26th February, 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 15364 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 24th February, 2020 and 25th 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>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>04/28454</td>
<td>DOROTHY D’SOUZA</td>
<td>000237861</td>
<td>0008069631208</td>
<td>0008069634707</td>
<td>00000000001500</td>
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<td>04/31222</td>
<td>DOROTHY D’SOUZA</td>
<td>000238042</td>
<td>0008069984552</td>
<td>0008069984651</td>
<td>00000000000900</td>
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<tr>
<td>11/46368</td>
<td>HARSHA KALVANI</td>
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<td>0007967364596</td>
<td>0007967364598</td>
<td>00000000000003</td>
</tr>
<tr>
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<td>HARSHA KALVANI</td>
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<tr>
<td>19/35773</td>
<td>MADHUMITA SADHUKHAN</td>
<td>000258052</td>
<td>0008105309931</td>
<td>0008105311280</td>
<td>00000000001350</td>
</tr>
<tr>
<td>19/35786</td>
<td>SUJAN KUMAR SADHUKHAN</td>
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<td>0008105311281</td>
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<tr>
<td>19/35787</td>
<td>USHA MANI SADHUKHAN</td>
<td>000258054</td>
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<tr>
<td>21/04308</td>
<td>MADHURI VASANT VAINGANKAR</td>
<td>000058139</td>
<td>0000093641283</td>
<td>0000093643580</td>
<td>00000000023000</td>
</tr>
<tr>
<td>21/04308</td>
<td>MADHURI VASANT VAINGANKAR</td>
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<td>0002550253756</td>
<td>0002550254905</td>
<td>00000000011500</td>
</tr>
<tr>
<td>13/24528</td>
<td>M MAHALAKSHMI</td>
<td>000175577</td>
<td>0003881372103</td>
<td>0003881376510</td>
<td>00000000044100</td>
</tr>
</tbody>
</table>
To: INVESTOR SERVICE CENTRE
ITC LIMITED
37 JAWAHARLAL NEHRU RD.
KOLKATA 700 071

Dear Sir/Madam:

SUB: REISSUANCE OF DUPLICATE ITC SHARE

I am requesting duplicate share certificates of ITC Ltd. In support of my request, I am enclosing the following:

1. Police Acknowledgement
2. Press Advertisement - Economic Times dated Feb. 15, 2020
3. Indemnity Notarized
4. Affidavit - Issuance of Duplicate Share Certificate

Kindly let me know via email/mail if there are any additional details required.

Note: Per my earlier request, Bank Surty waiver is kindly requested based on reasons provided in letter submitted x provision of enclosed documents.

Thank you,

Dorothy D. D'Souza
Dtd: 09/05/2014
February 21, 2020
Investors Service Centre
ITC Ltd
37, J.L. Nehru Road
KOLKATA 700071

Dear Madam/Sir,
Re: Transmission of Shares
A/C No. 14/46368

I would like to inform you that shareholder under the aforesaid folio Harsha Kalvani is expired and also the share certificates for 4 shares are not traceable at my end, being the sole legal heir of the deceased I would request you to kindly let me know the formalities for transmission and issue of duplicate share certificates.

On your confirmation I shall submit the final documents.

Wishing you a very Happy New Year

Thanking you,
Sincerely,

Ramesh Harsha Kalvani
To
The Secretary
Investor Service Center.
ITC
Kolkata

Date: 4/1/2020

Dear Sir,

[Sub:-Regarding Duplicate share certificate issuance]

This is to inform you I have lost my ITC share certificate 1350 shares issued in 2016 (Bonus) under folio no. 19/35773. So that I send Email to Investor service center for issuance of duplicate certificate.

As per-mail I have to submit bank guarantee along with other document. I have already arranged other document but unable arrange bank guarantee.

We have already approach to Axis bank where we have Demat account. Axis bank informed to issue Bank guarantee they need Physical letter from company to addressed us regarding to issue duplicate certificate Bank Guarantee require also we need to book FD of equivalent amount of lost equity value which is not possible for us to open FD of that much amount.

Moreover we did not found any SEBI guideline that to issue a duplicate share BANK Guarantee is mandatory.

So if you require Bank Guarantee as mandate please share relevant SEBI Guideline as well Send us physical letter for requirement of Bank guarantee to issue duplicate share certificate.

Thanking You,

Madhumita Sadhukhan

Madhumita Sadhukhan
To

The Secretary
Investor Service Center.
ITC
Kolkata

Date: 4/2/2020

Dear Sir,

[Sub:-Regarding Duplicate share certificate issuance]

This is to inform you I have lost my ITC share certificate 3060 shares issued in 2016 (Bonus) under folio no. 19/35786. So that I send Email to Investor service center for issuance of duplicate certificate. As per mail I have to submit bank guarantee along with other document. I have already arranged other document but unable arrange bank guarantee. We have already approach to Axis bank where we have Demat account. Axis bank informed to issue Bank grantee they need Physical letter from company to addressed us regarding to issue duplicate certificate Bank Guarantee require also we need to book FD of equivalent amount of lost equity value which is not possible for us to open FD of that much amount.

Moreover we did not found any SEBI guideline that to issue a duplicate share BANK Guarantee is mandatory. So if you require Bank Guarantee as mandate please share relevant SEBI Guideline as well Send us physical letter for requirement of Bank guarantee to issue duplicate share certificate.

