



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

14th December, 2021

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 Certificate

Pursuant to Regulation 39(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed details of the Share Certificates for 24706 shares of ₹1/- each of the Company which have been intimated as lost by the Shareholders on 13th December, 2021 and 14th December, 2021.

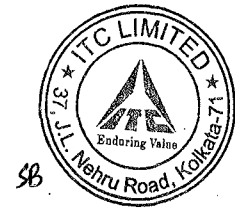
Further, copies of the letters received from the Shareholders regarding loss of the aforesaid Share Certificates are also enclosed for your reference.

Yours faithfully,

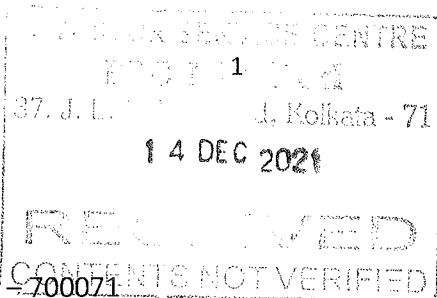

(T. K. Ghosal)
Deputy Secretary
Encl.: A/a

LIST OF SHARE CERTIFICATES REPORTED LOST

LEDGER FOLIO NO	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
13/47469	000250433	0008090971159	0008090971159	0000000000001
19/11369	000257055	0008103638640	0008103640019	0000000001380
19/56739	000052679	0000088351351	0000088361270	0000000009920
19/56739	000118898	0002547606681	0002547611640	0000000004960
19/62704	000260012	0008106992625	0008106992939	0000000000315
19/63500	000260306	0008107064903	0008107064992	0000000000090
22/04001	000060856	0000097039611	0000097039790	0000000000180
22/04001	000127081	0002551952951	0002551953040	0000000000090
22/04001	000194465	0003921798543	0003921798812	0000000000270
31/11837	000265002	0008115132112	0008115136611	0000000004500
31/12761	000265016	0008115158662	0008115161661	0000000003000



To
Investor Service Centre
ITC Limited
37 Jawaharlal Nehru Road ,Kolkata - 700071
[Registrar-ITC Limited.]



Dated : 14th December 2021

Folio No. 19/11369, 19/63500 and 19/62704

Sub: Request regarding deletion of name of Nanigopal Sen from the Share certificate(s) containing **5,355 shares [4140 +270 + 945 shares]** and to provide the pending **1785 ordinary shares (1380 + 90 + 315 shares)** certificates@ Re 1/- each issued in the name of Tapasi Sen.

Dear Sir,

This is to inform you that I am presently holding **5355 share certificates** in respect of ITC LIMITED under 03 different **Folio nos . i) 19/11369, ii) 19/63500 and iii) 19/62704** which is as follows:-

(A) Under Folio No. 19/11369

	Certificate No.	No. of Shares	Face Value	Name of Holders	Distinctive Nos	Holding
1	48424	920	Re 1.00 each	1. TAPASI SEN 2. NANIGOPAL SEN	82937511 - 82938430	Bonus Allotment - Allotted against sub division of Face Value from Rs 10.00 to Re 1.00 during 2005
2	114643	460	Re 1.00 each	1. TAPASI SEN 2. NANIGOPAL SEN	2544899761 - 2544900220	Bonus Allotment – 2:1 during 2005
3	186047	1,380	Re 1.00 each	1. TAPASI SEN 2. NANIGOPAL SEN	3907465873 - 3907467252	Bonus Allotment – 1:1 during 2010
4	257055	1,380	Re 1.00 each	1. TAPASI SEN 2. NANIGOPAL SEN	81036386401 - 8103640019	Bonus Allotment – 1:1 during 2016 not found
	Total	4,140 shares	Re 1.00 each	1. TAPASI SEN 2. NANIGOPAL SEN		

