Dear Sirs,

Sub: Intimation regarding Loss of Share Certificates

Pursuant to Regulation 39(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed details of Share Certificates for 1485 shares of ₹1/- each of the Company intimated as lost by the Shareholders on 10th July, 2023 and 11th July, 2023.

Copies of the letters received from the Shareholders regarding loss of the aforesaid Share Certificates are enclosed for your reference.

Yours faithfully,

(T. K. Ghosal)
Deputy Secretary

Digitally signed by
TUNAL KUMAR GHOSAL
Date: 2023.07.12
15:01:29 +05'30'

Visit us at www.itcportal.com • Corporate Identity Number: L16605WB1991PLC001985 • e-mail: isc@itc.in
<table>
<thead>
<tr>
<th>LEDGER FOLIO NO</th>
<th>HOLDER NAME</th>
<th>CERTNO</th>
<th>DISTNO FROM</th>
<th>DISTNO TO</th>
<th>NO. OF SHARES</th>
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To
Registered
ITC LTD
37 J. L. NEHRU road Kolkata.
700071 India

Date: 11-07-2023

Subject: ITC LTD - NAME DELETE REQUEST AND DUPLICATE SHARE CERTIFICATE REQUEST
Folio no: 09/09955

Dear Sir / Madam

I / We POLA INDRAVATHI - W/O POLA ASWATHA NARAYANA I have ITC LTD
Folio no: 09/09955 Find the below details:

<table>
<thead>
<tr>
<th>certificate No</th>
<th>Number of shares</th>
<th>Distinctive No From</th>
<th>Distinctive No To</th>
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This above all physical share certificate is misplaced and 1st joint holder: POLA ASWATHA NARAYANA (Late) is no more so kindly delete the name in the joint name attached the death certificate of POLA ASWATHA NARAYANA (Late) and also this original share certificate is misplaced. I am requesting to you kindly issue the duplicate certificate and I am sending all the required documents affidavit and indemnity bonds and advisement copy and Death holder name declaration affidavit copy, kyc documents I am already send to your address on date 16/05/2023 and please update the kyc and issue the duplicate certificate do the needful.

Thank you

You're faithfully

POLA INDRAVATHI
(1st Share Holder)
TO
Investor Service Centre
ITC limited, 37 jawaharial Nehru road,
Kolkata -700071.

Sub : LETTER FOR LOSS OF SHARES.

Dear Madam/ Sir

This has reference to my mail and scan letter for loss of share and your reply dt.30/06/2023.

As per procedure suggested we have completed ISR_2 formalities. We have not a single share certificate in physical form under folio number 19/57336. Since we have lost 135 shares of physical format, we request you to guide us for further process once ISR_2 updated in your records.

Please inform us the procedure for issuing new share certificate.

Regards.

For MRS BHAGYASHREE SHRIRANG SHENDE

MR. SHRIRANG VASUDEO SHENDE

OUR MAIL ID: SHENDESV@YAHOO.COM

OUR CONTACT NUMBERS: 9820285987/8779396288

ENCl.: ISR - 2