



INVESTOR SERVICE CENTRE
ITC Limited
37 J. L. Nehru Road
Kolkata 700 071, India
Telephone nos. : 1800-345-8152 (Toll free)
91 33 22886426 / 0034
Facsimile no. : 91 33 22882358

Ref.: Isc/Lost/Exch/48

1st December, 2022

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 Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed details of Share Certificates for 3120 shares of ₹1/- each of the Company intimated as lost by the Shareholders on 29th November, 2022 and 30th November, 2022.

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

Yours faithfully,

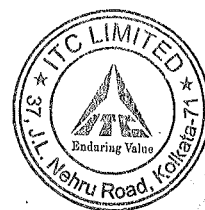
**TUNAL
KUMAR
GHOSAL**

Digitally signed by
TUNAL KUMAR
GHOSAL
Date: 2022.12.01
16:48:02 +05'30'

(T. K. Ghosal)
Deputy Secretary
Encl.: A/a

LIST OF SHARE CERTIFICATES REPORTED LOST

LEDGER FOLIO NO	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
02/12994	000156435	0003835447483	0003835450362	0000000002880
16/35226	000042610	0000071248831	0000071248870	0000000000040
16/35226	000108825	0002539053961	0002539053980	0000000000020
18/27360	000211224	0000077698201	0000077698320	0000000000120
18/27360	000211225	0002542280101	0002542280160	0000000000060



177683

Dated : 25th November, 2022

To

Investor Service Centre

ITC Limited,

37 Jawaharlal Nehru Road

Kolkata 700 071 India

Respected Sir,

Reg. : Issue of Duplicate share Certificate in Folio No. 16/35226

This is to inform you that I, Namita Pain bearing the Folio No. 16/35226 of ITC Limited, have old share certificate of Face Value 10/- . Please issue the new/duplicate share certificate of Face value 1/-.

Please do the needful at the earliest.

Thanking you,

Your's truly,



(Namita Pain)

Address : 16, Kali Kundu Lane, Howrah – 711101, West Bengal

Mob. No. 9433095238



ITC LIMITED - DUPLICATE CERTIFICATE REQUEST LETTER

Date: 30th November 2022

To,

Investor Service Centre
ITC Limited
37 Jawaharlal Nehru Road
Kolkata – 700071
India

Subject – Request to share Duplicate Share Certificate Process - Folio No: 02/12994

Dear Team,

I “Mrs. Rajiv Brara (PAN No: AAAPB4104E)” R/o D-1000, New Friends Colony, New Delhi – 110025 has holding of ITC Limited under **Folio No: 02/12994 (2880 Shares Issued in 2010(bonus))**. I have lost the same due to which I am unable to dematerialise the same.

Please share following details to get duplicate certificates: -

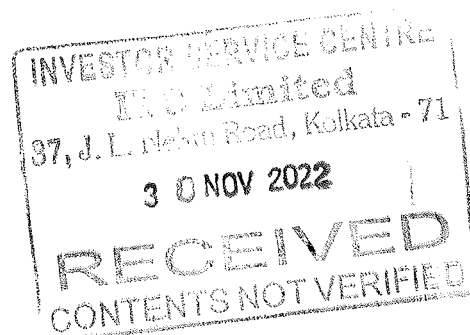
1. Shares Certificates No & Distinctive Number along with share Count
2. Duplicate Certificate Process and required documents formats

Please let me know if you need any other additional information from my side. I request you to share all required details on priority.

Sincerely



Mrs. Rajiv Brara
D-1000, New Friends Colony
New Delhi – 110025
M: 9871075115



30th November 2022

Investor Service Centre

ITC Limited

Virginia House, 37 Jawaharlal Nehru Road

Kolkata 700 071, Bengal

Re.: Folio No 18/27360 – 180 Shares for Issue of Duplicate Equity Shares of Rs.1/- each

Dear Mam,

Please find enclosed below for Folio No 18/27360 for 180 Equity Shares of Rs.1/- each

S. No.	Folio No	No. of Shares	Certificate No	Distinctive No from	Distinctive No To
1	18/27360	120	211224	77698201	77698320
2	18/27360	60	211225	2542280101	2542280160

The Share certificates No 211224 and 211225 of face value Rs.1/- have been misplaced / lost.

The above were issued against Original Share certificate No's as below specified:

Original Share Certificate No. 47270 for 120 shares for Rs.1/- each allotted, on 28th September, 2005 for Duplicates Shares Certificate No 211224 Issued on 20th December, 2013 by ITC Ltd.

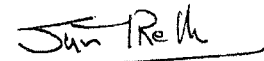
Original Share Certificate No. 113488 for 60 shares (Bonus Shares) for Rs.1/- each allotted, on 5th October, 2005 for Duplicate Shares Certificate No 211225 Issued on 20th December, 2013 by ITC Ltd.

- a) Affidavit duly Notarised
- b) Indemnity Bond duly Notarised
- c) Form ISR-4 - Request for Issue of Duplicate Certificate Duly Filled
- d) Form ISR-1 – Request for Registering PAN, KYC Details and Updation Thereof Duly Filled.
- e) Nomination Form Duly Filled.

You are requested to please acknowledge the receipt and process the request.

Thanks

Regards



Sunil Rekhi

I-901, Lagoon Apartments,

Ambience Island, NH-8,

Gurgaon – 122002

Ph No +91 99710 90614

Email: sunilrekhi@hotmail.com

