Shareholder Information

Details of Annual General Meeting (‘AGM’)

<table>
<thead>
<tr>
<th>Details</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Wednesday, 11th August, 2021</td>
</tr>
<tr>
<td>Venue</td>
<td>Not applicable as the AGM will be held on electronic platform</td>
</tr>
<tr>
<td>Time</td>
<td>10.30 a.m.</td>
</tr>
<tr>
<td>Record Date</td>
<td>Friday, 11th June, 2021</td>
</tr>
<tr>
<td>Dividend Payment Date</td>
<td>Friday, 13th August, 2021</td>
</tr>
</tbody>
</table>

Share Transfer Agent (in-house)

The Investor Service Centre of the Company (‘ISC’), accredited with ISO 9001:2015 certification, is registered with the Securities and Exchange Board of India (‘SEBI’) as Category II Share Transfer Agent for providing in-house share registration and related services to the Shareholders and Investors. ISC continues to focus on providing best-in-class services to the Shareholders and Investors of the Company, while ensuring compliance with the applicable statutory requirements.

Shareholder / Investor complaints

The Company attends to Shareholder / Investor complaints within five working days except where constrained by disputes or legal impediments.

During the financial year, one investor complaint relating to dividend, in terms of the Complaint Identification Policy of the Company approved by the Securityholders Relationship Committee, was received and promptly resolved.

National Stock Exchange of India Limited, BSE Limited and The Calcutta Stock Exchange Limited have confirmed that there were no investor complaints pending against the Company at the end of each quarter as also on 31st March, 2021; the same position was also reflected on SCORES, the web based complaint redressal system of SEBI.

The e-mail ID earmarked by the Company for investor complaints is isc@itc.in.

Share and Debenture Transfer Committee

Transfer of shares of a listed company from 1st April, 2019 are to be effected only in dematerialised form in terms of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. However, share transfers lodged prior to the said date but returned due to deficiency(ies) were permitted to be re-lodged for transfer up to 31st March, 2021. The processing activities with respect to such requests received were completed within five working days. There were no share transfers pending as on 31st March, 2021.

The Share and Debenture Transfer Committee of the Company comprising the following, met two times during the financial year to approve share transfers:

- R. Tandon, Executive Director - Chairman
- R. K. Singhi, Executive Vice President & Company Secretary
- T. K. Ghosal, Assistant Secretary and Head of ISC, is the Secretary to the Committee. He is also the Compliance Officer under the SEBI (Registrars to an Issue and Share Transfer Agents) Regulations, 1993.

Dematerialisation of Shares and Liquidity

The shares of the Company are available for trading in the dematerialised form under both the Depository Systems in India - NSDL and CDSL. The International Securities Identification Number (‘ISIN’) allotted to the Company’s shares under the Depository System is INE154A01025.

During the financial year, 56,60,526 shares of the Company, covered in 649 requests and constituting 0.05% of the Issued and Subscribed Share Capital of the Company, were dematerialised. The processing activities with respect to requests received for dematerialisation were generally completed within five working days.

The Company’s shares are amongst the most liquid and actively traded shares on the Indian Stock Exchanges and consistently rank among the top frequently traded shares. The Company’s market capitalisation stood at ₹ 2,68,948 Crores (US$ 36.79 Billion) as on 31st March, 2021.
## Distribution of Shareholding as on 31st March, 2021

<table>
<thead>
<tr>
<th>No. of Shares Slab</th>
<th>No. of Shares held</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical</td>
<td>Demat</td>
<td>Total</td>
</tr>
<tr>
<td>1 – 5000</td>
<td>24,655</td>
<td>21,19,205</td>
</tr>
<tr>
<td>5001 – 10000</td>
<td>1,732</td>
<td>21,871</td>
</tr>
<tr>
<td>10001 – 20000</td>
<td>1,102</td>
<td>12,785</td>
</tr>
<tr>
<td>20001 – 30000</td>
<td>488</td>
<td>5,134</td>
</tr>
<tr>
<td>30001 – 40000</td>
<td>157</td>
<td>2,241</td>
</tr>
<tr>
<td>40001 – 50000</td>
<td>107</td>
<td>1,568</td>
</tr>
<tr>
<td>50001 – 100000</td>
<td>211</td>
<td>2,673</td>
</tr>
<tr>
<td>100001 and above</td>
<td>79</td>
<td>2,467</td>
</tr>
<tr>
<td>Total</td>
<td>28,531</td>
<td>21,67,944</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. of Shares</th>
<th>Physical</th>
<th>Demat</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,45,02,025</td>
<td>1,61,01,403</td>
<td>53,50,73,270</td>
<td>55,11,74,673</td>
<td>4.48</td>
</tr>
<tr>
<td>1,29,41,671</td>
<td>16,01,44,814</td>
<td>17,30,86,485</td>
<td>1.41</td>
<td></td>
</tr>
<tr>
<td>1,49,29,085</td>
<td>18,05,95,146</td>
<td>19,55,24,211</td>
<td>1.59</td>
<td></td>
</tr>
<tr>
<td>1,20,41,019</td>
<td>12,71,77,073</td>
<td>13,92,18,092</td>
<td>1.13</td>
<td></td>
</tr>
<tr>
<td>53,45,835</td>
<td>7,76,86,870</td>
<td>8,30,32,705</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>47,90,475</td>
<td>7,08,77,092</td>
<td>7,56,76,567</td>
<td>0.61</td>
<td></td>
</tr>
<tr>
<td>1,48,43,220</td>
<td>18,60,64,830</td>
<td>20,09,08,050</td>
<td>1.63</td>
<td></td>
</tr>
<tr>
<td>3,63,51,44,390</td>
<td>7,25,50,88,058</td>
<td>10,89,02,3448</td>
<td>88.48</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>3,71,61,37,078</td>
<td>8,59,27,07,153</td>
<td>12,30,88,44,231</td>
<td>100.00</td>
</tr>
</tbody>
</table>

