



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

16th March, 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 SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed details of Share Certificates for 10140 shares of ₹1/- each of the Company intimated as lost by the Shareholders on 14th March, 2022 and 15th March, 2022.

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

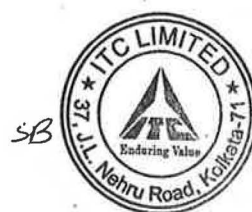
Yours faithfully,

(T. K. Ghosal)
Deputy Secretary

48 Encl.: A/a

LIST OF SHARE CERTIFICATES REPORTED LOST

LEDGER FOLIO NO	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
02/13980	000156527	0003835637518	0003835641357	0000000003840
02/13980	000232849	0008060642579	0008060646418	0000000003840
07/17300	000017609	0000031265261	0000031265580	0000000000320
07/17300	000083818	0002519060701	0002519060860	0000000000160
07/17300	000240187	0008074003807	0008074004286	0000000000480
13/24281	000032714	0000055998901	0000055999900	0000000001000
13/24281	000098926	0002531428601	0002531429100	0000000000500



INVESTOR SERVICE CENTRE
LIMITED
KATA - 700071
INDIA.

DATE — 01st MARCH 2022

SUBJECT — LOSS OF SHARE CERTIFICATES (A/C-02/13980)

Dear Sir/Madam,

I, Dinesh C. Bisht, holder of Ledger Folio Number 02/13980 with 11520 ordinary shares of Re. 1/- have misplaced / lost / not received, some of the share certificates held under my name.

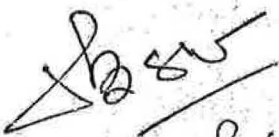
I currently have the following share certificates in my possession

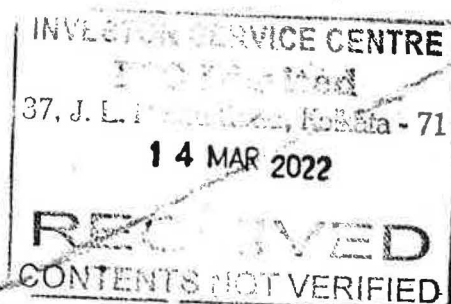
- C No - 4626 with 2560 shares issued on 28/09/2005
- C No - 70833 with 1280 shares issued on 05/10/2005

Please note that I do not have any record or details of the remaining (7680 shares) share certificates issued.

I request you to kindly share the details of steps to be undertaken to issue the duplicate share certificates.

Yours Sincerely


Dinesh C. Bisht



160998

Speed Post (Reg)

05-03-2022

FROM:

NAMRATA SARAWGI

W/O Samir Sarawgi,

Opposite Town Thana KE Samane,

P.O - Giridih, Giridih-815301,

(Jharkhand), Phone-9234600754, Email : namsarawgi06@gmail.com

To

M/s ITC LIMITED,

UNIT- ITC LIMITED

Virginia House

37, Jawaharlal Nehru Road, Kolkata-700071, Email : isc@itc.in

Respected Sir/ Madam

Ref: Your Email dated 02.10.2020

Ref: Folio No 07/17300 (Share certificates No 165410 & Equity Share: 480 Nos and Distinctive No -3857578568 to 3857579047)

Ref: Our request Letter dated 10.09.2021 for Deletion of names of deceased 2nd share holder & change of name of 1st shareholder

With reference your above referred email dated 02nd October 2021, I would like to inform you that, I have 1440 Equity share (320 nos.+160 nos. equity share against Stock split issued in Year 2005 +480 nos. against bonus issued in year 2010 +480 nos. bonus shares issued in Year 2016) of ITC Limited against Folio No 07/17300 of your company.

But I had sent original share certificate of 480 nos. of equity shares (i.e. 480 nos. equity share against bonus issued in year 2010 vide Certificate No 165410) out of total original share certificate of 1440 nos. equity shares to your office on 10th September 2021. Balance original Certificates are not traceable at my end.

