Ref.: Isc/Lost/Exch/48

5th February, 2020

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,
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 4680 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 3rd February, 2020 and 4th February, 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
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<th>LEDGER FOLIO NO</th>
<th>HOLDER NAME</th>
<th>CERTNO</th>
<th>DISTNO FROM</th>
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<td>000265479</td>
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ITC Limited Investor Service Center
37 Jawaharlal Nehru Road
Kolkata, 700071

Subject: Folio No 35/02972 & 35/022973
Ref.: Your emails Dated Feb. 16, 2019 and November 9, 2017 (copies attached)

Dear Sir / Madam,

With reference to above we have attached the following documents for the two lost certificates:

1. Two Affidavit for the two lost share Certificates (265479 & 265480)
2. Two Indemnity Bond as per the per format and our signatures have been attested by the Bank.
3. Two Counter Guarantees for as per the format that you had sent to us.
4. Specimen Signatures attested by the Bank.
5. Copy of our statement with our Address in India and cancelled check (it does not have our name printed on it since we use only one or two checks every year.)
6. Self attested copies of our passport and drivers license
7. Self attested Copies of our pan cards
8. Copies of your above mentioned emails
9. Letter for Change of Signatures

We would also like to add that we have a PAN Cards for both of us and are opening a Demat Account with Indian Bank's Pune Cantonment Branch. I hope you will find the all the above documents in order and to your satisfaction. I would appreciate your quick response as we are now in India if there is anything else you would like from us please let us know so the needful can be done while we are here in our Beautiful and lovely Homeland. Thank you for your kindness and your patience in help to resolve long standing issues,

Manohar & Rachna Shroff

Encl.: as mentioned above
Dt. 23.01.2020

NEELIMA AGA
13/A, LAXMI COLONY,
B/H. DINESH MILLS,
NR. URMI SOCIETY,
VADODARA.

To,
Investor Service Centre
ITC Limited
37, J.L. Nehru Road,
Kolkata - 700 071
Ph.- (033)22886426/0034

Dear Sir/Madam,

This has reference to your letter Ref: TRM/5121 (106037/DOC/TRM/49747) dtd. 26th November, 2019. Please find attached below documents as per your requirement.

1) Copy of FIR
2) Affidavite
3) Indemnity Bond
4) Self Attested of Aadhar Card.
5) Original Cancelled Cheque
6) Mandate Form

Please do the needful in this matter.

Thanking You,

Neelima Aga

(Mrs. Neelima Aga)
04\textsuperscript{th}. Feb. 2020

From:
S.C. Swaminathan
C/O Dipak Kaila,
No. 004, Abhinandan,
Sambhav Co operative Housing Society,
Opp. Jain Mandir, Sarvodayanagar,
Jain Mandir Road, Mulund (West),
Mumbai-400080

To,
Ms. Shreya Bhattacharya
Investor Service Centre
ITC Limited
37 Jawaharlal Nehru Road
Kolkata 700 071
India.

SUB: LOSS OF SHARE CERTIFICATES NO. 257529 IN THE ACCOUNT NO. 19/20362- NOS OF SHARES-3840 IN THE NAME OF MR. S.V. SHARMA.

Dear Madam,

This has reference to telephonic conversation today with you and as suggested I am furnishing below the details of all the certificates in original with me except the one mentioned in the subject above which I have lost.

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I request you to kindly let me know the procedure to get the duplicate certificate to be issued by the company.

Thanking You,

Yours Sincerely,

S.C. Swaminathan

[Stamp: INVESTOR SERVICE CENTRE
ITC Limited
37, J. L. Nehru Road, Kolkata - 71
- 4 FEB 2020
RECEIVED
CONTENTS NOT VERIFIED]