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 990 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 26th February, 2020 and 27th 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
<table>
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<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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<td>VINESH KUMAR V SHETH</td>
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To

ITC Ltd
Investor Service Centre
Kolkata – 700071

Re: Loss of shares
Folio: 16/8906

Sir,

This is to inform you that I have not in my possession of original share certificates pursuant to Bonus 2010 for 960 shares. Kindly provide us the necessary procedures to enable me to comply with the same for issue of duplicate share certificate.

Your early reply in the matter is highly appreciated.

Thanking you.

Baburao Bhaskar Patel
To
ITC Ltd
Investor Service Centre
Kolkata – 700071

Re: Deletion of name and Non receipt of share certificates
Folio: 19/38345

Dear Sir

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 share certificate held under the captioned folio, and would kindly request you to send the duplicate share certificates at the earliest.

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

1. Bank signature verification attested by the bank manager
2. Mandate form along with cancelled cheque leaf.

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

Thanking you.

Vinesh Kumar V sheth

Date: 22.02.2020