As I had kept the balance original share certificate in remote place the balance certificate of 960 nos. equity shares (320 nos. +160 nos. +480 nos.) are untraceable . I am trying my best to locate the said original certificate.

In due course please advise me, what to do if could not find original shares certificates.

Further I request you to please give effect of my request letter dated 10.09.2021 for Deletion of names of deceased 2nd share holder & change of name of 1st shareholder, share certificate of which has already been received by you in Original (i.e. **Original share certificate No 165410 and No of share-480 nos Equity**).

Further I request you to please look into the matter and take action from your end & send me the share certificate after correction/ deletion and change of name etc as soon as possible for 480 nos. of equity share.

INVESTOR SERVICE CENTRE
ITC Limited
37, J. L. Nehru Road, Kolkata - 71
15 MAR 2022

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RECEIVED
CONTENT VERIFIED

(2)

Further I am confirming my permanent and present address after marriage (post married), which is mentioned as below:

Namrata Sarawgi
W/O Samir Sarawgi,
Opposite Town Thana KE Samane,
P.O - Giridih, Giridih-815301,
(Jharkhand)

Furthermore I also request you to please release entire dividend entitlements due (if any) to my account.

Furthermore I would like to inform if any other formalities requires to be done, please intimate me the same & also guide me in this regard.

Thanking you,

Yours faithfully,

Gutgutia

(Namrata Gutgutia)
1st share Holder
(Old Name as per your Record)
PAN: ADXPG2350H

Namrata Sarawgi...

(Namrata Sarawgi)
1st Shareholder
(New Name after change name)
PAN :ADXPG2350H
Mobile No-9234600754
Email id : namsarawgi06@gmail.com

Encl: (a) Copy of Mandate FROM
(b) Copy of Cancel cheque (original)
(c) Copy of ~~cancel~~ PAN CARD with self attested

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160999

To
The Secretarial Department
ITC Limited
Virginia House,
37 Jawaharlal Nehru Road,
Kolkata, West Bengal, 700071

Date: 22/02/2022

Sub: Updation of Address, Issue of Duplicate shares, Release of Bonus Shares from Suspense Account - Folio Nos. 13/24281

Sir,

Pursuant to your email dated 12.10.2021 to my lawyer Mr. Ankit Gang, Advocate, I Renu Makhija W/o Late T N Makhija, R/o Flat No. 2B, South Gate Apartments, 35 Kasturi Rangan Road, Alwarpet, Teynampet, Chennai - 600018, holding 4500 Equity shares in ITC Limited under Folio Nos. 13/24281, am writing to your goodself to update my current residential address and to confirm if the bonus shares certificates issued in 2016 and 2009 in the said folios are lying undelivered with the Company. Also, due to change of address, I am unable to find original shares certificates of 1500 shares of face value of Rs.1/-, You are requested to provide the procedure and documents required for issue of duplicate share certificates along with the complete details of shares certificates numbers and distinctive numbers.

You are also requested to release the Bonus shares of 2016 and 2009 issued in the said folios to my demat account directly.

I am hereby sending the following documents as per the latest SEBI Circulars SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated 25/01/2022 and SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 03.11.2021 applicable from 01/01/2022 for your records and verification:-

1. Duly filled Form ISR-1.
2. Form ISR-2 duly attested by bank for updation of my signature and bank details.
3. Self attested and DP attested copy of Client Master List of my demat account.
4. Form ISR-4.
5. Nomination Form SH-13.
6. Self attested copy of my Pan Card.
7. Self attested copy of my Aadhaar card bearing my current and permanent address.
8. Duly filled Mandate form.
9. Cancelled Cheque Leaf of my bank account.
10. Self attested copy of my old Passport as my old address proof.

Kindly verify the above mentioned documents, update my details, release my shares from the suspense account and provide me the procedure for issue of duplicate shares which are misplaced.

Regards,

Renu Makhija

Renu Makhija
Flat No. 2B, South Gate Apartments,
35 Kasturi Rangan Road, Alwarpet, Teynampet, Chennai - 600018

