



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

30th September, 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 7726 shares of ₹1/- each of the Company intimated as lost by the Shareholders on 28th September, 2022.

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

Yours faithfully,

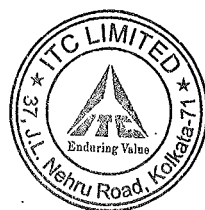
TUNAL
KUMAR
GHOSAL

Digitally signed
by TUNAL
KUMAR GHOSAL
Date: 2022.09.30
16:02:09 +05'30'

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

LIST OF SHARE CERTIFICATES REPORTED LOST

LEDGER FOLIO NO	CERTNO TO	DISTNO FROM	DISTNO TO	NO. OF SHARES
01/35014	000213003	0007967350969	0007967350969	00000000000001
16/21461	000040476	0000069379071	0000069382410	00000000003340
16/21461	000106691	0002538119081	0002538120750	0000000001670
19/62800	000190547	0003913242793	0003913242987	0000000000195
19/62801	000055485	0000089332721	0000089333560	0000000000840
19/62801	000121705	0002548098326	0002548098745	0000000000420
19/62801	000190548	0003913242988	0003913244247	0000000001260



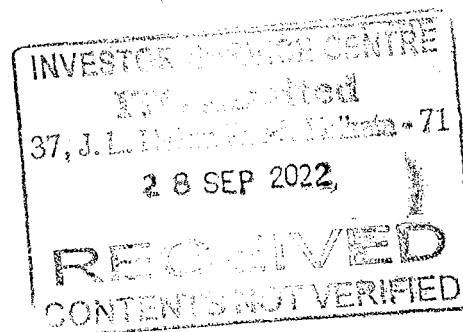
REQUEST LETTER

Date: 23/9/22

To,
ITC Limited
Virginia House, 37,
Jawaharlal Nehru Road,
Kolkata, West Bengal- 700071
Tel: 033-22889371

From,
Panshikar Sunanda M
Flat no.101, Building no. 4
Wimbledon Park Pokharan road no. 1
Near Satkar Residency
Jekegram Thane, Maharashtra - 400606

Unit: ITC Limited
Folio no.: 16/21461
Holder name: Mrs. Sunanda Manohar Panshikar
Email ID: thebullstreetllp@gmail.com



Sub: Request for the holding confirmation, procedure to apply for duplicate share certificate & update our KYC details in your records,

Dear Sir/Madam,

I Panshikar Sunanda M who hold 5010 shares in ITC Limited under the folio no. 16/21461.

The original share certificates in respect of 5010 shares are not in our possession. Kindly let us know the total holding in the above-mentioned folio and if there are any share certificates retained at RTA/company.

If there are no share certificates retained at RTA or Company, kindly provide us with the procedure to apply for duplicate share certificate.

I request you not to transfer the unclaimed dividends and shares under the aforesaid folio to IEPF. I would submit the required documents for unclaimed dividend at the earliest.

I enclosed the below mentioned documents:

1. Self-attested copy of Pan Card & address proof
2. Form ISR -1, ISR -2, ISR -3, ISR -4
3. *Client master list & cancelled cheque leaf*
4. *Photocopy of Dividend counter foil as old address proof*

Considering my plight, update our KYC details in your records & provide procedure as requested above at the earliest.

Kindly sent all documents to above mentioned address.

Thanks & regards,

Panshikar Sunanda M - 8660254838

To,

ITC Ltd,

Virginia House,

37, Jawaharlal Nehru Road,

Kolkata – 700 071

174851

Sub: Updation of KYC & Application for issue of duplicate shares (L.F: 01/35014)

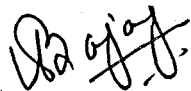
Dear Sir/Madam,

This is to bring to your kind notice that the subject shares are misplaced / not found at my end. Also I do not possess the details of the same. Please help me get the duplicate shares in lieu of shares held earlier. Please provide procedure for the same.

Please do the needful & oblige.

Thanking You,

Yours Faithfully


APARNA BAJAJ

Flat No.24,

Lehna Singh Market,

Delhi – 110 007.

Date: 22/09/2022.

Encl: Form ISR – 1, 2,4 Form SH-13 & CML

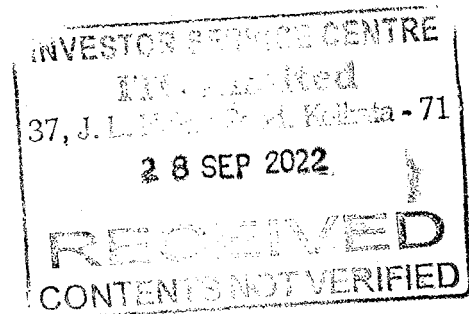
One cancelled cheque no. 452479

Self-Attested photocopy of Aadhar & Pan Card of Security holder.

Self-Attested photocopy of Aadhar & Pan Card of Nominee.

Self-Attested photocopy of Aadhar & Pan Card of witness.

Self-Attested photocopy of Gazette.



To
Investor Service Centre
ITC Limited,
37 Jawaharlal Nehru Road
Kolkata.700 071 India

174852

Ref: Folio No. 19/62800 & 19/62801

Sub: Loss of share certificate

Dear Sir,

I am the shareholder(s) of ITC Limited holding 3780 + 585 equity share under folio number 19/62800 & 19/62801

This is to inform you that the share certificate(s) has been lost by me I do not have all the share certificates, I have lost some share certificates so kindly send me the complete process of issue of duplicate share certificates folio numbers 19/62800 and 19/62801

This is the only share certificate I have, apart from this send me the details and loss of whatever share certificate I have in my folio 19/62800 & 19/62801

The details of the share certificate which I have are as follows

Folio no	certificate no	No of share	Distinctive no	
			TO	FROM
19/62800	121704	65	2548098261	2548098325
19/62800	55484	130	89332591	89332720
19/62800	260055	195	8107002038	8107002232
19/62801	260056	1260	8107002233	8107003492

Pritam Singh

Thanking you
pritam singh
9891806024

ATTACHED DOCUMENT

- (1) Request letter
- (2) ISR-1
- (3) ISR-2
- (4) NOMINATION FORM
- (5) ORIGINAL CANCEL CHEQUE
- (6) CML COPY
- (7) PAN CARD
- (8) AADHAR CARD
- (9) SHARE CERTIFICATE

