



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**

22nd March, 2023

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 42707 shares of ₹1/- each of the Company intimated as lost by the Shareholders on 20<sup>th</sup> March, 2023 and 21<sup>st</sup> March, 2023.

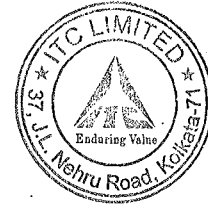
Copies of the letters received from the Shareholders regarding loss of the aforesaid Share Certificates are enclosed for your reference.

Yours faithfully,

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

COMPANY NAME ITC LIMITED  
SOURCE INVESTOR SERVICE CENTRE  
LETTER REF NO ISC/LOST/EXCH/48  
LETTER DATE 22/03/2023  
REMARKS SHARES REPORTED LOST/STOLEN/MISPLACED

LEDGER FOLIO NO	HOLDER NAME	CERTNO	DISTNO FROM	DISTNO TO	NO. OF SHARES
02/02980	SNIGDHA BANERJEE	000003316	0000006489021	0000006506030	000000017010
02/02980	SNIGDHA BANERJEE	000069523	0002506669131	0002506677635	000000008505
03/03882	TRILOK CHANDRA	000159346	0003842002132	0003842009031	000000006900
03/03882	TRILOK CHANDRA	000235264	0008064087615	0008064094514	000000006900
03/21409	TRILOK CHAND	000236094	0008065540833	0008065540847	000000000015
11/46406	JHARNA KUNDU	000217083	0007967364689	0007967364689	000000000001
13/06341	DAU LAL MALL	000030975	0000052979371	0000052979390	000000000020
13/06341	DAU LAL MALL	000097187	0002529918836	0002529918845	000000000010
13/06341	DAU LAL MALL	000174460	0003878607246	0003878607275	000000000030
13/28612	KRISHNA MITRA	000033252	0000057596041	0000057598040	000000002000
13/28612	KRISHNA MITRA	000099464	0002532227171	0002532228170	000000001000
13/47422	SAIFEE JAFFER MAHABALESHWARWALA	000218641	0007967369829	0007967369829	000000000001
22/02303	JOHN ISAAC	000194272	0003921513433	0003921513747	000000000315



186644

To The Officer incharge  
Investor service dept, ITC limited  
37 J L Nehru Road  
Kolkata 700071, India



Sub: Issue of duplicate  
ITC share certificate  
Folio No : 11/46406

Dear sir,

This is for your information that  
my one share certificate of ITC is  
misplaced & ~~is~~ one certificate.

Please issue me a duplicate share  
certificate from your end.

Please do the needful.

Thanking you.

Your's faithfully  
Tharna Kundu

Dated

Tharna Kundu  
105/16 canal street,  
Sreebhumi, Kolkata-480

8444020896

9903164311

Dear Sir/Madam,

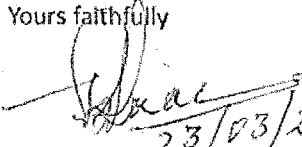
Sub: Lost share certificates Folio No. 22/02303

With reference to your email on the above subject, I understand from your original letter that a total of 945 shares of Re 1/- each issued in the 2005 (stock split and bonus), 2010 (bonus), and 2016 (bonus) are standing in my name and folio number 22/02303.

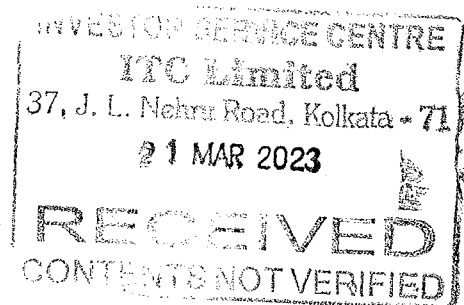
Out of these 945 shares, 315 shares issued in 2010 (bonus) have been lost. Please advise me as to what I should do regarding the lost 315 shares.

I hereby verify that I am the sole share holder for all the 945 shares standing in my name, including the 315 lost bonus shares issued to me in 2010.

Yours faithfully

  
23/03/23

John Isaac



TO,  
ITC LTD.  
KOLKATA

28/02/2023

REF: FOLIO No: 13/06341

SUB: DUPLICATE SHARE CERTIFICATES

DEAR SIR,

I, DAU LAL MALL AM HOLDING THE SHARES OF ITC LTD. UNDER THE FOLIO NO: 13/06341. I WISH TO INFORM YOU THAT THE SHARE CERTIFICATE ISSUED IN 2016 IS AVAILABLE WITH ME WHILE THE OTHER SHARE CERTIFICATES WHICH WERE ISSUED IN 2005 AND 2010 ARE NOT TRACEABLE AT MY END, I THUS REQUEST YOU TO KINDLY PROVIDE ME THE PROCEDURE FOR APPLYING FOR DUPLICATE SHARE CERTIFICATES FOR THE MISPLACED ONES.

I ENCLOSE A COPY OF MY PAN CARD & ELECTRICITY BILL FOR YOUR PERUSAL AND REFERENCE.

AWAITING YOUR PROMPT REPLY.