## Categories of Shareholders as on 31st March, 2021

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of Shares held</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Institutional Shareholding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Institutions, Insurance Companies, Mutual Funds, Banks and Others</td>
<td>5,22,53,18,453</td>
<td>42.45</td>
</tr>
<tr>
<td>Foreign Portfolio Investors and Foreign Institutional Investors</td>
<td>1,57,27,62,436</td>
<td>12.78</td>
</tr>
<tr>
<td>Sub-Total (A)</td>
<td>6,79,80,80,889</td>
<td>55.23</td>
</tr>
<tr>
<td>(B) Non-Institutional Shareholding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Companies</td>
<td>3,61,99,88,420</td>
<td>29.41</td>
</tr>
<tr>
<td>NRIs, OCIs and Foreign Nationals</td>
<td>10,06,37,206</td>
<td>0.82</td>
</tr>
<tr>
<td>Bodies Corporate</td>
<td>14,42,83,970</td>
<td>1.17</td>
</tr>
<tr>
<td>Public and Others</td>
<td>1,63,13,51,721</td>
<td>13.25</td>
</tr>
<tr>
<td>Sub-Total (B)</td>
<td>5,49,62,61,317</td>
<td>44.65</td>
</tr>
<tr>
<td>Public Shareholding (A+B)</td>
<td>12,29,43,220</td>
<td>99.88</td>
</tr>
<tr>
<td>Shares underlying Global Depository Receipts</td>
<td>1,45,02,025</td>
<td>0.12</td>
</tr>
<tr>
<td>Total</td>
<td>12,30,88,44,231</td>
<td>100.00</td>
</tr>
</tbody>
</table>

## Global Depository Receipts

Pursuant to the offer of Global Depository Receipts ('GDRs') made in 1993 by the Company, 1,45,02,025 GDRs, representing 1,45,02,025 underlying shares i.e. 0.12% of the Issued and Subscribed Share Capital of the Company, were outstanding as on 31st March, 2021.

The Company’s GDRs are listed on the Luxembourg Stock Exchange (Code: 004660919) at Societe de la Bourse de Luxembourg S.A., 35A Boulevard Joseph II, L-1840, Luxembourg.
Listing of Shares on Stock Exchanges with Stock Code