(B) Under Folio No. 19/63500

	Certificate No.	No. of Shares	Face Value	Name of Holders	Distinctive Nos	Holding
	2489260	6	Re10.00 each	1. TAPASI SEN 2. NANIGOPAL SEN	248407473 – 248407478	6 shares of ITC Ltd. allotted against 50 Equity shares held in r/o ITC Hotels during 2005
1	56083	60	Re 1.00 each	1. TAPASI SEN 2. NANIGOPAL SEN	89438091 - 89438150	Bonus Allotment - Allotted against sub division of Face Value from Rs 10.00 to Re 1.00 during 2005
2	122304	30	Re 1.00 each	1. TAPASI SEN 2. NANIGOPAL SEN	2548151101 - 2548151130	Bonus Allotment – 2:1 during 2005
3	190922	90	Re 1.00 each	1. TAPASI SEN 2. NANIGOPAL SEN	3913339108 - 3913339197	Bonus Allotment – 1:1 during 2010
4	260306	90	Re 1.00 each	1. TAPASI SEN 2. NANIGOPAL SEN	8106992625 - 8106992939	Bonus Allotment – 1:1 during 2016 not found
	Total	270 shares	Re 1.00 each	1. TAPASI SEN 2. NANIGOPAL SEN		

Tapasi Sen.

(C) Under Folio No. 19/62704

	Certificate No.	No. of Shares	Face Value	Name of Holders	Distinctive Nos	Holding
	2484555	21	Re10.00 each	1. NANIGOPAL SEN 2. TAPASI SEN	248324872 – 248324892	by own purchase
1	55396	210	Re1.00 each	1. NANIGOPAL SEN 2. TAPASI SEN	89317931 - 89318140	Bonus Allotment - Allotted against sub division of Face Value from Rs 10.00 to Re 1.00 during 2005
2	121616	105	Re 1.00 each	1. NANIGOPAL SEN 2. TAPASI SEN	2548090931- 2548091035	Bonus Allotment – 2:1 during 2005
3	190467	315	Re 1.00 each	1. NANIGOPAL SEN 2. TAPASI SEN	3913227943- 3913228257	Bonus Allotment – 1:1 during 2010
4	260012	315	Re 1.00 each	1. NANIGOPAL SEN 2. TAPASI SEN	8106992625 - 8106992939	Bonus Allotment – 1:1 during 2016 not found
	Total	945 shares	Re 1.00 each	1. NANIGOPAL SEN 2. TAPASI SEN		

In this context it is stated that my husband Nanigopal Sen died on 19th March 2015 [copy of death certificate enclosed] and due to ignorance I have not intimated the death of my husband to the Registrar/Investor Service Centre of ITC Ltd. . Now I want to delete the name of my husband Late Nanigopal Sen from the share certificates of **5,355 shares [4140 +270 + 945 shares]** against folio no.- 19/11369, 19/63500 and 19/63500 and simultaneously I want to receive the lost **1785 ordinary (1380 + 90 + 315 shares)** share certificates @ Re 1/- each issued in the name of Tapasi Sen for which I am enclosing herewith

a) General Diary for lost certificates 1785 ordinary (1380 + 90 + 315 shares) share certificates @ Re 1/- each against folio no. 19/11369, 19/63500 and 19/63500

b) Indemnity for issuance of duplicate Share Certificate(s) of ITC Limited standing in the name(s) of Tapasi Sen and Nanigopal Sen.

c) Affidavit by Tapasi Sen in connection with issuance of duplicate Share Certificate(s) of ITC Limited standing in the name(s) of Tapasi Sen and Nanigopal Sen.

The residential address and the bank details i.e Account no. 11052398225 at State Bank of India, Dhakuria Branch ,Kolkata – 700031 , IFSCBIN0001405 as already recorded in your official record will remain same for which I am enclosing herewith –

i) ECS Mandate Form in respect of Tapasi Sen duly certified by the concerned bank Manager of State Bank of India

ii) Signature verification of Tapasi Sen by the Bank Manager affixing rubber seal giving full address of the bank

Tapasi Sen.

As such I hereby request to do the needful and enclosed herewith the followings :-

(A) Under Folio No. 19/11369

- i) Original share Certificates for 2760 shares for face value of Re 1.00/- each
- a) Certificate No. 48424-Distinctive Nos 82937511 – 82938430 issued on 28-09-2005- 920 shares
 - b) Certificate No. 114643-Distinctive Nos 2544899761 – 2544900220 issued on 05-10-2005 - 460 shares
 - c) Certificate No. 186047-Distinctive Nos 3907465873 – 3907467252 issued on 06-08-2010- 1380 shares

