

April 20, 2015

**CIRCULAR**

The Board of Directors of PPL in its 162<sup>nd</sup> meeting held on 9.2.2015 has approved "PPL Vigil Mechanism" under section 177(9) of the Companies Act, 2013. This Mechanism provides an independent, high level forum by means of Audit Committee and Ombudsperson for employees and business associates to raise concerns and complaints about fraudulent practices, actual or potential, affecting the Company.

The Head of Internal Audit Wing of the Company shall act as **Ombudsperson** under this Mechanism. A copy of the approved PPL Vigil Mechanism is attached for information of all concerned wherein the procedures for raising concern by any employee inter-alia others are provided for. A copy of the said Mechanism is also being hoisted in the PPL website shortly.

Any person wishing to raise a concern under this Mechanism should file a complaint in writing to:

- (i) The Chairman of the Audit Committee of the Company in case, the complaint concerns to the employee at the level of General Manager and above.
- (ii) The 'Ombudsperson' in case, the complaint concerns to others.

The complaints may be submitted in either of these forms:

- (i) Writing through hard copy mail to-

The Ombudsperson/ Chairman of the Audit Committee,  
Paradeep Phosphates Limited  
Pandit Jawaharlal Nehru Marg,  
Bhubaneswar-751001, Odisha, India

- (ii) Sending an e-mail to the following secured mail ID-  
[cmauditcommittee@paraphos.com](mailto:cmauditcommittee@paraphos.com) or [ombudsperson@paraphos.com](mailto:ombudsperson@paraphos.com)



**(D.S. RAVINDRA RAJU)**

Encl: as above.

copy to : FHs/HODs- Requested to circulate this Mechanism amongst the employees working under them.