<table>
<thead>
<tr>
<th>Stock Exchange</th>
<th>Stock Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Stock Exchange of India Limited (‘NSE’)</td>
<td>ITC</td>
</tr>
<tr>
<td>Exchange Plaza, Plot No. C/1, G Block</td>
<td></td>
</tr>
<tr>
<td>Bandra-Kurla Complex, Bandra (E)</td>
<td></td>
</tr>
<tr>
<td>Mumbai 400 051</td>
<td></td>
</tr>
<tr>
<td>Telephone nos. : 022-2659 8100 / 14</td>
<td></td>
</tr>
<tr>
<td>Facsimile no. : 022-2659 8120</td>
<td></td>
</tr>
<tr>
<td>e-mail : <a href="mailto:ignse@nse.co.in">ignse@nse.co.in</a></td>
<td></td>
</tr>
<tr>
<td>Website : <a href="http://www.nseindia.com">www.nseindia.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>BSE Limited (‘BSE’)</td>
<td>500875</td>
</tr>
<tr>
<td>Phiroze Jeejeebhoy Towers, Dalal Street</td>
<td></td>
</tr>
<tr>
<td>Mumbai 400 001</td>
<td></td>
</tr>
<tr>
<td>Telephone nos. : 022-2272 1233 / 34</td>
<td></td>
</tr>
<tr>
<td>Facsimile no. : 022-2272 1919</td>
<td></td>
</tr>
<tr>
<td>e-mail : <a href="mailto:is@bseindia.com">is@bseindia.com</a></td>
<td></td>
</tr>
<tr>
<td>Website : <a href="http://www.bseindia.com">www.bseindia.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>The Calcutta Stock Exchange Limited (‘CSE’)</td>
<td>10000018</td>
</tr>
<tr>
<td>7, Lyons Range</td>
<td></td>
</tr>
<tr>
<td>Kolkata 700 001</td>
<td></td>
</tr>
<tr>
<td>Telephone no. : 033-4025 3000</td>
<td></td>
</tr>
<tr>
<td>Facsimile no. : 033-4025 3030</td>
<td></td>
</tr>
<tr>
<td>e-mail : <a href="mailto:cseadmn@cse-india.com">cseadmn@cse-india.com</a></td>
<td></td>
</tr>
<tr>
<td>Website : <a href="http://www.cse-india.com">www.cse-india.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stock Exchange</th>
<th>Reuters Code</th>
<th>Bloomberg</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSE</td>
<td>ITC.NS</td>
<td>ITC IS</td>
</tr>
<tr>
<td>BSE</td>
<td>ITC.BO</td>
<td>ITC IB</td>
</tr>
</tbody>
</table>

The Listing Fees for the financial year 2021-22 have been paid to NSE, BSE and CSE. The Listing Fee for the calendar year 2021 has also been paid to the Luxembourg Stock Exchange (‘LSE’).

Monthly High and Low Quotes and Volume of Shares traded on NSE & BSE and GDRs on LSE

<table>
<thead>
<tr>
<th>Year &amp; Month</th>
<th>High (₹)</th>
<th>Low (₹)</th>
<th>Volume in 000’s (Nos.)</th>
<th>High (₹)</th>
<th>Low (₹)</th>
<th>Volume in 000’s (Nos.)</th>
<th>High (US$)</th>
<th>Low (US$)</th>
<th>Volume in 000’s (Nos.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 APRIL</td>
<td>193.75</td>
<td>164.55</td>
<td>5,35,728</td>
<td>193.65</td>
<td>164.55</td>
<td>18,859</td>
<td>N.A.</td>
<td>N.A.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>MAY</td>
<td>198.00</td>
<td>157.10</td>
<td>198.00</td>
<td>157.10</td>
<td>20,028</td>
<td>N.A.</td>
<td>N.A.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>JUNE</td>
<td>209.40</td>
<td>180.70</td>
<td>209.25</td>
<td>180.70</td>
<td>35,455</td>
<td>2.68</td>
<td>2.38</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>JULY</td>
<td>208.50</td>
<td>191.50</td>
<td>208.45</td>
<td>191.55</td>
<td>28,094</td>
<td>N.A.</td>
<td>N.A.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>AUGUST</td>
<td>207.70</td>
<td>190.00</td>
<td>207.60</td>
<td>190.30</td>
<td>25,954</td>
<td>N.A.</td>
<td>N.A.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>SEPTEMBER</td>
<td>193.25</td>
<td>166.15</td>
<td>193.20</td>
<td>166.15</td>
<td>29,094</td>
<td>N.A.</td>
<td>N.A.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>OCTOBER</td>
<td>175.20</td>
<td>163.35</td>
<td>175.20</td>
<td>164.40</td>
<td>30,638</td>
<td>N.A.</td>
<td>N.A.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>NOVEMBER</td>
<td>197.95</td>
<td>164.45</td>
<td>198.00</td>
<td>164.40</td>
<td>39,338</td>
<td>N.A.</td>
<td>N.A.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>DECEMBER</td>
<td>218.60</td>
<td>192.40</td>
<td>218.50</td>
<td>192.40</td>
<td>44,263</td>
<td>N.A.</td>
<td>N.A.</td>
<td>Nil</td>
</tr>
<tr>
<td>2021 JANUARY</td>
<td>222.00</td>
<td>200.25</td>
<td>7,71,143</td>
<td>221.95</td>
<td>200.30</td>
<td>44,963</td>
<td>N.A.</td>
<td>N.A.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>FEBRUARY</td>
<td>239.20</td>
<td>201.80</td>
<td>239.15</td>
<td>200.20</td>
<td>49,363</td>
<td>N.A.</td>
<td>N.A.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>MARCH</td>
<td>228.10</td>
<td>201.60</td>
<td>228.10</td>
<td>201.60</td>
<td>40,630</td>
<td>3.12</td>
<td>2.82</td>
<td>6</td>
</tr>
</tbody>
</table>

There was no trading in the Company’s shares on CSE during the financial year 2020-21.
ITC Share Price vis-à-vis Nifty 50

Note: Indicates monthly closing positions.

