



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

23rd 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

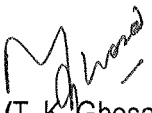
Dear Sirs,

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 Share Certificate for 90 shares of ₹1/- each of the Company intimated as lost by a Shareholder on 22nd December, 2021.

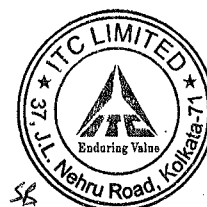
Further, copy of the letter received from the Shareholder regarding loss of the aforesaid Share Certificate is also enclosed for your reference.

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
07/35005	000166489	0003859262383	0003859262472	00000000000090



To
ITC LIMITED
Virginia House,
37, J. L. Nehru Road
Kolkata - 700071, India

1553/2

Dated: 10/12/2021

Folio No: 07/35005

Subject: Issue of duplicate share certificates, name deletion of deceased holder, change of address & change of signature

Dear Concern,

This is Sujata Gupta jointly with K L Gupta. On the reference to your mail dated 6th December 2021. Having 270 Shares of ITC Ltd. under the above mentioned folio. I have only 90 Qty. shares in my possession & rest not. So kindly issue of duplicate share certificate as soon as possible.

- As per company record, my address is old. So I would like to request you to please update my new address as per mentioned in Aadhaar.
- I am attaching herewith the Affidavit for the change of signature along with the banker verification format & cancelled cheque. Kindly update new signature and bank details.
- It is to apprised you that, 2nd holder K L Gupta passed away on the date of 2nd August 2021. So kindly delete the name of deceased holder in company record & share certificate details.

In this regard, I am attaching following documents as per your requirements:

- 1) Indemnity Bond
- 2) FIR
- 3) Affidavit for the mismatch name of deceased holder in Death certificate & share certificate.
- 4) Original share certificate.
- 5) Notarized copy of death certificate of demised holder.
- 6) Self-attested copy of Aadhaar for the proof of identity.
- 7) Self-attested copy of Pan.

Kindly issue of duplicate share certificate & update the all formalities as mentioned in subject line.

I would be happier to expedite the process & update the status.

Thanks & Regards

Sujata Gupta

Sujata Gupta
520/9, Laxman Colony
Thanesar, Kurukshetra
Haryana-136118
Phone No: 9555220651

