



# 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 : info@phytochemindia.com

PCIL/CA/0239/2024-25

Date: 31-03-2025

To  
Mr. Venkata Satish Babu Turlapati,  
#301, Padmaja Abode,  
DD Colony,  
Hyderabad – 500 013.

Dear Mr. Satish Babu,

Sub: Appointment for the post of Company Secretary & Compliance Officer of  
the Company – Regarding.

Ref: 1. Your letter dated 29-03-2025.  
2. Board Meeting dated 31-03-2025

\* \* \*

We are pleased to inform you that in accordance with the provisions of Section 203 of the Companies Act, 2013 and SEBI (LODR) Regulations, 2015, you are hereby appointed as Company Secretary and Compliance Officer 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, Executive Director and Board of Directors from time to time.

You are requested to join the service of the Company on or before 31-03-2025 and you are requested to contact the undersigned for induction program and introduction to the concerned persons and Departments before you start functioning.

You will be paid a consolidated remuneration of Rs. 35,000.00 ( Rupees Thirty Five Thousand Only ) per month and 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.

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 & Compliance Officer, you shall be exclusively responsible:

- For complying with all the provisions of the Companies Act and the various Rules framed thereunder;



Contd..2

- 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;
- d. For duly complying with all the regulations as may be prescribed by the regulations framed by the SEBI; and
- e. For carrying out the instructions, directions and advices of the Managing Director, Executive Director and Board of Directors of the Company given to you from time to time.

**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.**

**Wish you all the best**

• Hcccccccccccc  
(Nayudamma Yarlagadda)

**DIN: 00377721**



31/3/2025 3.40 PM  
(Mr. Venkata Satish Babu Turlapati)  
Company Secretary  
M.No. F8100