ITC Share Price and Volume traded on NSE

Note: Indicates monthly high & low share price and volume.
Shareholder Information

Dividend History (Last 10 years)

As one of India’s foremost private sector companies, the Company has performed consistently for over a century and has rewarded Shareholders since inception with uninterrupted dividends.

Financial Calendar

<table>
<thead>
<tr>
<th>Financial Calendar</th>
<th>Financial Year 2021-22 (1st April - 31st March)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 First Quarter Results</td>
<td>July / August 2021</td>
</tr>
<tr>
<td>2 Second Quarter and Half-Year Results</td>
<td>October / November 2021</td>
</tr>
<tr>
<td>3 Third Quarter Results</td>
<td>January / February 2022</td>
</tr>
<tr>
<td>4 Fourth Quarter and Annual Results</td>
<td>May 2022</td>
</tr>
</tbody>
</table>

Particulars of past three AGMs

<table>
<thead>
<tr>
<th>AGM</th>
<th>Financial Year</th>
<th>Venue</th>
<th>Date</th>
<th>Time</th>
<th>Special Resolution(s) passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>109th</td>
<td>2019-20</td>
<td>Not applicable as the AGM was held on electronic platform</td>
<td>04/09/2020</td>
<td>10.30 a.m.</td>
<td>Re-appointment of Ms. N. Rao as Independent Director with effect from 8th April, 2021.</td>
</tr>
<tr>
<td>108th</td>
<td>2018-19</td>
<td>JBS Haldane Avenue Science City, Kolkata 700 046</td>
<td>12/07/2019</td>
<td>10.00 a.m.</td>
<td>Re-appointment of Mr. A. Duggal, Mr. S. B. Mathur and Ms. M. Shankar as Independent Directors with effect from 15th September, 2019.</td>
</tr>
<tr>
<td>107th</td>
<td>2017-18</td>
<td>Not applicable as the AGM was held on electronic platform</td>
<td>27/07/2018</td>
<td>10.00 a.m.</td>
<td>Approval to remuneration of Late Y. C. Deveshwar * for the period from 1st April, 2019 to 4th February, 2020. Approval to continuation of Mr. S. S. H. Rehman as Independent Director for the period from 20th March, 2019 to 14th September, 2019. Re-appointment of Mr. S. Banerjee as Independent Director with effect from 30th July, 2019.</td>
</tr>
</tbody>
</table>

* Final Dividend subject to the approval of the Shareholders.
# Interim Dividend declared by the Board of Directors of the Company on 11th February, 2021.
$ On expanded Share Capital arising out of Bonus Shares issued in the ratio of 1:2.
^ Includes Special Dividend of ₹ 2.00 per share.

* Passed away on 11th May, 2019.
Postal Ballot through E-voting

- During the financial year, the special resolution for adoption of the new Articles of Association of the Company was passed by the Shareholders by requisite majority by way of postal ballot through e-voting. Brief particulars of the postal ballot are provided below:
  - The Board of Directors of the Company appointed Mr. R. L. Audy, Senior Solicitor and Partner, Messrs. Sandersons & Morgans, Advocates & Solicitors, as the Scrutinizer for scrutinizing the postal ballot through e-voting;
  - Despatch of the Postal Ballot Notice dated 6th November, 2020, along with the Explanatory Statement, to the Shareholders of the Company was completed on 19th November, 2020;
  - E-voting commenced on 20th November, 2020 and ended on 19th December, 2020;
  - Based on the Scrutinizer’s Report, the results of the postal ballot through e-voting were declared on 21st December, 2020, as follows:

<table>
<thead>
<tr>
<th>Special Resolution</th>
<th>Votes in favour of the Resolution</th>
<th>Votes against the Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption of the new Articles of Association of the Company</td>
<td>10,26,45,16,617</td>
<td>5,58,886</td>
</tr>
</tbody>
</table>

- No special resolution is proposed to be passed by postal ballot.

Plant Locations

CIGARETTE FACTORIES

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bengaluru</td>
<td>Meenakunte Village Jala Hobli Bengaluru North Taluk Karnataka 562 157</td>
</tr>
<tr>
<td>Kolkata</td>
<td>93/1, Karl Marx Sarani Kolkata West Bengal 700 043</td>
</tr>
<tr>
<td>Munger</td>
<td>Basdeoepur P.O. District Munger Bihar 811 202</td>
</tr>
<tr>
<td>Pune</td>
<td>Plot No. B - 27, MIDC Ranjangaon Taluka Shirur District Pune Maharashtra 412 220</td>
</tr>
<tr>
<td>Saharanpur</td>
<td>Sardar Patel Marg Saharanpur Uttar Pradesh 247 001</td>
</tr>
</tbody>
</table>

