



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

29th July, 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 12750 shares of ₹1/- each of the Company intimated as lost by the Shareholders on 27th July, 2022.

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

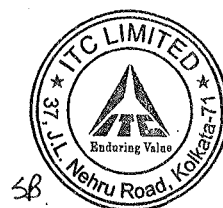
Yours faithfully,

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

58

LIST OF SHARE CERTIFICATES REPORTED LOST

LEDGER FOLIO NO	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
13/13597	000247980	0008087861624	0008087862583	0000000000960
19/00905	000047438	0000078809811	0000078816070	0000000006260
19/00905	000113656	0002542835906	0002542839035	0000000003130
20/21798	000056975	0000091555371	0000091556170	0000000000800
20/21798	000123196	0002549209741	0002549210140	0000000000400
20/21798	000191753	0003916259750	0003916260949	0000000001200



63, Jodhpur Park
Kolkata – 700 068
Mobile - 09831422676

27th July, 2022

M/s ITC Limited.
37, J.L. Nehru Road
Kolkata – 700 071

Dear Sir,

Sub: Account No. – 19/905, - Request for Issue of Duplicate share certificate & Transmission of shares

It is with deep sorrow to inform you that my husband Mr. Amit Kumar Sen left for his heavenly abode on 23.03.2019 and was holding shares of your Company registered under the aforesaid Account No.

Please note that out of the total holding of 28,170 shares, I am only in possession of the Bonus Share Certificate Nos.185435 & 256686 for 9390 shares each and the Share Certificate No.47438 for 6260 shares and Share Certificate No.113656 for 3130 shares are not in my possession. I have thoroughly searched for the aforesaid share certificates but unable to locate the same. It may be presumed that share certificate(s) is / are misplaced / lost. Further please note that I am in possession of a Succession Certificate granted by the 5th Civil Judge (Senior Division), Alipore, South 24 Paraganas in my favour.

I would request you to kindly provide me with the formalities/procedures to be adhered to for Loss of the Share Certificate No.47438 for 6260 shares and Share Certificate No.113656 for 3130 shares and Transmission of the total holding of 28170 shares in my favour based upon the Succession Certificate and claim of unencashed/unclaimed dividend, if any. In this connection, attached please find a scanned copy of the Death Certificate of my husband Late Mr. Amit Kumar Sen, scanned copy of the Succession Certificate and scanned copies of my PAN & Aadhaar Cards for your ready reference.

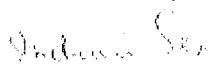
Further, since I am a senior citizen my daughter Mrs. Satarupa Mukherjee & Mr. Ranajay Guha will be compiling the paperwork to be executed by me including follow-ups on my behalf.

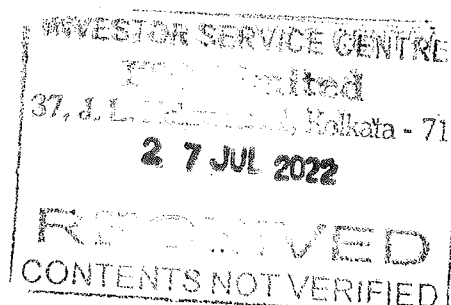
To proceed further in the matter expeditiously, would be extremely grateful if you could kindly provide me with the writeable soft copies of the procedure and proformas per return email to the following email ids ranajayg@cbmsl.co (Email id of Ranajay Guha) and satarupa@eastindiapharma.org (Email id of Satarupa Mukherjee).

Your kind cooperation in the matter shall be highly appreciated.

Thanking you,

Yours sincerely,


Mrs. Indrani Sen



Pradeep M Mehta
B/301, Anand CHSL
Carter Road No 4
Borivli (E)
Mumbai - 400066

27/07/2022

To
The Registrar
ITC Ltd
Kolkata

Sir,

Re: Lost Shares

Folio No 13/13597 in name of
Madhusudan M Mehta & Pradeep M Mehta

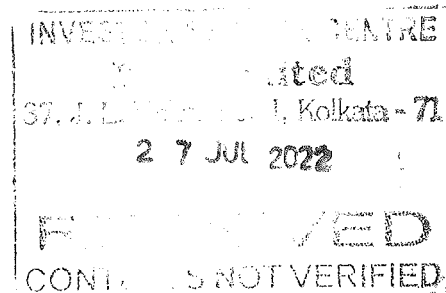
I have sent my documents for transmission
& issuing duplicate share certificate of 960 shares
of the company.

I wish to inform that certificate of 960
shares issued as Bonus in 2016 is lost / misplaced at
my end & not traceable.

So I request you to kindly issue me
duplicate share certificate for the same.

Thanking you

Yours sincerely
Pradeep M Mehta
(Pradeep M Mehta)



To,
The Company Secretary,
ITC LIMITED
37, J L NEHRU ROAD,
KOLKATA -700 071

170675

Date - 21/7/2022

Sub: ISSUE OF DUPLICATE SHARE CERTIFICATE APPLICATION

Dear Sir,

I/We, Renuka Kishor Ragoowanshi, residing at 211/9, Beas Bldg., Satguru Saran CHS., Laxmibai Kelkar Marg, Opp Sion Hospital, Sion (E), Mumbai-400022, Maharashtra, India am/are applying for issue of duplicate share certificate. I am holding 3600 equity shares of face value Rs.1/- out of those 2400 shares of following description are missing.

Folio NO.	Certificate no. From	Certificate no. To	Distinctive no. From	Distinctive no. To	Share
20/21798	123196	123196	2549209741	2549210140	400
20/21798	191753	191753	3916259750	3916260949	1200
20/21798	56975	56975	91555371	91556170	800

I am furnishing indemnity bond and affidavit thereof for issue of duplicate share certificate.

I/We Renuka Kishor Ragoowanshi hereby submit the following documents for issue of duplicate share certificate.

- 1.FIR Copy
- 2.Affidavit – Lost Shares
- 3.Indemnity Bond
- 4.News paper Advertisement
- 5.Pan Card
6. Aadhar Card
- 7.Original Share Certificate no.262037 for 1200 shares issued in 2016 (Bonus)
- 8.ISR – 1
- 9.ISR- 2
- 10.SH-13
- 11.ISR-4
- 12.Cancelled Cheque
- 13.Notarized Marriage Certificate
- 14.Notarized Name Change Gazette
- 15.Affidavit – Signature Updating , Name change
16. Name change request letter.

I/We hereby request you to issue duplicate share certificate.

Signature of Share Holder

Renuka K.R.

Renuka Kishor Ragoowanshi

