



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/Cert/Issue/48

16<sup>th</sup> March, 2024

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, Fort  
Mumbai 400 001

The Secretary  
The Calcutta Stock  
Exchange Ltd.  
7, Lyons Range  
Kolkata 700 001

Dear Sirs,

**Sub: Issuance of “Letter of Confirmation” in lieu of Duplicate Share Certificates**

Pursuant to Regulation 39(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, read with SEBI Circular No. SEBI / HO / MIRSD / POD-1/P/CIR/2023/70 dated 17<sup>th</sup> May 2023, **please find enclosed a statement providing details of “Letter of Confirmation” issued by the Company to its shareholders on 15<sup>th</sup> March 2024 in lieu of Duplicate Share Certificates.**

Yours faithfully,

(T.K. Ghosal)  
Deputy Secretary

Encl.: A/a

**General Information**

Name of the Company*	ITC LIMITED
NSE Symbol*	ITC
BSE Scrip Code*	500875
MSEI Symbol*	NOTLISTED
ISIN*	INE154A01025
Type of Announcement*	New
Type of Event*	Issue of duplicate share certificates/Letter of Confirmation
Details of other event	
Date of original announcement	
Remarks (website dissemination)	
Remarks for Exchange (not for Website Dissemination)	
Date of Report	16-03-2024

### Issue of Duplicate Share Certificates/Letter of Confirmation

Number of shareholders to whom duplicate share certificate/Letter of Confirmation has been issued\*

5

Details of Shareholders to whom duplicate share certificate/Letter of Confirmation has been issued

Date of receipt of information for issue of duplicate share certificate/Letter of Confirmation*	Name*	Folio Number	Number of Shares	Old Certificate Number		New Certificate/Letter of Confirmation Number		Distinctive Number		Reason for issue of duplicate share certificate/Letter of Confirmation	Non-Compliance trigger
				From	To	From	To	From	To		
15-03-2024	ALOKE KR DAS	04/32910	225	238327	238327	1202	1202	8070182115	8070182339	Original Share Certificates Lost /Misplaced by Shareholder	
15-03-2024	CARMO VALENTINE DSOUZA	04/02008	1590	236836	236836	1203	1203	8067229370	8067230959	Original Share Certificates Lost /Misplaced by Shareholder	
15-03-2024	MRS RAMA CHAKRABORTY	03/21165	1140	236043	236043	1204	1204	8065533379	8065534518	Original Share Certificates Lost /Misplaced by Shareholder	
15-03-2024	JOSE M STEPHEN	19/68872	3200	63330	63330	1205	1205	913480221	913483420	Original Share Certificates Lost /Misplaced by Shareholder	
15-03-2024	JOSE M STEPHEN	19/68872	1600	129555	129555	1205	1205	2960173256	2960174855	Original Share Certificates Lost /Misplaced by Shareholder	
15-03-2024	MRS SHILPA MANDAR MHASKAR	13/47669	1080	250507	250507	1206	1206	8091003473	8091004552	Original Share Certificates Lost /Misplaced by Shareholder	
Name of Registrar and Transfer Agent (RTA) of the Company*								ITC LIMITED			
Name of other RTA											
Whether the Company has complied with Regulation 39 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015*								Yes			
If No, specify the reason											
Any other disclosure w.r.t. compliance of any SEBI Act, Regulation, Circular or provision											
Any other information											
Remarks (website dissemination)											
Remarks for Exchange (not for Website dissemination)											