

**ANTI CORRUPTION & ANTI BRIBERY POLICY**

**Version: 1.0**

<b>Date of Issue:</b>	<b>10<sup>th</sup> August 2017</b>	<b>Date of Amendment:</b>	<b>N.A.</b>
<b>Effective Date:</b>	<b>Immediate</b>	<b>Approved By:</b>	<b>Managing Director</b>

**I. POLICY STATEMENT**

One of the core principles set out in the Tata Code of Conduct 2015 states: *'We are committed to operating our businesses conforming to the highest moral and ethical standards. We do not tolerate bribery or corruption in any form. This commitment underpins everything we do.'*

Tata Coffee having adopted the Tata Code of Conduct is therefore committed to the prevention, deterrence and detection of fraud, bribery and all other corrupt business practices. It is Tata Coffee policy to conduct all of its business activities with honesty, integrity and the highest possible ethical standards and vigorously enforce its business practice, wherever it operates throughout the world, of not engaging in bribery or corruption.

In addition to the Indian Prevention of Corruption Act, 1988 (**PCA**), the following laws in India also presently apply to offences relating to or resulting in corruption and bribery and resolutions available in case of occurrence of corruption or bribery:

- i) Indian Penal Code, 1860 ("**IPC**");
- ii) Prevention of Money Laundering, 2002;
- iii) Central Vigilance Commission Act, 2003;
- iv) Lok Ayukta Acts of various states.

The guidelines in this ABAC Policy supplement the Tata Code of Conduct 2015 ("**TCoC 2015**") and should be read in conjunction with:

- i) TCoC 2015;
- ii) the Whistle-blower Policy;
- iii) the company policy on Gifts & Donations;
- iv) Any other relevant policies as may be implemented from time to time.

The purpose of this model Anti-Bribery and Anti-Corruption Policy ("**ABAC Policy**") is to ensure that our Company sets up adequate procedures in order to prevent our Company's involvement in any activity relating to bribery, facilitation payments, or corruption, even where the



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involvement may be unintentional. It requires employees, directors, officers of the Company and third parties subject to this ABAC Policy to recognize questionable transactions, behaviour or conduct, and to take steps to record, comply and follow procedures set in place to deal with such behaviour or conduct.

### II. SCOPE & APPLICABILITY

This ABAC Policy is applicable to all individuals working at all levels and grades, including directors, senior managers, officers, other employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, interns, seconded staff, casual workers and agency staff, agents, or any other person associated with our Tata Coffee. Chief Ethics Counsellor of Tata Coffee can appoint a Compliance Officer to act on behalf of the Chief Ethics Counsellor.

If in doubt whether an act would breach this ABAC Policy, the person must take a step back and ask oneself the following on a contemplated action:

- What is the intent – is it to build a relationship or is it something else?
- How would it look if these details were on the front page of a major newspaper?
- What if the situation were reversed – would there be a double standard?

Whenever faced with a doubt on the applicability of this ABAC Policy, or if an act could be perceived to be a breach of this ABAC Policy, consult the Ethics Counsellor or the Compliance Officer.

### III. FORMS & EXPLANATIONS

#### i. Bribery :

Bribery includes the offer, promise, giving, demand or acceptance of an undue advantage as an inducement for an action which is illegal, unethical or a breach of trust. Bribes often involve payments (or promises of payments) but may also include anything of value

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providing lavish/inappropriate gifts, hospitality and entertainment, inside information, or sexual or other favours; offering employment to a relative; underwriting travel expenses; abuse of function; or other significant favours. Bribery includes advantages provided directly, as well as indirectly through an intermediary. TCoC 2015 and this ABAC Policy prohibits from giving bribes not only to any public/government official but also to any private individual. Bribery in any form will not be tolerated.

**ii. Corruption:**

Corruption includes wrongdoing on the part of an authority, or those in power, through means that are illegitimate, immoral, or incompatible with ethical standards.

