INSTRUCTIONS FOR ATTENDING THE MEETING AND ALSO FOR E-VOTING

I. Instructions for attending the Meeting through VC / OAVM

(a) Shareholders who wish to attend this Meeting through VC / OAVM are requested to follow the steps enumerated under (II) below for login to the NSDL e-voting system.

After login, click on the '**VC / OAVM**' link appearing under '**Join Meeting**' against the Electronic Voting Event Number ('**EVEN**') of ITC Limited.

(b) The facility for the Shareholders to join this Meeting through VC / OAVM will be available from 30 minutes before the time scheduled for the Meeting and may close not earlier than 30 minutes after the commencement of the Meeting.

(c) Shareholders are requested to login to the NSDL e-voting system using their laptops / desktops / tablets with stable Wi-Fi or LAN connection for better experience. Shareholders logging in from mobile devices or through laptops / desktops / tablets connecting via mobile hotspot or with low bandwidth, may experience audio / video loss due to fluctuation in their respective network.

II. Instructions for remote e-voting

Step 1: Access to NSDL e-voting website

(A) **For Individual Shareholders holding shares in dematerialised form:**

For Shareholders holding shares in demat account with NSDL

➤ **If you are registered for 'IDeAS' facility**, you are required to follow the below-mentioned steps:

    (a) Launch internet browser by typing the URL: **https://eservices.nsdl.com** and click on '**Beneficial Owner**' tab under the 'IDeAS' section.

    (b) Insert your existing user ID, password / OTP and the verification code as shown on the screen.

    (c) After login, click on '**Access to e-voting**' under value added services and you will be able to see the e-voting page.

    (d) Click on '**evote**' link available against ITC Limited or '**e-voting service provider - NSDL**' and proceed to Step 2 to cast your vote.

➤ **If you are not registered for 'IDeAS'**, you are required to follow the below-mentioned steps:

    (a) Launch internet browser by typing the URL: **https://evoting.nsdl.com** and click on '**Shareholder / Member - Login**'.

    (b) Insert your existing user ID, password / OTP and the verification code as shown on the screen, and agree to the terms and conditions by clicking the box.

    (c) After authentication, you will be re-directed to NSDL e-services website wherein you will be able to see the e-voting page.

    (d) Click on '**evote**' link available against ITC Limited or '**e-voting service provider - NSDL**' and proceed to Step 2 to cast your vote.

➤ You may also download the NSDL Mobile App '**NSDL Speede**' by scanning the following QR code, for e-voting:

For Shareholders holding shares in demat account with CDSL

➤ **If you are registered for 'Easi / Easiest' facility**, you are required to follow the below-mentioned steps:

    (a) Login at **www.cdslindia.com** and click on '**My Easi New (Token)**', or launch internet browser by typing the URL: **https://web.cdslindia.com/myeasitoken/home/login** .

    (b) Insert your existing user ID and password.

    (c) After login, you will be able to view the e-voting menu.

    (d) Click on '**evote**' link available against ITC Limited or '**e-voting service provider - NSDL**' and proceed to Step 2 to cast your vote.

➤ You can also directly access the e-voting page by clicking on '**E Voting**' on the home page of **www.cdslindia.com** with your demat account number and PAN.

After OTP based authentication, you will be provided link for '**evoting**' against ITC Limited or '**e-voting service provider - NSDL**'. Click on the link and proceed to Step 2 to cast your vote.

For Shareholders logging in through the websites of their Depository Participants

(a) Login to your demat account, using the login credentials, through the concerned Depository Participant registered with NSDL / CDSL.

(b) Click on the option available for e-voting. You will be re-directed to NSDL e-services website wherein you will be able to see the e-voting page.

(c) Click on '**evote**' link available against ITC Limited or '**e-voting service provider - NSDL**' and proceed to Step 2 to cast your vote.

➤ Shareholders who are unable to retrieve their user ID or password are advised to use 'Forgot User ID' / 'Forgot Password' option(s) available on the websites of the respective Depositories / Depository Participants.

(B) **For Non-Individual Shareholders holding shares in dematerialised form and Shareholders holding shares in certificate form:**

If you are holding shares in dematerialised form and are registered for NSDL 'IDeAS' facility, you can login at **https://eservices.nsdl.com** *with your existing IDeAS login and click on 'Access to e-voting' to proceed to Step 2 to cast your vote.*

Other Shareholders are required to follow the below-mentioned steps:

(a) Launch internet browser by typing the URL: **https://evoting.nsdl.com** and click on '**Shareholder / Member - Login**'.