GREEN LEAF THRESHING PLANTS

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaparti</td>
<td>Anaparti District East Godavari Andhra Pradesh 533 342</td>
</tr>
<tr>
<td>Chirala</td>
<td>Chirala District Prakasam Andhra Pradesh 523 157</td>
</tr>
</tbody>
</table>

PACKAGING & PRINTING FACTORIES

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chennai</td>
<td>Tiruvottiyur Chennai Tamil Nadu 600 019</td>
</tr>
<tr>
<td>Haridwar</td>
<td>Plot No. 1, Sector - 11 Integrated Industrial Estate Haridwar Uttarakhand 249 403</td>
</tr>
<tr>
<td>Munger</td>
<td>Basdeoepur P.O. District Munger Bihar 811 202</td>
</tr>
</tbody>
</table>

PAPER & PAPERBOARD MILLS

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bollaram</td>
<td>Anrich Industrial Estate Bollaram Municipality, Jinnaram Mandal District Sangareddy Telangana 502 325</td>
</tr>
<tr>
<td>Sarapaka</td>
<td>Sarapaka Village Burgampahad Mandal District Bhdradri Kothagudem Telangana 507 128</td>
</tr>
<tr>
<td>Thekkampatty</td>
<td>Thekkampatty Village Vivekanandapuram Post Mettupalayam Taluk District Coimbatore Tamil Nadu 641 113</td>
</tr>
</tbody>
</table>

FOODS FACTORIES

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agra</td>
<td>13.2 Km. Stone, Shamshabad Road Village - Naufr Post Shyamo, Agra Uttar Pradesh 283 285</td>
</tr>
<tr>
<td>Bikaner</td>
<td>Plot No. F-16 Bichhawal Industrial Area Phase II, Bikaner Rajasthan 334 006</td>
</tr>
<tr>
<td>Haridwar</td>
<td>Plot No. 1, Sector - 11 Integrated Industrial Estate Haridwar Uttarakhand 249 403</td>
</tr>
<tr>
<td>Jaitpura</td>
<td>Plot Nos. F-170-171 &amp; G-172-173 Jaitpura Industrial Area, Jaitpura Rajasthan 303 704</td>
</tr>
<tr>
<td>Kamrup</td>
<td>NH - 37, Bortepur Mouza Rampur District Kamrup Assam 781 134</td>
</tr>
</tbody>
</table>
Shareholder Information

Malur
1. Survey Nos. 15/1 & 15/2
Maddival Gram Panchayat
Yeshwanthpura Village, District Kolar
Karnataka 563 130

Munger
8. Sitakund Industrial Area
Village Nandlalpur, District Munger
Bihar 811 202

Nanjangud
9. Survey No. 77/3
Thandya Industrial Area
Immovu & Adakanahalli Villages
Nanjangud Taluk, District Mysuru
Karnataka 571 302

Panchila
5. Survey Nos. 15/1 & 15/2
Malur P.S. Panchla, District Howrah
10. Mouza Kulai, J. L. No. 26
Panchla
Karnataka 563 130

Pudukkottai
11. Vadugapatti & Velur Villages
Taluk Illupur, District Pudukkottai
Karnataka 563 130

Pune
12. Plot No. D - 1, MIDC
Ranjangaon, Taluka Shirur
12. Plot No. D - 1, MIDC
Sahar, Mumbai
Maharashtra 400 099

Reengus
13. F-122 & F-126
Sitakund Industrial Area
Village Manhorabad, District Medak
Telangana 502 336

HOTELS

Owned Hotels

Agra
1. ITC Mughal
Taj Ganj
Agra
Uttar Pradesh 282 001

Amritsar
2. Welcomhotel Amritsar
Raja Sansi, Anala Road
Amritsar
Punjab 143 101

Bengaluru
3. ITC Gardenia
1, Residency Road, Bengaluru
Karnataka 560 025

4. ITC Windsor
25, Windsor Square
Golf Course Road, Bengaluru
Karnataka 560 052

5. Welcomhotel Bengaluru
46, Richmond Road, Bengaluru
Karnataka 560 025

Chennai
6. ITC Grand Chola
63, Mount Road, Guindy
Chennai
Tamil Nadu 600 032

7. Welcomhotel Chennai
Cathedral Road, Chennai
Tamil Nadu 600 086

Coimbatore
8. Welcomhotel Coimbatore
1266/14, West Club Road
Race Course Area, Coimbatore
Tamil Nadu 641 018

Goa
9. ITC Grand Goa Resort & Spa
Arosim Beach Road, Cansaulim
Goa 403 712

Hyderabad
10. ITC Kohenur
Plot No. 5, Hyderabad Knowledge City
Madhapur, Hyderabad
Telangana 500 081