Corruption can take place in many types of activities. It is usually designed to obtain financial benefits or other personal gain. For example, bribes are intended to influence behaviour – they could be in the form of money, a privilege, an object of value, an advantage, or merely a promise to influence a person in an official or public capacity. Usually, two people are involved and both would benefit. Examples of a bribe include offering or receiving of cash in the form of a kickback, loan, fee or reward, or giving of aid, donations, or voting designed to exert improper influence. The areas of business where it can most often occur include:

**a) Gifts, Entertainment and Hospitality:**

Gifts, entertainment, and hospitality may be acceptable if they are reasonable, proportionate, made in good faith and in compliance with the Company's policies, inclusive of *Section D, Clause 11* and *Section G, Clause 4* of the TCoC 2015

As a general guide, the giving or receiving of gifts or hospitality may be acceptable if it meets all the following requirements:

i. Is bona-fide and made in the normal course of business and does not create the appearance (or an implied obligation) that the gift giver is entitled to preferential treatment, an award of business, better prices, or improved terms of sale or service;

ii. Complies with local laws and customs (including cultural and religious festivals) and is not prohibited under applicable law.

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- iii. Would not influence, or appear to influence, or cause a conflict of interest for the gift giver or receiver.
- iv. Does not include cash or cash equivalents, gold or other precious metals, gems or stones
- v. Does not include any form of services or non-cash benefits such as promise of employment;
- vi. Disclosure of the same does not cause embarrassment to the giver or receiver or to the company in question;
- vii. Is fully documented and supported by original receipts and accurately recorded in the books of accounts;
- viii. Is given openly, not secretly and in a manner that avoids the appearance of impropriety.

b) Facilitation Payments

“Facilitation Payments” are unofficial payments made to public officials in order to secure or expedite the performance/ non-performance of a routine or necessary action. They are sometimes referred to as 'speed' money or 'grease' payments or 'good-will money'. The payer of the facilitation payment usually already has a legal or other entitlement to the relevant action. “Kickbacks” are typically payments made in return for a business favour or advantage.

c) Procurement Process

Designated Persons must follow our Company’s processes and adhere to the system of internal controls around supplier selection. Supplier selection should never be based on receipt of a gift, hospitality or payment. When supplier selection is a formal, structured invitation for the supply of products or services (often called a ‘tender’), it is most important we maintain documentation supporting our internal controls. Designated Persons must familiarise themselves with our Company’s procurement processes and must adhere to the same.



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d) Political, Community or Charitable Contributions

The Company shall not directly or indirectly support any monetary or non-monetary contributions (donations of equipment, free technical services and the Employees donating their time during working hours, etc.) for specific political party or candidate or campaign.

In exceptional circumstances, if a contribution is made to support the democratic system, it must not be prohibited under any applicable law or made with the expectation of favourable treatment in return. Before making a contribution, a requisition form naming the recipients(s) and describing the purpose of the contribution, along with all other supporting documents, must be submitted to the Board of Directors for approval.

The Employees are able to participate in political activities under the terms of the Constitution, but they must not claim the status of being an employee of the Company or use any of the Company's property or equipment for the purpose of political activities. If the Employees engage in political activities, there must be no adverse impact on the business affairs of the Company and they must take particular care not to imply that they are acting on behalf of the Company in any way.

Tata Coffee and its employees shall not, unless mandated under applicable law and our Company's Corporate Social Responsibility ("CSR") Policy, offer or give any company funds or property as donation to any government agency or its representative, directly or through intermediaries. However, in the Indian context for example, donation of our Company's funds or property to the Prime Minister's Relief Fund or donations towards disaster relief may be permitted pursuant to our Company's CSR Policy. Before making any contributions following to be ensured:

- Such charitable contributions are not dependent on, nor made to win, a business deal.
- The contribution is always made to the charity and not to any particular individual, except where donations or grants are provided directly to affected victims of natural disasters, pursuant to our Company's CSR policy.

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- Contributions should be given to entities where the end use of the contribution is known and/or controlled.
- Contributions should only be made to charitable organisations which are registered under the laws of the country.
- As far as possible, background checks on the charitable organisations should be carried out in all cases especially to ensure that the charity does not act as a conduit to fund illegal activities in violation of anti-money laundering laws, anti-terrorism laws and other applicable laws.
- Only such charitable contributions shall be made that are legal and ethical under local laws and practices.

**e. Intermediaries**

The Company recognizes that there are circumstances in which relationships with third parties (such as agents and consultants) will be required or prudent from a commercial perspective.

However, public corruption often occurs when companies use third parties as intermediaries to obtain business or influence action on their behalf. As such, the Company can face liability under anti-corruption laws based on improper payments made by its subsidiaries, joint venture or other business partners, agents, consultants, referral partners, resellers, suppliers or anyone performing services on the Company's behalf, regardless of whether the Company had any knowledge of the improper payments. For that reason, it needs to be ensured that Tata Coffee only deals with third-party intermediaries who are prepared to apply the same standards of business conduct as of Tata Coffee.

