



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

16th May, 2020

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.
P. J. Towers
Dalal Street
Mumbai 400 001

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

Dear Sirs,

Novel Coronavirus (COVID-19)

Further to our letter dated 27th March, 2020 on the captioned subject, we write to advise that, based on the directives received from the Central & State Governments and local bodies, the Company has resumed operations at its factories and plant locations manufacturing non-essential items with limited workforce; the factories and plant locations manufacturing essential items continue to operate, as advised earlier. The Company's hotels, however, continue to remain closed, except for those travellers who were stranded due to lockdown or for accommodating identified persons, based on the directions of the respective State Governments and local bodies.

The Company is taking all recommended precautions and preventive measures to ensure health and safety of its employees, including restricted movement of manpower, complete sanitisation and social distancing norms.

The Company is closely monitoring the situation and will take necessary steps as may be required from time to time basis directives from the regulatory authorities.

Yours faithfully,
ITC Limited

(R. K. Singhi)
Executive Vice President &
Company Secretary