



ITC Limited
Virginia House
37 J. L. Nehru Road
Kolkata 700 071, India
Tel. : 91 33 2288 9371
Fax : 91 33 2288 4016 / 1256 / 2259 / 2260

24th January, 2017

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.
1st floor, New Trading Ring
Rotunda Building
P. J. Towers
Dalal Street, Fort
Mumbai 400 001

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

Dear Sirs,

Splitting up of Role of Executive Chairman between Chairman and Chief Executive Officer

We write to advise that the supplementary agenda for the meeting of the Nomination & Compensation Committee convened for 27th January, 2017 includes:


“In the context of splitting up of the role of the Executive Chairman of the Company between Chairman and Chief Executive Officer with effect from 5th February, 2017, to consider and recommend to the Board of Directors (Board) the appointment of Mr. Sanjiv Puri as Chief Executive Officer (CEO) of the Company with effect from that date.”

The said Agenda has been circulated to the Committee Members today.

We also advise that the Trading Window for purchasing / selling or dealing in the shares of the Company for Designated Employees (and their Immediate Relatives) is presently closed as the Board will consider the unaudited Financial Results for the Third Quarter ended 31st December, 2016 on 27th January, 2017, as advised to you vide our letter dated 29th December, 2016. We now advise that the aforesaid Trading Window closure will also apply, in terms of the ITC Code of Conduct for Prevention of Insider Trading – 2015, to the proposal for appointment of CEO.

The Trading Window will open 48 hours from the announcement of the aforesaid events to the Stock Exchanges.

Yours faithfully,
ITC Limited


(B. B. Chatterjee)
Executive Vice President &
Company Secretary