Thanking You,

Sujan Kumar Sadhukhan

INVESTOR SERVICE CENTRE
ITC Limited
37, J. L. Nehru Road, Kolkata - 71
24 FEB 2020

RECEIVED
CONTENTS NOT VERIFIED
To
The Secretary
Investor Service Center.
ITC
Kolkata

Date: 4/2/20

Dear Sir,

[Sub:-Regarding Duplicate share certificate issuance]

This is to inform you I have lost my ITC share certificate 1500 shares issued in 2016 (Bonus) under folio no 19/35787. So that I send Email to Investor service center for issuance of duplicate certificate. As per mail I have to submit bank guarantee along with other document. I have already arranged other document but unable arrange bank guarantee. We have already approach to Axis bank where we have Demat account. Axis bank informed to issue Bank grantee they need Physical letter from company to addressed us regarding to issue duplicate certificate Bank Guarantee require also we need to book FD of equivalent amount of lost equity value which is not possible for us to open FD of that much amount.

Moreover we did not found any SEBI guideline that to issue a duplicate share BANK Guarantee is mandatory. So if you require Bank Guarantee as mandate please share relevant SEBI Guideline as well Send us physical letter for requirement of Bank guarantee to issue duplicate share certificate.

Thanking You,

Usha Moni Sadhukhan

INVESTOR SERVICE CENTRE
ITC Limited
37, J. L. Nehru Road, Kolkata - 71
24 FEB 2020
RECEIVED
CONTENTS NOT VERIFIED
From, Dt: 17/02/2020
Amol Vasant Vaingankar
701, Mantri Sujata,
Saraswati Road, Saraswat Colony,
Santacruz (W), Mumbai – 400054.

To,
Ms. Rupannita Ghosh
Investor Service Centre
ITC Limited
Virginia House, 37, Jawaharlal Nehru Road,
Kolkata – 700071, West Bengal

SUB: Procedure for Transmission cum Duplicate Share Certificate of my mother Late Madhuri Vasant Vaingankar’s above shares into my single name vide folio no. 21/04308

Dear Sir,

Please be informed that my mother Late Madhuri Vasant Vaingankar expired on 30/12/2017 and she was holding the above shares in her single name without nomination. Also my father Late Vasant Vinayak Vaingankar expired on 23/02/2009. I am the Legal Heir and also applicant for her above shares and kindly request you to send me the formats for transmission for the same.

Also note that the original Bonus Share Certificate (no.192564) for 3450 shares is in my possession but the original 6900 shares have been lost/misplaced. Since our old building (the address of which registered with the Company) had gone for redevelopment in the year 2012 and during shifting of our residence at that time (i.e. 01/06/2012) I had lost the Original Share Certificates of 6900 shares. So I kindly request you to send me the procedure and formats for Transmission cum Duplicate Share Certificate for the above shares.

Also please give me the details like certificate nos. and distinctive nos. for 6900 shares that have been lost/misplaced so that I can register FIR and also fill the details in your formats also. Please do the needful at the earliest so that I can start the procedure as soon as possible.

Thanking you,

Yours sincerely,

(Amol Vasant Vaingankar)
25th February 2020

M. Mahalakshmi
# 19, "Mahalakshmi"
Raja Street,
T. Nagar, Chennai - 600017

ITC Limited,
"Virginia House"
#37, Jawaharlal Nehru Street,
Kolkata,
West Bengal- 700071.

Sir/Madam,

Sub : Request for share details and Duplicate share certificate procedures
Ref : Folio No: 13/24528

Dear Sir,

I am the holder of shares under Folio no: 13/24528 of ITC Limited and require the procedures to apply the duplicate share certificates. Following are the details.

<table>
<thead>
<tr>
<th>Number of Folio</th>
<th>1 (One)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Share Holder</td>
<td>M Mahalakshmi</td>
</tr>
</tbody>
</table>

**Share certificates under my possession**

<table>
<thead>
<tr>
<th>Name in Share Certificate</th>
<th>Folio No.</th>
<th>Certi No</th>
<th>Dist No From</th>
<th>Dist No To</th>
<th>Qty</th>
<th>Face Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Mahalakshmi</td>
<td>13/24528</td>
<td>133641</td>
<td>56073791</td>
<td>56075260</td>
<td>1470</td>
<td>Rs.1/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>133643</td>
<td>2531466046</td>
<td>2531466780</td>
<td>735</td>
<td>Rs.1/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>248349</td>
<td>8088505376</td>
<td>8088509785</td>
<td>4410</td>
<td>Rs.1/-</td>
</tr>
</tbody>
</table>

I am enclosing herewith the following documents
1) Copy of my PAN card self attested
2) Copy of my Aadhar card self attested
3) Copy of share certificate which is available with me.

H. Mahalakshmi
I do not have the following information of the above said shares

1) Split shares if any
2) Bonus Shares if any
3) Any other Corporate Actions pertaining to the shares mentioned above including unclaimed dividend, transfer to IEPF etc.

Please provide me with a complete set of information and forms to update my current signature, Bank Details, Nomination to proceed further.

Kindly reply at the earliest under copy to the mail ID tn0417001@gmail.com

Thanking you,

Yours Truly,

M. Mahalakshmi

Encl: As above.