THANKS & REGARDS,

*Daui Lal Mall.*

DAU LAL MALL

ENCLOSURE: AS ABOVE

INVESTOR SERVICE CENTRE  
ITC Limited  
37, J. L. Nehru Road, Kolkata - 71  
20 MAR 2023  
RECEIVED  
CONTENTS NOT VERIFIED

To,  
ITC Ltd,  
Virginia House,  
37 Jawaharlal Nehru Road,  
Kolkata - 700071, WB

08/03/2023

Ref: Folio Nos.: **03/03882, 03/21409**

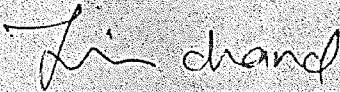
Sub: **Duplicate Share Certificates**

Dear Sir,

I, Trilok Chand am holding 13800 & 45 shares of ITC Ltd. under the respective folio nos: 03/03882, 03/21409. The share certificates for all the shares under the above folios are not traceable at my end. I thus request you to kindly provide me the procedure for applying for duplicate share certificates.

I enclose a copy of my Pan Card & Address Proof for your perusal & reference.

Thanking You  
Warm regards,



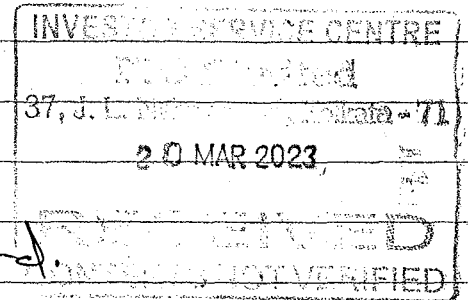
**Trilok Chand**

Enclosures: As Above

INVESTOR SERVICE CENTRE  
ITC Limited  
37, J. L. Nehru Road, Kolkata - 71  
20 MAR 2023  
RECEIVED  
CONTENTS NOT VERIFIED

Saifee J. Mahableshwarwala.  
Shera saifee Mahableshwarwala.  
Porbander's castle, 2nd floor,  
C-Block, 3rd pasta lane,  
Colaba, Mumbai-400005.

To  
The Company Secretary.  
ITC Ltd.



Unit:- ITC Ltd.  
Folio NO:- 13/47422.

Dear Sir

Sub:- ① Issue of Duplicate shares.  
② updation of KYC details.

We hereby inform you that our original shares certificate has been lost & it is not traceable. please send us Issue of duplicate shares procedure at the earliest. We are sending herewith following documents to update our KYC details in your records.

- 1) our self attested copy of Pancard & Adharcard.
- 2) Form ISR-1, ISR-2, ISR-3 & original cancel cheque.

Please do the needful.

Thanks with Regards.

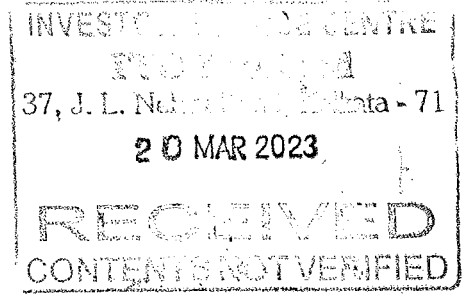
*Saifee J. Mahableshwarwala*

*Shera Saifee*

(Saifee J. Mahableshwarwala) (Shera Mahableshwarwala)

186448

To  
Investor Service Centre  
ITC Limited  
37 J.L. Nehru Road  
Kolkata-700071



Subject:- Application for loss of Share Certificates  
Ref ; - Folio No -02/02980

YOUR MAIL dt JAN 9, 2023 at 5.17 PM.

Sir/Madam,

I have 25515 nos ITC shares .It is Bonus shares of 2005. I have no physical shares with me. It is lost /misplaced. I want the duplicate copy of physical shares. I have received your reply through E mail on JAN 09, 2023 at 5.17 pm. As per your requirement I am furnishing herewith the following documents for your ready reference.

Please let me know the further necessary formalities in this connection.

Encl:-

- 1.Xerox copy of PAN and Aadhaar
2. Form ISR-2 with Bank Attested Signature

15/03/2023

Snigdha Banerjee

SNIGDHA BANERJEE  
24/2/26 , Mondal Para Lane  
Kolkata – 700050  
Phone No:-9830212059

Mail ID:- banerjee.chandan98@gmail.com



**KRISHNA MITRA**

186443

27/1P, Balaram Ghosh Street  
Kolkata – 700 004

Date :

Investor Service Centre  
ITC Limited  
37, Jawaharlal Nehru Road  
Kolkata – 700 071

Dear Sir,

Re : Details of holding of shares and procedure for missing  
share certificate under Folio No. 13/28612

I refer to the counter part of Final Dividend Warrant dated 22.07.2022 wherein the total holding of shares under the aforesaid folio no. is 9000. It has been appeared from my records that the following three share certificates are physically lying with me :

<u>Certificate No.</u>	<u>No. of shares</u>	<u>Face value and date of shares</u>
1438820	100	Rs. 10/- - 17.11.1994
175896	3000	Re. 1/- - 06.08.2010
248538	3000	Re. 1/- - 07.07.2016

Since the face value of shares of the Company as on date is Re. 1/-, I presume that the share certificate(s) of 3000 shares of face value of Re. 1/= is / are either lying with you as undelivered or missing.

I, therefore, request you to please check at your end and apprise me the status of said share certificate(s) of 3000 shares of face value of Re. 1/- as on date. The duplicate procedure, if required, to be complied with from my end then please send me the format of the same for do the needful.

I enclose herewith ISR I and ISR II along with the self attested copy of Pan Card, Aadhar Card, Client Master Statement and a cancelled cheque for incorporating our KYC in your records,

Thanking you,

Yours faithfully,

*Krishna Mitra*  
(Krishna Mitra)

