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 Members holding shares in demat account with NSDL	**If you are registered for 'IDeAS'** (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 and the verification code as shown on the screen. (c) After OTP based authentication and login, click on '**Access to e-voting**' under value added services and you will be able to view 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'** (a) Launch internet browser by typing the URL: **https://evoting.nsdl.com** and click on '**Login**' tab under the 'Shareholder / Member' section. (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 view 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 Members holding shares in demat account with Central Depository Services (India) Limited ('CDSL')	**If you are registered for 'Easi / Easiest'** (a) Login at **www.cdslindia.com** by clicking on '**My Easi New (Token)**' or launch internet browser by typing the URL: **https://web.cdslindia.com/myeasitoken/home/login** . (b) Insert your existing username and password. (c) After OTP based authentication and 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 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.
For Members 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 view 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.

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 / Depository Participants.

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

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

- **User ID:**

For Members 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 Members 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 Members holding shares in certificate form.	Electronic Voting Event Number ('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**.

Members may also use OTP based login.

(ii) If you are using NSDL e-voting website 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.com** , 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) Members who have not registered their e-mail address with the Company or the Depositories and wish to receive the Postal Ballot Notice and / or cast their votes through remote e-voting are required to register their e-mail address with the Company at **https://eform.itcportal.com** . Alternatively, Members may send a letter requesting for registration of their e-mail address, mentioning their name and DP ID & Client ID / folio number, at **isc@itc.in** or by post to the Investor Service Centre of the Company ('ISC') at 37 Jawaharlal Nehru Road, Kolkata 700 071.

(b) 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:

   (i) Mr. Amit Vishal, Deputy Vice President, National Securities Depository Limited, 301, Naman Chambers, Plot C-32, G-Block, 3rd Floor, Bandra Kurla Complex, Bandra East, Mumbai 400 051, at telephone no. **022-4886 7000** or at e-mail ID **AmitV@nsdl.com** ;

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

Individual Members 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:

Shares held with NSDL	e-mail at **evoting@nsdl.com** or call at telephone no. **022-4886 7000**
Shares held with CDSL	e-mail at **helpdesk.evoting@cdslindia.com** or call at telephone no. **1800-21-09911 (toll free)**

****