Ref.: Isc/Lost/Exch/48

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
Dalai Street,
Mumbai 400 001

The Secretary
The Calcutta Stock
Exchange Ltd.
7, Lyons Range
Kolkata 700 001

11th March, 2020

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 1554 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 10th 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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<tr>
<th>LEDGER FOLIO NO</th>
<th>HOLDER NAME</th>
<th>CERTNO</th>
<th>DISTNO FROM</th>
<th>DISTNO TO</th>
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By Speed Post

Mr Jamshed Keki Mehta  
Claimant to the Est of late Zareen Cawas Mehta  
Flat No.13, Jer Mansion, August Kranti Marg  
Gowalia Tank, Mumbai - 400 026

Mumbai, Dated: 25/02/2020

ITC Ltd  
Investor Service Centre  
Kolkata - 700071

Re: Transmission and Loss of shares – Account no. 13/46839 – 16 shares

Dear Sir,

We request your office to inform us the procedure for issue of duplicate share certificates, as we have complied with your requirements for transmission and now we came to know that original share certificates are not in our possession.

Requesting you to kindly let us have the formalities for issue of duplicate share certificates and oblige.

Thank you for your support

Yours faithfully,

M M Amalsadvala  
Ualise Authority  
Cell: 98197 35217  
Email: maherzean@gmail.com
To

ITC Ltd
Investor Service Centre
Kolkata – 700071

Re: Deletion of name and Non receipt of share certificates
Folio: 02/35533

Dear Sir,

Date: 24.02.2020

I would like to inform that I am the shareholder of your esteemed company under the captioned folio.

Further to inform you that we have not received any share certificates i.e. Sub-division and Bonuses held under the captioned folio, and would kindly request you to send the duplicate share certificates after name deletion at the earliest.

I am attaching the below mentioned documents for your ready reference. These are:

1. FIR for loss of share certificates lodged in Delhi on 13/02/2020.

I hope you will respond to my above query and suggest me the formalities for issue of duplicate share certificates.

Thanks & Regards

Neelam Batra

Neelam Batra
Place: Delhi

Kindly send all your replies on below address for one time communication purpose:

Spectrum Holdings
404/H, B Wing, Sumit Samarth Arcade
Aarey Road, Goregaon West
Mumbai - 400062

INVESTOR SERVICE CENTRE
ITC Limited
37, J. L. Nehru Road, Kolkata - 71
10 MAR 2020
RECEIVED
CONTENTS NOT VERIFIED
Subject: To issue duplicate share certificate for the folio no. 07/36410 in the name of Savita Goyal

Reference: your email on 23-02-20 at 12.20 Pm

Dear Sir,

With reference to you above mention email you are required a Scanned Signed Letter from the investor to issue the procedure to issue duplicate share certificate for that I am sending you the same.

Now, you are requested to send me the procedure to issue the duplicate share certificate I am also hereby submitting the following documents in reference to the above folio:

1. Self-attested copy of my Pan Card
2. Self-attested copy of my Aadhar Card

You are also requested to register my Email Id for the further correspondences that is ashokapf@gmail.com

Thanking you and hoping for your early and positive response

Regards

Savita Goyal
C-128, Pundrik Vihar Pitampura
Delhi-110034
Email Id: ashokapf@gmail.com
Phone No: 9582111578
TO,
Mr. Rajendra Kumar Singhi
ITC LIMITED (Share Department)
Virginia House,
37 Jawaharlal Nehru Road,
Kolkata, West Bengal, 700071
033-22889371,
isc@itc.in, enduringvalue@itc.in

Respected Sir/Madam,

This has reference to your email dated 11th February, 2020 on the subject issue of duplicate shares. Please find enclosed following documents -

1. FIR / Acknowledged Police Complaint lodged with the details
2. Press Notice (Original Copy)
3. Affidavit (as per format attached)
4. Indemnity Bond (as per format attached)
5. Press Advertisement (as per Format attached)
6. PAN and Address Proof.
7. Death Certificate (attested Copy)

Thanking you,

Yours faithfully,

[Signatures]
Supriya Nitin Deo
Nitin Damodar Deo

Date: 25/02/2020