The Company expects all Third Parties doing business with it to approach issues of bribery and corruption in a manner that is consistent with the principles set out in this Policy. It is also essential that all Third Parties cooperate and ensure compliance with these standards, to continue the business relationship.





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The following should be kept in mind prior to engaging a third party:

- Appropriate due diligence is conducted and properly documented
- Formal commitment (in writing) is sought from the third party to ensure compliance to these standards
- Appropriate anti-bribery and anti-corruption provisions are incorporated in the contracts in consultation with our Company's Legal team, including the right to audit, as well as a clause on termination, if the partner/party fails to abide by the anti-bribery and anti-corruption terms.

**f. Record Keeping, Accurate Recording & Internal Control Requirement**

(1) Record-Keeping, Accounting & Payment Practices

Company Personnel must follow all applicable standards, principles, laws, regulations, and Company practices for accounting and financial reporting. In particular, Company Personnel must be timely, complete, and accurate when preparing all required reports and records.

Prior to paying or authorising a payment, Company Personnel should ensure that no part of such payment is to be made for any purpose other than is fully and accurately described in the Company's books and records.

No undisclosed or unrecorded accounts of the Company are to be established for any purpose, and false or artificial entries are not to be made in the books and records of the Company for any reason whatsoever. Finally, personal funds must not be used to accomplish what is otherwise prohibited by this Policy, The Gifts Policy or any of the Company's other policies.



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(2) Financial Control Systems, Accounting Requirements & Responsibilities

It is the Company's policy to maintain accurate, reasonably detailed records that fairly reflect its transactions and disposition of assets, regardless of whether the transactions are domestic or international.

Company Personnel are prohibited from making any false or misleading statements in Company books and records with regard to any matter covered under this policy nor shall they engage in any arrangement or provide any information that result in such prohibited acts.

The Finance Department/Division shall also maintain accounting procedures, financial reporting and controls with regards to matters covered under this Policy.

Monitoring and auditing systems are in place to detect violations of Company policy and of anti –corruption and other applicable laws.

In particular, the Company will monitor and review, through periodic compliance audits to be conducted by the Internal Audit Office, the records of Company Personnel who have discretionary authority over Company assets, who are likely to come into contact with government officials.

**g. Mergers, Acquisitions & Joint Ventures**

Tata Coffee will perform adequate due diligence regarding compliance with Anti – Bribery and Anti – Corruption procedures of the target company prior to a merger or joint venture. The company will undertake appropriate and reasonable due diligence on the reputation and integrity of any business in which it makes investments. Tata Coffee will induct the acquired company or Joint venture Company with its company standards and ethics and wherever appropriate, conduct audits on new business units.



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**IV. COMPLIANCE TRAINING**

The Company’s policy requires certain identified Company Personnel to successfully complete the Company’s anti – bribery and anti-corruption training programmes, which shall be implemented by the Company from time to time.

These programmes may be conducted on-line or in-person and will be administered by the Company’s Ethics Counsellor/Human Resource.

Personnel required to undergo these training programmes shall be informed via email or by their respective Department Manager.

The programmes are required to be completed within the specified timeframe. The programmes shall not be of a “one – time” nature and personnel will be required to repeat and complete the same at regular intervals or each time the programme is updated.

**V. TATA COFFEE COMPLIANCE NETWORK**

If you want to report any concerns on Corruption and Bribery, you can write to following people:

- Your Chief Ethics Counsellor
- Your Location Ethics Counsellor
- Your Estate Ethics Counsellor

If you require any further information regarding compliance issues or in doubt, please consult to any of the three options mentioned above.






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**VI. NON COMPLIANCE**

Tata Coffee takes the subject of corruption and bribery very seriously. Any non compliance of this ABAC Policy will be regarded as a serious matter and shall result in disciplinary action, including termination, consistent with applicable law and the employee’s terms of employment.

Employees who see something suspicious are required to say something, even if it is their manager or other superior who may be violating the policy. When employees are contacted by Legal or the Ethics Office, they have an obligation to cooperate with investigations into ethical misconduct. Failure to cooperate and provide honest, truthful information could result in disciplinary action.

Tata Coffee will not tolerate retaliation against anyone who, in good faith, reports a concern or cooperates with a compliance investigation. Managers or other employees who retaliate against any other employee will be subject to disciplinary action, up to and including termination. Any suspected retaliation should be reported immediately

**VII. WILLFULL BLINDNESS**

Turning a “Blind – eye” to a suspected violation can result in criminal penalties and civil liability both for the Company and for individuals.