(B) Under Folio No. 19/63500

- i) Original share Certificates for 180 shares of face value or Re 1.00/- each
- a) Certificate No. 56083-Distinctive Nos 89438091 – 89438150 issued on 28-09-2005- 60 shares
 - b) Certificate No. 122304-Distinctive Nos 2548151101 – 2548151130 issued on 05-10-2005 - 30 shares
 - c) Certificate No. 190922-Distinctive Nos 3913339108 – 3913339197 issued on 06-08-2010- 90 shares

and also ii) *Original share Certificates for 06(six) shares of face value or Re 10.00/- each issued on 09/05/2005 certificate No. 2489260 (Distinctive Nos 248407473-248407478)*

(C) Under Folio No. 19/62704

- i) Original share Certificates for 630 shares of face value or Re 1.00/- each
- a) Certificate No. 55396-Distinctive Nos 89317931 - 89318140 issued on 28-09-2005- 210 shares
 - b) Certificate No. 121616 Distinctive Nos 2548090931- 2548091035 issued on 05-10-2005 - 105 shares
 - c) Certificate No. 190922-Distinctive Nos 3913227943- 3913228257 issued on 06-08-2010 - 315 shares
- and also ii) Original share Certificates for 21(twenty one) shares of face value or Re 10.00/- each issued on 09/05/2005 certificate No. 2484555 (Distinctive Nos 248324872-248324892)

My email address is ngsen.pfo@gmail.com and phone No. is 7003600665, 9433799890 . I have already opened a Demat Account with SBI CAP Securities in my name bearing **account No. 1000023969**. bearing PAN No. BRWPS8725A with Adhaar No. 697376666611 and also enclose herewith a cancelled cheque copy with the request to do the needful .

Yours truly,

Tapasi Sen,

[TAPASI SEN]

52 H BABUBAGAN LANE
DHAKURIA : KOLKATA -700031
P.S.-LAKE ; P.O.-DHAKURIA
ngsen.pfo@gmail.com
7003600665, 9433799890

Dated: _____

Virginia House,,37

Unit - ITC Limited

Jawaharlal Nehru Road,,
Kolkata- 700071

154710

Subject: Request for procedure of duplicate share certificates Folio No. 31/11837

Dear Sirs,

have misplaced the original share certificates under **Folio No. 31/11837 Certificate no. 265002**
Certificate. BONUS MISPLACED and therefore request you to kindly procedure the duplicate
certificates at the earliest possible.

The following documents are enclosed:

1. Company PAN copy self attested for Authorised signatory
2. Company Bank Statement copy self attested for Authorised signatory

Your early action in the matter will be highly appreciated

For Comecon Overseas Pvt Ltd

Authorised Signatory

Mob-

815-816, International Trade Tower

Nehru Place - 110019



ated: _____

rginia House,,37
nit - ITC Limited
awaharlal Nehru Road,,
olkata- 700071

1547.09

Subject: Request for procedure of duplicate share certificates Folio No. 31/12761 Certificate no - 265016

Dear Sirs,

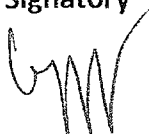
have misplaced the original share certificates under Folio No. 31/12761 BONUS certificate. MISPLACED and therefore request you to kindly procedure the duplicate certificates at the earliest possible.

The following documents are enclosed:

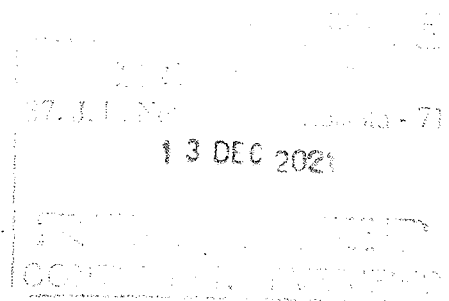
1. Company PAN copy self attested for Authorised signatory
2. Company Bank Statement copy self attested for Authorised signatory

Your early action in the matter will be highly appreciated

For Comecon Overseas Pvt Ltd
Authorised Signatory



Mob-
15-816, International Trade Tower
Nehru Place - 110019



Date :-

To,

The Investor Service Centre
ITC Ltd.
37, Jawaharlal Nehru Road, Kolkata
Kolkata, 700071

UNIT: ITC LIMITED
Folio: 19/56739

Subject: Regarding Loss of Shares.

Dear Sir,

I have submitted documents for transmission in my favour upon demise of my father, but I do not have any original share certificates with me, Kindly guide me what needs to be done in this regard.

