



Enduring Value

ITC Limited

CIN: L16005WB1910PLC001985

Registered Office: Virginia House, 37 Jawaharlal Nehru Road, Kolkata 700 071

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Website: www.itcportal.com

Members are hereby informed that despatch of the Notice of the 107th Annual General Meeting ('AGM') of the Company convened for 27th July, 2018 and the Report and Accounts for the financial year ended 31st March, 2018 to the Members of the Company has been completed on 2nd July, 2018. Members, who have registered their e-mail addresses with the Company or with the Depositories, have been sent these documents in electronic mode.

In terms of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, the Resolutions for consideration at the 107th AGM will be transacted through remote e-voting (facility to cast vote from a place other than the venue of the AGM) and also e-voting at the AGM venue, for which purpose the services of National Securities Depository Limited ('NSDL') have been engaged by the Company.

Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on the **cut-off date i.e. 20th July, 2018** will be entitled to cast their votes either by remote e-voting or e-voting at the AGM venue. A person who is not a Member on the **cut-off date** should accordingly treat the Notice of the AGM as for information purposes only.

Remote e-voting will commence at 9.00 a.m. on 23rd July, 2018 and will end at 5.00 p.m. on 26th July, 2018, when remote e-voting will be blocked by NSDL. Members, who cast their votes by remote e-voting, may attend the AGM but will not be entitled to cast their votes once again.

Persons who become Members of the Company after despatch of the Notice of the AGM but on or before the **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 for remote e-voting. Members already registered with NSDL for remote e-voting should however use their existing user ID and password for this purpose.

In case of any query / grievance, Members 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 or contact:

(a) Mr. Amit Vishal, Senior Manager, National Securities Depository Limited, Trade World, 'A' Wing, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400 013 at telephone nos. **1800-222-990 (toll free)** or **022-2499 4360** or at e-mail ID AmitV@nsdl.co.in;

(b) Mr. A. Bose, Head - Investor Service Centre, ITC Limited, 37 Jawaharlal Nehru Road, Kolkata 700 071 at telephone nos. **1800-345-8152 (toll free)** or **033-2288 6426 / 0034** or at e-mail ID arun.bose@itc.in.

Queries / grievances may also be sent to the e-mail ID isc@itc.in.

The Results of voting will be declared within 48 hours from the conclusion of the 107th AGM. The declared Results, along with the Scrutinizer's Report, will be available forthwith on the Company's corporate website www.itcportal.com under the section 'Investor Relations' and on NSDL's e-voting website. Such Results will also be forwarded by the Company to the National Stock Exchange of India Limited (NSE), BSE Limited (BSE) and The Calcutta Stock Exchange Limited (CSE), where the Company's shares are listed.

The Notice of the 107th AGM is available on the Company's corporate website (www.itcportal.com), NSDL's e-voting website (www.evoting.nsdl.com) and on the websites of NSE (www.nseindia.com), BSE (www.bseindia.com) and CSE (www.cse-india.com).

ITC Limited

R. K. Singhi

Executive Vice President &
Company Secretary

Dated: 2nd July, 2018

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