If anyone wilfully ignores or turns a blind eye to any evidence of corruption or bribery within the organization, action shall also be taken against such person. Although such conduct may be “passive”, i.e. the person concerned may not have directly participated in or may not have directly benefited from the corruption or bribery concerned, the wilful blindness to the same can, depending upon the circumstances, carry the same disciplinary action as the intentional act.



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**VIII. IMPORTANT CONTACTS**



Copy of Location  
Ethics Counsellor List.



**Sanjiv Sarin**  
**Managing Director and CEO**



**TATA COFFEE LIMITED**  
**NAMES OF ETHICS COUNSELLORS**

NAME & ADDRESS	TELEPHONE NUMBER	MAIL ADDRESS	LOCATION
Mr. Saniv Sarin Principal Ethics Officer Bangalore	Office: 080-23318841 Mob: 9740020800	<a href="mailto:sanjiv.sarin@tatacoffee.com">sanjiv.sarin@tatacoffee.com</a>	Corporate Office, Bangalore
Mr. T. Radhakrishnan Chief Ethics Counsellor Bangalore	Office : 080 23361828 Mobile: 9538806764	<a href="mailto:radhakrishnan.t@tatacoffee.com">radhakrishnan.t@tatacoffee.com</a>	Corporate Office, Bangalore
<b>LOCATION ETHICS COUNSELLORS</b>			
Mr. M B Ganapathy Senior General Manager (P), Coorg	Office: 08274-251511 Mob: 9448100705	<a href="mailto:mb.ganapathy@tatacoffee.com">mb.ganapathy@tatacoffee.com</a>	Head office, Pollibetta
Mr. B. G. Ponnappa Senior Manager, Coorg	Office: 08274- 251512 Mobile: 9880318701	<a href="mailto:ponnappa.bg@tatacoffee.com">ponnappa.bg@tatacoffee.com</a>	Head office, Pollibetta
Mr. K. S. Machaiah Senior Manager, Jumboor Estate	Office: 08274-204655 Mob: 94484 33195	<a href="mailto:machaiya.ks@tatacoffee.com">machaiya.ks@tatacoffee.com</a>	Coorg Estates
Mr. P. A. Mandanna Senior Manager, Nullore Estate	Office: 08276-262253 Mob: 9443721473	<a href="mailto:pa.mandanna@tatacoffee.com">pa.mandanna@tatacoffee.com</a>	Coorg Estates
Mr. C. U. Ashok Sr. Manager, Yemmigoondi Estate	Office: 08274-251418 Mob: 94483 62380	<a href="mailto:cu.ashok@tatacoffe.com">cu.ashok@tatacoffe.com</a>	Coorg Estates
Mr. K. G. Rajeev General Manager, Hassan Division	Office: 08173-245700 Mob: 94481 57131	<a href="mailto:kq.rajeev@tatacoffee.com">kq.rajeev@tatacoffee.com</a>	Hassan Estates
Mr. Ricky Ayappa General Manager	Office: 08276 -278210 Mobile: 94829-51522	<a href="mailto:Ricky.Aiyappa@tatacoffee.com">Ricky.Aiyappa@tatacoffee.com</a>	Kushalngar Works and R&G Unit
Mr. Vivek Ayanna Senior General Manager, Anamallais Division	Office:04253-221010 Mobile:9442723004	<a href="mailto:Vivek.Ayanna@tatacoffee.com">Vivek.Ayanna@tatacoffee.com</a>	Anamallais Group Office
Dr. Eshwaramoorthy K Senior Medical Officer, Anamallais	Office: 04253-292337 Mobile: 9443113067	<a href="mailto:Eshwara.moorthy@tatacoffee.com">Eshwara.moorthy@tatacoffee.com</a>	Anamallais Group Office
Dr. Saira U H Senior Medical Officer, Anamallais	Office: 04253- 237202 Mobile: 8903730337	<a href="mailto:Saira.UmaiHabib@tatacoffee.com">Saira.UmaiHabib@tatacoffee.com</a>	Anamallais Group Office
Ms. Lakshmi Krupa, Manager-HR, Corporate Office, Bangalore	Office:080-23560759 Mob:9620388822	<a href="mailto:Lakshmi.Krupa@tatacoffee.com">Lakshmi.Krupa@tatacoffee.com</a>	Corporate Office, Bangalore
Ms. Millin M. C. Senior Manager, Corporate Office, Bangalore	Office: 080-23560695 Mobile: 9886661843	<a href="mailto:millin.chummaiah@tatacoffee.com">millin.chummaiah@tatacoffee.com</a>	Corporate Office, Bangalore
Mr. Satyakam Senapati Site Head, Theni	Office:04546-237476 Mob: 9490129421	<a href="mailto:satyakam.senapathi@tatacoffee.com">satyakam.senapathi@tatacoffee.com</a>	Instant Coffee Division, Theni
Mr. Miller Vincent Site Head, Toopran	Office: 08454-235104 Mob: 7373733023	<a href="mailto:miller.vincent@tatacoffee.com">miller.vincent@tatacoffee.com</a>	Instant Coffee Division, Toopran

