



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**

26th December, 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, 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 26<sup>th</sup> December, 2023 in lieu of Duplicate Share Certificates.**

Yours faithfully,

(T.K. Ghosal)  
Deputy Secretary

Encl.: A/a

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

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

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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		
26-12-2023	SUHARABI A G	07/36342	285	166947	166947	1061	1061	3859547793	3859548077	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	SATYA NARAYAN GHOSH	07/35277	30	19420	19420	1066	1066	33148461	33148490	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	SATYA NARAYAN GHOSH	07/35277	15	85629	85629	1066	1066	2520002301	2520002315	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	DIPAK BALKRISHNA SHETH	19/66289	2	221119	221119	1063	1063	7967377860	7967377861	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	PARTHA SARATHI SARKAR	19/62823	225	260069	260069	1064	1064	8107005270	8107005494	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	DILIP SINGH	19/37004	1380	258082	258082	1062	1062	8105345661	8105347040	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	POONAM SONI	29/07530	400	61631	61631	1059	1059	99240231	99240630	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	POONAM SONI	29/07530	200	127856	127856	1059	1059	2553053261	2553053460	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	ASIT BARAN GHOSH	07/37030	1	146667	146667	1060	1060	95398286	95398286	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	ASIT BARAN GHOSH	07/37030	1	241351	241351	1060	1060	8075442361	8075442361	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	MUKESH KUMAR KHANNA	11/09850	195	170175	170175	1065	1065	3869517242	3869517436	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	VIJAY ANAND	01/33595	1500	231534	231534	1068	1068	8057576909	8057578408	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	ANKITA	01/32238	90	154739	154739	1067	1067	3830395141	3830395230	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	MALINI BANSAL	02/41033	16000	268134	268134	1069	1069	9974961	9990960	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	MALINI BANSAL	02/41033	8000	268135	268135	1069	1069	2508412101	2508420100	Original Share certificates	

										Lost/Misplaced by Shareholder	
26-12-2023	MALINI BANSAL	02/41033	24000	268136	268136	1069	1069	5144949483	5144973482	Original Share certificates Lost/Misplaced by Shareholder	
26-12-2023	MALINI BANSAL	02/41033	24000	268137	268137	1069	1069	9326421509	9326445508	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)											