Jaipur
11. ITC Rajputana
Residency Road, Jaipur
Rajasthan 302 006

Kolkata
12. ITC Sonar
1, JBS Haldane Avenue
Kolkata
West Bengal 700 046

13. ITC Royal Bengal
1, JBS Haldane Avenue
Kolkata
West Bengal 700 046

Khorada
3. Integrated Consumer Goods
Manufacturing and Logistics Facility
IDCO Plot No. 4
Kohlapur Industrial Area
Distict Khorada
Odisha 752 050

Medak
4. Integrated Consumer Goods
Manufacturing and Logistics Facility
Village Manhorabad, District Medak
Telangana 502 336

Mumbai
14. ITC Maratha
Sahar, Mumbai
Maharashtra 400 099

15. ITC Grand Central
287, Dr. B. Ambedkar Road
parel, Mumbai
Maharashtra 400 012

New Delhi
16. ITC Palam
Sardar Patel Marg
Diplomatic Enclave
New Delhi 110 021

17. Sheraton New Delhi
District Centre, Saket
New Delhi 110 017

Licenced Hotels

Ahmedabad
18. Fortune Park, Ahmedabad
Ellis Bridge, Ahmedabad
Gujarat 380 006

Gurugram
19. ITC Grand Bharat
P.O. Hasanpur, Tauru
District Mewat, Gurugram
Haryana 122 105

Kota
20. WelcomHeritage Umed Bhawan Palace
Race Course Area, Kota
Rajasthan 324 001

Port Blair
21. Welcomhotel Coimbatore
Kadunglam
Tamil Nadu 621 316

Vadodara
22. Welcomhotel Vadodara
R. C. Dutt Road, Alkapuri
Vadodara
Gujarat 390 007

Hotels under Operating Services

Ahmedabad
23. Welcomhotel Ahmedabad
15 Ashram Road, Danji Kuch Circle
Ahmedabad
Gujarat 380 013

Aurangabad
24. Welcomhotel Rama International
R. S., Chikhalthana, Jaina Road
Aurangabad
Maharashtra 431 003

Chennai
25. Welcomhotel GST Road Chennai
1, GST Road, SP Koli
Maraimalai Nagar
Tamil Nadu 603 204

Hyderabad
26. ITC Kakatiya
6-3-1187, Begumpet
Hyderabad
Telangana 500 016

Jodhpur
27. Welcomhotel Jodhpur
Khasra No. 53
Uchhriya Village, Jodhpur
Rajasthan 342 027

Khimsar
28. Welcomhotel Khimsar Fort & Dunes
P.O. Khimsar, District Nagaur
Rajasthan 341 025

PERSONAL CARE PRODUCTS FACTORIES

Haridwar
1. Plot No. 1, Sector - 11
Integrated Industrial Estate, Haridwar
Uttarakhand 249 403

Kamrup
2. NH - 37, Bortejpur
Mouza Rampur
Kurukura, District Kamrup
Assam 781 134

Manparda
3. Village Manparpura
Tehsil Badri, District Solan
Himachal Pradesh 174 101

PLANTS UNDER CONSTRUCTION

Ambarnath
1. Integrated Consumer Goods
Manufacturing Facility
Off Kalyan Badlapur Road
Ambarnath, District Thane
Maharashtra 421 505

Guntur
2. Spices Processing Facility
Plot Nos. 1, 2 & 2A, Spices Park
Mydavolu Village, Elapadu Mandal
District Guntur
Andhra Pradesh 522 232

Khorada
3. Integrated Consumer Goods
Manufacturing and Logistics Facility
IDCO Plot No. 4
Kohlapur Industrial Area
Distict Khorada
Odisha 752 050

Medak
4. Integrated Consumer Goods
Manufacturing and Logistics Facility
Village Manhorabad, District Medak
Telangana 502 336

Khorada
3. Integrated Consumer Goods
Manufacturing and Logistics Facility
IDCO Plot No. 4
Kohlapur Industrial Area
Distict Khorada
Odisha 752 050

Medak
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Manufacturing and Logistics Facility
Village Manhorabad, District Medak
Telangana 502 336

Khorada
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Manufacturing and Logistics Facility
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Kohlapur Industrial Area
Distict Khorada
Odisha 752 050

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Odisha 752 050

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Odisha 752 050

Medak
4. Integrated Consumer Goods
Manufacturing and Logistics Facility
Village Manhorabad, District Medak
Telangana 502 336
Shareholder Information

Shareholder Referencer

Service of Documents

The Company sends Notices, Report and Accounts and other communications in electronic mode to those Shareholders who have registered their e-mail addresses with the Company or with the Depositories, and in physical mode to the other Shareholders.