**TATA COFFEE LIMITED**  
**NAMES OF ESTATE ETHICS COUNSELLORS**

NAMES OF ESTATE ETHICS COUNSELLOR	NAMES OF LADY ESTATE ETHICS COUNSELLOR	TELEPHONE NUMBER	MAIL ADDRESS	LOCATION
Mr. C A Bopaiah Manager - Anandapur Estate	Ms. Bindu D.	MB: 9483825457 Office: 08274-252270	<a href="mailto:anandapur@tatacoffee.com">anandapur@tatacoffee.com</a>	Coorg Division Anandapur Estate
Mr. Vinay L. Manager - Balmany Estate	Mrs. Savitha B. K.	MB:9480011766 Office : 08274 - 263747	<a href="mailto:balmany@tatacoffee.com">balmany@tatacoffee.com</a>	Coorg Division Balmany Estate
Mr. Varun Ganapathy M. B. Manager - Cannoncadoo Estate	Mrs. M. K. Deepthi	Office: 08276 -266683 MB: 9480003981	<a href="mailto:cannoncadoo@tatacoffee.com">cannoncadoo@tatacoffee.com</a>	Coorg Division Cannoncadoo Estate
Mr. K.P. Appaiah Senior Manager - Cottabetta Estate	Mrs. Priyanka P.M.	Office: 08274-251416 MB:9448721467	<a href="mailto:cottabetta@tatacoffee.com">cottabetta@tatacoffee.com</a>	Coorg Division Cottabetta Estate
Mr. M.B. Muthanna Senior Manager - Coovercolly Estate	Mrs. T.C. Padma	Office:08276-200017 MB: 94486175430	<a href="mailto:coovercolly@tatacoffee.com">coovercolly@tatacoffee.com</a>	Coorg Division Coovercolly Estate
Mr. M.C. Aiyanna Senior Manager - Glenlorna Estate	Ms. P. Premaleela	Office: 08274-253332 MB: 9483885100	<a href="mailto:glenlorna@tatacoffee.com">glenlorna@tatacoffee.com</a>	Coorg Division Glenlorna Estate
Mr. Dilip Kumar Singh Senior Manager - Jumboor Estate	Mrs. Rajimol	MB: 9489860726 MB: 9481772957	<a href="mailto:jumboor@tatacoffee.com">jumboor@tatacoffee.com</a>	Coorg Division Jumboor Estate
Mr. M.C. Subbaiah Senior Manager - Margolly Estate	Mrs. C N Remavathi	MB: 9448448463 MB: 8050181542	<a href="mailto:margolly@tatacoffee.com">margolly@tatacoffee.com</a>	Coorg Division Margolly Estate
Mr. P.A. Mandanna Senior Manager - Nullore Estate	Mrs. Nirmala K.G.	MB: 9443721473 Office: 08276-262253	<a href="mailto:nullore@tatacoffee.com">nullore@tatacoffee.com</a>	Coorg Division Nullore Estate
Mr. C.C. Pruthviraj Manager - Pollibetta Estate	Mrs.Thulasimala K.R	MB:8050234965 MB: 9481883268	<a href="mailto:pollibetta@tatacoffee.com">pollibetta@tatacoffee.com</a>	Coorg Division Pollibetta Estate
Mr. C.M. Jeevan Manager - Sunicoppa Estate	Mrs. Vinayakumari V.B.	MB:9481817914 Office: 08276-262261	<a href="mailto:sunicoppa@tatacoffee.com">sunicoppa@tatacoffee.com</a>	Coorg Division Sunicoppa Estate
Mr. Mr. K.S. Machaiah Senior Manager - Woshully Estate	Mrs. Jayachitra	MB: 9448433195 Office: 08274-251414	<a href="mailto:woshully@tatacoffee.com">woshully@tatacoffee.com</a>	Coorg Division Woshully Estate
Mr. C.U. Ashok Senior Manager - Yemmigoondi Estate	Mrs. C.T.Revathi	MB: 9448362380 Office: 08274-251418	<a href="mailto:yemmigoondi@tatacoffee.com">yemmigoondi@tatacoffee.com</a>	Coorg Division Yemmigoondi Estate
