking you,

Yours Faithfully,
I.S.ASOKA KUMAR

List of Documents Attached:
1. Speciment signature Form (Attested)
2. Certificate from Banker for old address and new address.
3. Self and Banker attested Aadhar Card.
4. Self and Banker Pan Card.
5. Canceled cheque leaf.
To

ITC Limited
Kolkata

Sub: Regarding missing share certificates

Applicant: Ashalata B. Tikone
Share holder
Account No. 20/04576

Respected Sir,

With ref. to above subject I received your mail and sending you a copy of letter showing missing certificate details. Information given below.

1. Share certificate No. 56757, Qtp 640
2. Share certificate No. 122878, Qtp 320 and
   Share certificate No. 191620, Qtp 560 - 2010

Total 1920 shares. Certificate not available. PL do needful. Yours faithfully,

Mail given already

(Ashalata B Tikone)
PUNE