(b) Insert your user ID, password and the verification code as shown on the screen.

– **User ID:**

For Shareholders holding shares in demat account with NSDL.	8 character DP ID followed by 8 digit Client ID. *For example, if your DP ID is IN300*** and Client ID is 12******, then your user ID is IN300***12******.*
For Shareholders holding shares in demat account with CDSL.	16 digit Beneficiary ID. *For example, if your Beneficiary ID is 12**************, then your user ID is 12**************.*
For Shareholders holding shares in certificate form.	EVEN followed by your folio number registered with the Company. *For example, if the EVEN is 101456 and your folio number is 01/12***, then your user ID is 1014560112***.*

– **Password:**

(i) **If you are already registered with NSDL for remote e-voting, you should use your existing password for login.**

Shareholders may also use OTP based login.

(ii) If you are using NSDL e-voting system for the first time, you would need to use your '**initial password**' for login, which has been communicated to you by the Company.

(iii) If you are unable to retrieve the 'initial password', or have forgotten your password:

➤ Click on '**Forgot User Details / Password?**', if holding shares in dematerialised form, or

➤ Click on '**Physical User Reset Password?**', if holding shares in certificate form.

You may also send an e-mail requesting for password at **evoting@nsdl.co.in** , mentioning your name, PAN, registered address and your DP ID & Client ID / folio number.

(c) Agree to the terms and conditions by clicking the box.

(d) Click on '**Login**'. Home page of remote e-voting opens.

Step 2: Cast your vote on NSDL e-voting website

(a)   Select the EVEN of ITC Limited.

(b)   Now you are ready for remote e-voting as '**Cast Vote**' page opens.

(c)   Cast your vote by selecting appropriate option and click on '**Submit**'. Thereafter click on '**Confirm**' when prompted; upon confirmation, your vote is cast and the message '**Vote cast successfully**' will be displayed.

Other Instructions

(a)   Corporate and Institutional Shareholders (companies, trusts, societies etc.) are required to send a scanned copy (in PDF / JPG format) of the relevant Board Resolution / appropriate authorisation to the Scrutinizer through **e-mail at itchotelsdemerger@gmail.com** with a copy marked to NSDL at **evoting@nsdl.co.in** or by **post to ISC**.

(b)   Those who become Shareholders of the Company after sending the Notice but on or before **17th May, 2024 (cut-off date)** may write to NSDL at **evoting@nsdl.co.in** or to the Company at **isc@itc.in** requesting for user ID and password. On receipt of user ID and password, the steps under 'Step 2: Cast your vote on NSDL e-voting website' should be followed for casting of vote.

(c)   In case of any query, you may refer to the Frequently Asked Questions for Shareholders and e-voting User Manual for Shareholders available under the Downloads section of NSDL's e-voting website **www.evoting.nsdl.com** . You may also contact the following persons for any query / grievance:

(i)   Mr. Amit Vishal, Deputy Vice President, National Securities Depository Limited, Trade World, 'A' Wing, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400 013 at telephone nos. **022-4886 7000** or **022-2499 7000** or at e-mail ID **AmitV@nsdl.co.in** ;

(ii)   Mr. T. K. Ghosal, Head of ISC, at telephone nos. **1800-345-8152** or **033-2288 6426 / 0034** or at e-mail ID **tunal.ghosal@itc.in** . You may also send your queries to the e-mail ID **isc@itc.in** .

III.   Instructions for e-voting at the Meeting

(a)   The procedure for e-voting at the Meeting is same as mentioned under (II) above for remote e-voting.

(b)   The aforesaid facility will be available only to those Shareholders who participate in the Meeting and who do not cast their votes by remote e-voting prior to the Meeting. Shareholders who cast their votes by remote e-voting will not be entitled to cast their votes again.

General Information

(a)   There will be one vote for every DP ID & Client ID / folio number irrespective of the number of joint holders.

(b)   In case the Shareholders require any technical assistance with respect to attending the Meeting or e-voting at the Meeting, they may contact the helpline numbers mentioned above under Clause (c) of 'Other Instructions' for remote e-voting.

Individual Shareholders holding shares in dematerialised form may also reach out for any technical issue related to login through their respective Depositories, i.e. NSDL and CDSL, as follows:

➢   NSDL - e-mail at **evoting@nsdl.co.in** or call at telephone nos. **022-4886 7000** or **022-2499 7000**.

➢   CDSL - e-mail at **helpdesk.evoting@cdslindia.com** or call at telephone no. **1800-225-533**.

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