



PHYTO CHEM (INDIA) LIMITED

CIN : L24110TG1989PLC009500

Corporate Office : 8-3-229/23, First Floor, Thaherville,
Yousufguda Checkpost, Hyderabad-500 045, Telangana.
Tel : 040 - 23557712, 23557713, Fax : 91-40-23557714.
Email : phytochem@phytochemindia.com

PCIL/CA/0432/2016-17

Date: 11-02-2017

To
Mr. Mohammad Firoj,
314, Bhanu Enclave,
Sunder Nagar,
Hyderabad,
Telangana – 500 038.

Dear Mr. Mohammad Firoj,

Sub: Appointment of Company Secretary of the Company – reg.
Ref: Your letter dated 12-01-2017.

* * *

We are pleased to inform you that in accordance with the provisions of Section 203 of the Companies Act, 2013, you are hereby appointed as Company Secretary of the Company to perform the duties of a Company Secretary as required under the Companies Act, 2013 and such other duties that may be assigned by the Managing Director and Board of Directors from time to time.

You are requested to join the service of the Company on 13-02-2017 and contact the undersigned for induction program and introduction to the concerned persons and Departments before you start functioning.

You will be paid a Gross Salary of Rs.35,000.00 per month and the breakup of your salary will be as follows:-

Basic Salary	: Rs. 8000.00
Dearness Allowance	: Rs. 8500.00
H.R.A	: Rs. 9500.00
C.A	: Rs. 9000.00

Total	: Rs.35000.00

You will be on probation for a period of six months and on your services during the said probation period being found satisfactory, the Company may consider you for confirmation in the said post and you will be absorbed in the regular pay scale of the Company.

During the period of your probation, your services may be terminated by the Company without any prior notice and you may also leave the service of the Company with written notice. On confirmation, however, the contract of employment may be terminated by either party by giving the other, thirty days written notice or paying thirty days salary in lieu thereof.



::2::

The Company may terminate your services even after confirmation without giving you any notice if you are found by the Company not performing your assigned duties and your statutory duties properly and to the satisfaction of the Board.

As Company Secretary you shall be exclusively responsible:

- a. For complying with all the provisions of the Companies Act and the various Rules framed thereunder;
- b. Maintaining all the statutory and non-statutory essential registers, books, files, records, papers etc;
- c. Preparing and filing with the Registrar of Companies and other concerned authorities the required reports, returns, documents, papers etc. complete in all respects and within the prescribed periods of time; and
- d. For carrying out the instructions, directions and advice of the Managing Director and Board of Directors of the Company given to you from time to time.

You shall devote your time and attention to the work of the Company during your tenure as Company Secretary and shall work with due diligence and using your abilities to your best. You shall obey the orders of the Board of Directors of the Company. You shall do your best to promote the interest of the Company and shall faithfully serve the Company.

You shall not disclose to any unauthorised person during your employment as Secretary of the Company any information obtained by you in relation to the business and corporate policies of the Company with special reference to the Company's policy regarding declaration and payment of dividends from time to time.

Please convey your acceptance for this letter of appointment and the terms and conditions contained herein by signing the second copy of this letter and returning the same to the Company.

Wish you all the best

For Phyto Chem (India) Limited

hcccccccc
(Nayudamma Yarlagadda)

Managing Director
DIN: 00377721

I accept the above offer of appointment for the post of Company Secretary with all the terms and conditions contained herein and join the service of the Company.

Md Firoj
(Mohammad Firoj)
Company Secretary
M.No. A47400