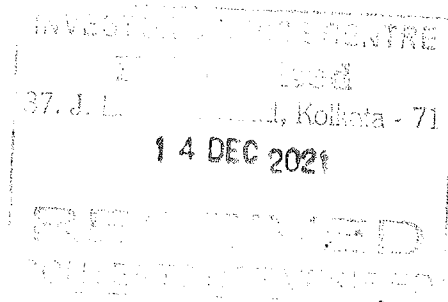
Thanking You,

Yours Sincerely,



Vikas Surya Narayanan

25/15 Tilak Nagar, Delhi-110018.



THE UNIVERSITY OF
WISCONSIN - Stevens Center
670 Walnut
1100 N. Perkins Road
MILWAUKEE WI 53233

Bank File No. 228-391

We request you to urgently look into this and arrange to send the Original Share certificates to the above address.

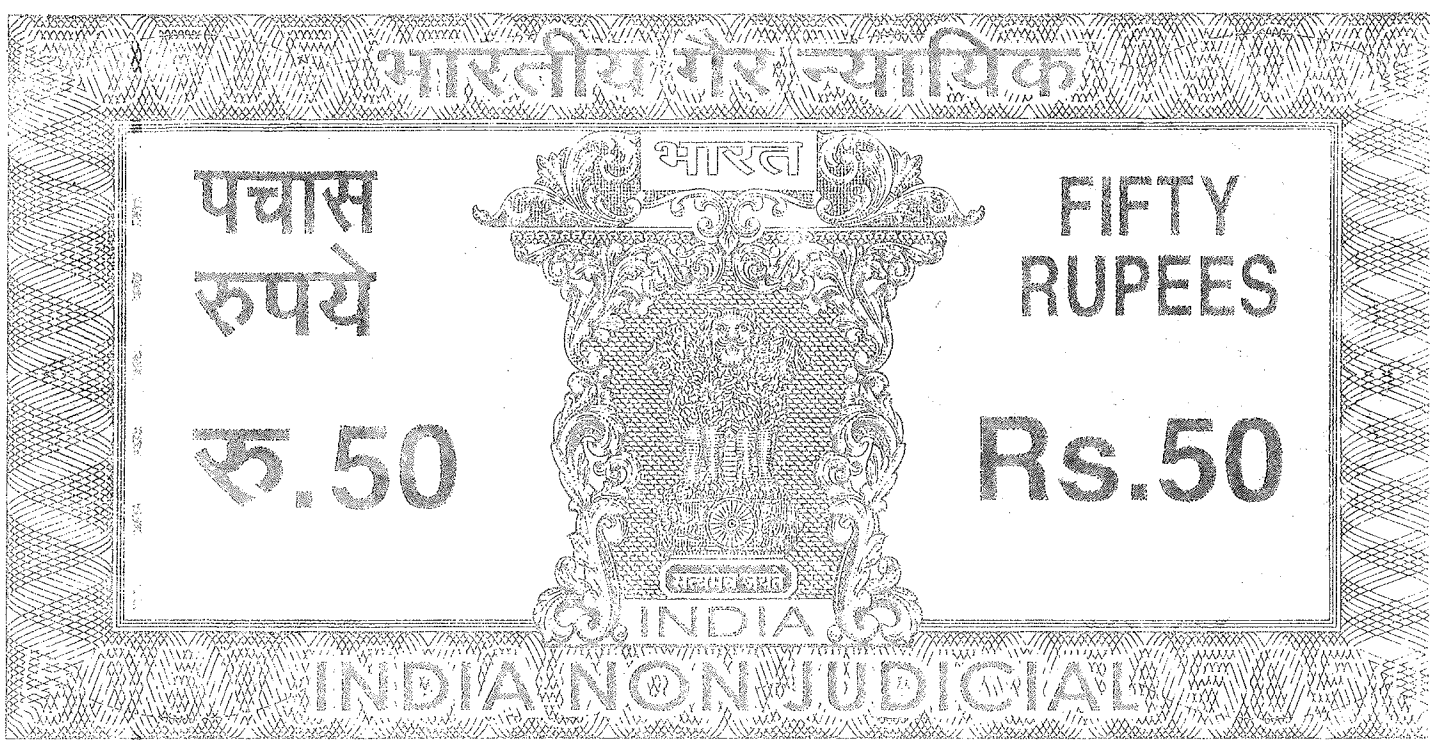
Yours sincerely,

10-2-1941

INVESTOR SERVICE CENTRE
ITO LIMITED
37-11, Mohan Road, New Delhi - 110028
13 DEC 2021