However, in view of the prevailing circumstances due to the COVID-19 pandemic, and also in conformity with the applicable regulatory requirements, the Notice of the 110th Annual General Meeting of the Company and the Report and Accounts 2021 are being sent this year, as in the last year, only through electronic mode to those Shareholders who have registered their e-mail addresses with the Company or with the Depositories.
Dividend

The Company provides the facility for remittance of dividend to Shareholders through RTGS (‘Real Time Gross Settlement’) / NACH (‘National Automated Clearing House’) / NEFT (‘National Electronic Funds Transfer’).

Shareholders who have not opted for remittance of dividend through electronic mode and wish to avail the same, are required to provide their bank details, including IFSC (‘Indian Financial System Code’) and MICR (‘Magnetic Ink Character Recognition’), to their respective Depository Participants (‘DPs’), in case shares are held in the dematerialised form, or to the Investor Service Centre of the Company (‘ISC’), where shares are held in the certificate form. Shareholders holding shares in the certificate form may use the prescribed form for this purpose, which may be accessed on the Company’s corporate website at https://www.itcportal.com/about-itc/shareholder-value/investor-relations/images/NECS-form.pdf, or can be furnished by ISC on request.

Pursuant to the Income-tax Act, 1961, as amended, dividend income is taxable in the hands of the Shareholders with effect from 1st April, 2020 and the Company is required to deduct tax at source from such dividend at the prescribed rates. A communication providing information and detailed instructions with respect to tax on the Final Dividend for the financial year ended 31st March, 2021 is being sent separately to the Shareholders.

Address and Bank Details

Shareholders holding shares in the certificate form are requested to promptly advise ISC of any change in their address / mandate / bank details etc. to facilitate better servicing.

Shareholders are advised that as a measure of protection against fraudulent encashment, their bank details or address, as available with the Company, will be printed on the dividend warrants or demand drafts, where dividend cannot be remitted through electronic mode.

Permanent Account Number (‘PAN’)

Shareholders holding shares in the certificate form are requested to send copies of their PAN Cards to ISC to facilitate better servicing. Furnishing of PAN Card is mandatory as follows:

i) Legal heirs’ / Nominees’ PAN Cards for transmission of shares,
ii) Surviving joint holders’ PAN Cards for deletion of name of deceased Shareholder, and
iii) Joint holders’ PAN Cards for transposition of shares.

Nomination Facility

Shareholders who hold shares in the certificate form and wish to make any nomination or change nomination made earlier in respect of their shareholding in the Company, should submit to ISC the prescribed forms. The forms for making nomination or for changing nomination may be accessed on the Company’s corporate website at https://www.itcportal.com/about-itc/shareholder-value/investor-relations/images/nomination.pdf and https://www.itcportal.com/about-itc/shareholder-value/investor-relations/images/cancellation.pdf, respectively; these forms can also be furnished by ISC on request.

Transfer of unclaimed dividend and shares to the Investor Education and Protection Fund

During the financial year 2020-21, unclaimed dividend for the financial year 2012-13 aggregating ₹ 14,73,45,942/- and 7,43,853 shares in respect of which dividend entitlements remained unclaimed for seven consecutive years, were transferred by the Company to the Investor Education and Protection Fund established by the Central Government (‘IEPF’), pursuant to the provisions of Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016.

Shareholders may claim their unclaimed dividend for the years prior to and including the financial year 2012-13 and the shares from the IEPF Authority by applying in the prescribed Form No. IEPF-5. This Form can be downloaded from the website of the IEPF Authority at http://www.iepf.gov.in/IEPF/corporates.html.