Mr. M.N. Thammaiah Deputy Manager - Gubgul Estate	Mrs. H.N. Ramya	MB:9945678511 Office: 08263-278903	<a href="mailto:gubgul@tatacoffee.com">gubgul@tatacoffee.com</a>	Hassan Division Gubgul Estate
Mr. C.T. Muthanna Manager - Goorghully Estate	Ms. Kamala	MB: 9480238788 MB: 7349423625	<a href="mailto:goorghully@tatacoffee.com">goorghully@tatacoffee.com</a>	Hassan Division Goorghully Estate
Mr. Manu Bopaiah Manager - Karadibetta Estate	Ms. Sudha.T.C	MB: 9443137141 MB: 9663673271	<a href="mailto:karadibetta@tatacoffee.com">karadibetta@tatacoffee.com</a>	Hassan Division Karadibetta Estate
Mr. Gautam Maini Manager - Merthikhan Estate	Mrs. Irine Monis	MB: 9489981122) Office: 08265-240568	<a href="mailto:merthikhan@tatacoffee.com">merthikhan@tatacoffee.com</a>	Hassan Division Merthikhan Estate
Mr. B.M. Nachappa Senior Manager - Mylemoney Estate	Mrs. P. Leela	MB: 9448433115 Office: 08262-262063	<a href="mailto:mylemoney@tatacoffee.com">mylemoney@tatacoffee.com</a>	Hassan Division Mylemoney Estate
Mr. C.A. Roshan Manager - Ubban Estate	Mrs. M E Gowramma	MB: 9945099899 Office: 08173-291003	<a href="mailto:ubban@tatacoffee.com">ubban@tatacoffee.com</a>	Hassan Division Ubban Estate
Mr. Mr. Manish Mistry Deputy Manager - Kushalnagar Works	Mrs. Nalini M. Ganesh	MB: 9900067005 Office: 08276-278242)	<a href="mailto:knw@tatacoffee.com">knw@tatacoffee.com</a>	Kushalnagar Works
Mr. K.J. Bobby Senior Manager (Field Operations) - Malakiparai Estate	Mrs. T.Therasammal	MB: 9443604981 Office: 04253-237225	<a href="mailto:malakiparai@tatacoffee.com">malakiparai@tatacoffee.com</a>	Anamallais Division Malakiparai Estate
Mr. M.S. Mandanna Manager - Pachaimalai Estate	Mrs. S. Sunitha	MB: 9488893688 Office: 04253-222364	<a href="mailto:pachaimalai@tatacoffee.com">pachaimalai@tatacoffee.com</a>	Anamallais Division Pachaimalai Estate
Mr. Bibin Varghese Deputy Manager -Pannimade Estate	Mrs. Annie Joyce	MB: 7598359345 Office: 04253-237232	<a href="mailto:pannimade@tatacoffee.com">pannimade@tatacoffee.com</a>	Anamallais Division Pannimade Estate
Mr. Avinash Puri Goswami Senior Manager - Field Operations - Velonie Estate	Mrs. Shanthi	MB: 9486855925 Office: 04253-222293	<a href="mailto:velonie@tatacoffee.com">velonie@tatacoffee.com</a>	Anamallais Division Velonie Estate
Mr. Avinash Puri Goswami Senior Manager - Field Operations - Uralikal Estate	Mrs. M Priya	MB: 9486855925 Office: 04253-237205	<a href="mailto:uralikal@tatacoffee.com">uralikal@tatacoffee.com</a>	Anamallais Division Uralikal Estate
Mr. B.D. Appaiah Senior Manager - Valparai Estate	Mrs. D. Dhanalakshmi	MB: 9488189660 Office: 04253-221131	<a href="mailto:valparai@tatacoffee.com">valparai@tatacoffee.com</a>	Anamallais Division Valparai Estate