RECEIVED
FEBRUARY 1967

154708



पश्चिमबङ्ग पश्चिम बंगाल WEST BENGAL

INDEMNITY

The Board of Directors
ITC Limited
37 J L Nehru Road
Kolkata 700 001

Dear Sirs,

Re : Dematerialisation of Shares of the Company lost in transit

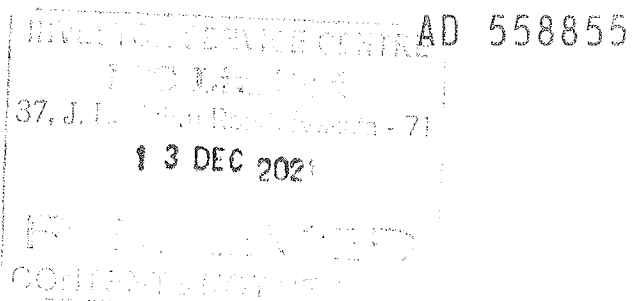
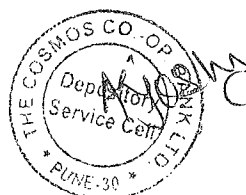
Whereas we, The Cosmos Co-operative Bank Ltd., Depository Participant, situated at 26/270, Cosmos heights, 2nd Floor, Shaniwar Peth, Pune - 411030 and registered with the National Securities Depository Limited (NSDL), received the share certificate(s) of ITC Limited (hereinafter referred to as "the Company") which has / have been described below under Schedule A from our below mentioned Client(s), being the respective registered holder(s) of the shares, for dematerialisation.

The share certificate(s) was / were sent by us together with duly executed "Demat Request Form(s)" [DRF No.624362] to the Company by Courier / Speed Post / Registered Post / Ordinary Post for dematerialisation as per copy of postal / consignment receipt enclosed. The concerned article(s) containing the share certificate(s) and DRF(s) has / have been lost in transit.

We confirm that these share certificate(s), sent by us to the Company for dematerialisation was / were duly cancelled by hand / affixing stamp bearing the words "SURRENDERED FOR DEMATERIALISATION" and was / were also defaced by means of perforation as directed by NSDL. We further confirm that the corresponding electronic request(s) for dematerialisation of these shares was / were also sent to the Company through NSDL, which was rejected by the Company on grounds of non receipt of the share certificate(s).

We hereby undertake and engage for myself / ourselves, our directors, partners, officers, employees, associates and successors and assign to hold the Company and the Directors and Officers thereof, harmless and indemnified against all actions, claims, suits or demands or any loss whatsoever arising directly or indirectly from or out of the loss of the original share certificate(s) mentioned in Schedule A hereunder and consequent dematerialisation of these shares by the Company in accordance with our request including any loss arising by reason of any party or parties producing the original share certificate(s).

as per
annexure
attached



We also hereby undertake in the event of the concerned share certificate(s) being found to return the same to the Company.

(Witness to the Signature)

Yours faithfully,

Name

Address

Occupation

Mrs. Anuja Kapil Joshi

Cornwall Heights

269/70 Shantwar

Peth Pune - 411030

Service

(Signed for and on
behalf of the Depository
Participant)

Dated :

ANUJA JOSHI
Compliance Officer



[Handwritten signature]

Countersigned by the Client(s) / Registered Holder(s) of the shares

(Witness to the Signature) 1

Name : Nandkishore
Motilal Shah

1. Signature : [Signature]

Folio No. : 13/47469
Address :

163 Railway lines
Solapur - 413001

Name : Anand M. Gargadaj

Address : Solapur

Mob - 96217 87111

Signature : [Signature]

Occupation : Service

2

Name :

Folio No. :

Address :

2. Signature : [Signature]

Name : Amol Kulkarni

Address : Rohini C 202

DSK Vishwak

Dhuyani Pune 411041

9762936179

Occupation :

SERVICES

Signature :

(Attestation of Signatures of the
Client(s)/Regd. holder(s) by a
Bank with seal)

Schedule A

Details of share certificate(s)

<u>Folio No(s)</u>	<u>Certificate(s)</u>	<u>DNR from</u>	<u>DNR to</u>	<u>No. of shares</u>
13/47469	250433	8090971159	8090971159	1