The due dates for transfer of unclaimed dividend and the shares to the IEPF for the subsequent financial years are given in the table below. Attention in particular is drawn that the unclaimed dividend for the financial year 2013-14 and the shares in respect of which dividend entitlements remain unclaimed for seven consecutive years will be due for transfer to the IEPF on 5th September, 2021, for which purpose communication has been sent to the concerned Shareholders advising them to write to ISC to claim their dividend. Notices in this regard have also been published in the newspapers. Details of such unclaimed dividend and shares are available on the Company’s corporate website at http://info-dividend-shares.itcportal.com/popup_new.aspx and http://info-dividend-shares.itcportal.com/popupiepf.aspx, respectively.
Transfer of unclaimed dividend and shares to the Investor Education and Protection Fund (Contd.)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Dividend Identification No.</th>
<th>Date of declaration of Dividend</th>
<th>Total Dividend (₹)</th>
<th>Unclaimed Dividend as on 31/03/2021 (₹)</th>
<th>Due date for transfer to IEPF</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-14</td>
<td>84th</td>
<td>30th July, 2014</td>
<td>47,71,90,97,700</td>
<td>17,71,61,844</td>
<td>5th September, 2021*</td>
<td>0.37</td>
</tr>
<tr>
<td>2014-15</td>
<td>85th</td>
<td>31st July, 2015</td>
<td>50,09,70,66,528</td>
<td>18,53,95,672</td>
<td>5th September, 2022</td>
<td>0.37</td>
</tr>
<tr>
<td>2015-16</td>
<td>86th</td>
<td>22nd July, 2016</td>
<td>68,40,13,10,170</td>
<td>29,40,32,068</td>
<td>27th August, 2023</td>
<td>0.43</td>
</tr>
<tr>
<td>2016-17</td>
<td>87th</td>
<td>28th July, 2017</td>
<td>57,70,01,46,310</td>
<td>27,11,21,494</td>
<td>2nd September, 2024</td>
<td>0.47</td>
</tr>
<tr>
<td>2017-18</td>
<td>88th</td>
<td>27th July, 2018</td>
<td>62,85,22,11,487</td>
<td>28,04,02,314</td>
<td>27th August, 2025</td>
<td>0.45</td>
</tr>
<tr>
<td>2018-19</td>
<td>89th</td>
<td>12th July, 2019</td>
<td>70,48,72,63,716</td>
<td>25,22,40,049</td>
<td>12th August, 2026</td>
<td>0.36</td>
</tr>
<tr>
<td>2019-20</td>
<td>90th</td>
<td>4th September, 2020</td>
<td>1,24,76,63,21,288</td>
<td>40,08,28,354</td>
<td>5th October, 2027</td>
<td>0.32</td>
</tr>
<tr>
<td>2020-21</td>
<td>Interim Dividend</td>
<td>11th February, 2021</td>
<td>61,52,68,08,755</td>
<td>21,11,74,704</td>
<td>15th March, 2028</td>
<td>0.34</td>
</tr>
</tbody>
</table>

Unclaimed Shares

The status of unclaimed shares of the Company transferred to the demat account, 'ITC Limited - Unclaimed Suspense Account', in accordance with the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, is as follows:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>No. of Shareholders</th>
<th>No. of Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregate number of Shareholders and outstanding shares held in the Unclaimed Suspense Account as on 1st April, 2020</td>
<td>6,703</td>
<td>68,45,693</td>
</tr>
<tr>
<td>Number of Shareholders who approached the Company during the year for transfer of shares from the Unclaimed Suspense Account</td>
<td>47</td>
<td>1,53,973</td>
</tr>
<tr>
<td>Number of Shareholders to whom shares were transferred from the Unclaimed Suspense Account upon receipt and verification of necessary documents</td>
<td>46</td>
<td>1,28,573</td>
</tr>
<tr>
<td>Number of shares in respect of which dividend entitlements remained unclaimed for seven consecutive years and transferred from the Unclaimed Suspense Account to the IEPF</td>
<td>34</td>
<td>34,440</td>
</tr>
<tr>
<td>Aggregate number of Shareholders and outstanding shares held in the Unclaimed Suspense Account as on 31st March, 2021</td>
<td>6,657</td>
<td>66,82,680</td>
</tr>
</tbody>
</table>

Depository Services

Shareholders may write to the respective Depository or to ISC for guidance on depository services. The contact details of the Depositories are given below:

**National Securities Depository Limited**
-
Trade World, ‘A’ Wing, 4th Floor
planet City, Senapati Bapat Marg, Lower Parel
Mumbai 400 013
Telephone no. : 022-2499 4200
Facsimile no. : 022-2497 6351
e-mail : info@nsdl.co.in
Website : www.nsdl.co.in

**Central Depository Services (India) Limited**
-
Marathon Futurex, ‘A’ Wing, 25th Floor
Mafatlal Mills Compound
N. M. Joshi Marg, Lower Parel
Mumbai 400 013
Telephone no. : 022-2302 3333
Facsimile no. : 022-2300 2035
e-mail : helpdesk@cdslindia.com
Website : www.cdslindia.com

**Address for Correspondence with ISC**

Investor Service Centre
ITC Limited
37 Jawaharlal Nehru Road
Kolkata 700 071
Telephone nos. : 1800-345-8152 (toll free), 033-2288 6426 / 0034
Facsimile no. : 033-2288 2358
e-mail : isc@itc.in
Website : www.itcportal.com

Shareholders holding shares in the dematerialised form should address their correspondence to the respective DPs, other than for dividend and Report and Accounts, which should be addressed to ISC.

In all correspondence with ISC, DP ID & Client ID numbers / Registered Folio numbers should be furnished to facilitate prompt response. Shareholders are requested to also provide their e-mail addresses and contact numbers.

*ISC will not be able to entertain any claim received after 3rd September, 2021.*