

INSTRUCTIONS FOR ATTENDING THE AGM AND FOR E-VOTING

I. Instructions for attending the AGM through Video Conferencing ('VC') / Other Audio Visual Means ('OAVM')





- (a) For attending the AGM, Members are requested to follow the steps mentioned under (II) for login to the NSDL e-voting website.
After login, click on '**VC / OAVM**' link appearing under '**Join Meeting**' against the Electronic Voting Event Number ('EVEN') of ITC Limited.
- (b) The facility for Members to join this AGM 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) Members are requested to login to the NSDL e-voting website using their laptops / desktops / tablets with stable Wi-Fi or LAN connection for better experience. Members 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 Members holding shares in dematerialised form:

Type of Member	Login Method
For Individual Members holding shares in demat account with DPs registered with NSDL	<p><u>If you are registered for 'IDeAS'</u></p> <p>(a) Visit URL: https://eservices.nsd.com and click on 'Beneficial Owner' tab under 'IDeAS' section.</p> <p>(b) Enter your user ID, password and verification code shown on the screen.</p> <p>(c) After authentication and login, click on 'Access to e-voting' under value added services and you will be able to view the e-voting page.</p> <p>(d) Click on 'evote' link available against ITC Limited or 'e-voting service provider - NSDL' and proceed to Step 2 to cast your vote.</p>
	<p><u>If you are not registered for 'IDeAS'</u></p> <p>(a) Visit URL: https://evoting.nsd.com and click on 'Login' tab under 'Shareholder / Member' section.</p> <p>(b) Enter your user ID, password / OTP and verification code shown on the screen.</p> <p>(c) After authentication and login, you will be re-directed to NSDL e-services website wherein you will be able to view the e-voting page.</p> <p>(d) Click on 'evote' link available against ITC Limited or 'e-voting service provider - NSDL' and proceed to Step 2 to cast your vote.</p>
	<p><u>Alternate OTP based login</u></p> <p>(a) Visit URL: https://eservices.nsd.com/SecureWeb/evoting/evotinglogin.jsp .</p> <p>(b) Enter your DP ID, Client ID, PAN and verification code shown on the screen, and click on 'Generate OTP'.</p> <p>(c) Enter the OTP received on your registered e-mail address / mobile number and click on 'Log-in'.</p> <p>(d) After authentication and login, you will be re-directed to NSDL e-services website wherein you will be able to view the e-voting page.</p> <p>(e) Click on 'evote' link available against ITC Limited or 'e-voting service provider - NSDL' and proceed to Step 2 to cast your vote.</p>

Type of Member	Login Method
	<p>You may also download the NSDL Mobile App 'NSDL Speede' by scanning the following QR code, for e-voting:</p> <div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> <div style="text-align: center;">   </div> <div style="text-align: center;">   </div> </div>
For Individual Members holding shares in demat account with DPs registered with Central Depository Services (India) Limited ('CDSL')	<p><u>If you are registered for 'Easi / Easiest'</u></p> <p>(a) Visit URL: https://web.cdslindia.com/myeasitoken/home/login .</p> <p>(b) Enter your username and password.</p> <p>(c) After authentication and login, you will be able to view the e-voting menu.</p> <p>(d) Click on 'evote' link available against ITC Limited or 'e-voting service provider - NSDL' and proceed to Step 2 to cast your vote.</p> <p>You can also directly access the e-voting page by visiting the URL: https://evoting.cdslindia.com/Evoting/EvotingLogin and login with your demat account number and PAN.</p> <p>After authentication and login, 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.</p>
For Individual Members logging in through websites of their DPs	<p>(a) Login to your demat account, using the login credentials, through the concerned DP registered with NSDL / CDSL.</p> <p>(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 view the e-voting page.</p> <p>(c) Click on 'evote' link available against ITC Limited or 'e-voting service provider - NSDL' and proceed to Step 2 to cast your vote.</p>

Note: Members 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 / DPs.

(B) For Non-Individual Members holding shares in dematerialised form and Members 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 IDeAS login and click on 'Access to e-voting' to proceed to Step 2 to cast your vote.

Other Members, including Members holding shares in certificate form, are required to follow the below-mentioned steps:

- (a) Visit URL: <https://evoting.nsdl.com> and click on '**Login**' tab under 'Shareholder / Member' section.
- (b) Insert your user ID, password and verification code shown on the screen.

• **User ID:**

For Members holding shares in demat account with DPs registered – with NSDL – with CDSL	8 character DP ID followed by 8 digit Client ID 16 digit Beneficiary ID
For Members holding shares in certificate form	EVEN followed by your folio number registered with the Company

- **Password:**

- If you are already registered with NSDL for remote e-voting, use your existing password for login.** Members may also use OTP based login.
- If you are using NSDL e-voting website for the first time, use your '**initial password**' for login, which has been communicated to you by the Company.
- 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.com** , mentioning your name, PAN, registered address and your DP ID & Client ID / folio number.

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

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

- Select the EVEN of ITC Limited.
- Now you are ready for remote e-voting as '**Cast Vote**' page opens.
- 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

- Corporate and Institutional Members (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 at **rla.itcscrutinizer@gmail.com** with a copy marked to NSDL at **evoting@nsdl.com** .
- Those who become Members of the Company after sending the Notice but on or before **16th July, 2026 (cut-off date)**, including Members holding shares in certificate form and Non-Individual Members, may write to NSDL at **evoting@nsdl.com** 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.
- In case of any query, you may refer to the Frequently Asked Questions and e-voting User Manual for Shareholders available under the Download section of NSDL's e-voting website **www.evoting.nsdl.com** . You may also contact the following persons for any query / grievance:
 - Mr. Amit Vishal, Deputy Vice President, NSDL, 301, Naman Chambers, 3rd Floor, Plot No. C-32, Block G, Bandra Kurla Complex, Bandra (E), Mumbai 400 051, at telephone no. **022-4886 7000** or e-mail ID **AmitV@nsdl.com** ;
 - Mr. T. K. Ghosal, Head of ISC, at telephone nos. **1800-345-8152 (toll free)** or **033-2288 6426 / 0034** or e-mail ID **tunal.ghosal@itc.in** . You may also send your queries at **isc@itc.in** .

III. Instructions for e-voting during the AGM

- The procedure for e-voting during the AGM is same as mentioned under (II) for remote e-voting.
- The aforesaid facility will be available only to those Members who participate in the AGM and who do not cast their votes by remote e-voting prior to the AGM. Members 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 any technical assistance is required with respect to attending the AGM or e-voting during the meeting, you may contact the helpline numbers mentioned above.

Individual Members holding shares in dematerialised form may also reach out for any technical issue related to login through their respective Depositories, as follows:

Shares held under NSDL	e-mail at evoting@nsdl.com or call at 022-4886 7000
Shares held under CDSL	e-mail at helpdesk.evoting@cdslindia.com or call at 1800-21-09911 (toll free)

- (c) **The Results of voting will be declared within two working days from the conclusion of the AGM and the Resolutions will be deemed to be passed on the date of the AGM, subject to receipt of requisite number of votes.** 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 the website of NSDL; such Results will also be forwarded to the National Stock Exchange of India Limited and BSE Limited, where the Company's shares are listed.
