



CURA TECHNOLOGIES LTD

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Date: 21.12.2017

To
The Manager
Listing Department
National Stock Exchange of India Limited
"Exchange Plaza", Bandra Kurla Complex
Bandra (East), Mumbai - 400 051

The Manager
Department of Corporate Services,
Bombay Stock Exchange Limited
1st Floor, Rotunda Building,
B.S Marg, FORT, Mumbai 400 001

Ref: NSE Scrip Code – CURATECH BSE Scrip Code - 532332

Dear Sir,

Sub: Outcome of Board Meeting - Reg

We would like to inform you that the Board of Directors at their meeting held on 21.12.2017 have amongst other items, considered & approved the following matters:

1. Appointment of Company Secretary

The Board appointed Mrs. C. Bhandhavi Company Secretary of the Company with effect from 21.12.2017.

2. Resignation of Company Secretary

The Board took a note of resignation of Company Secretary of the company, Ms D. Alima with effect from 21.12.2017.

Thanking You,

Yours Faithfully

For CURATECHNOLGIES LIMITED



G. Bala Reddy
Chairman & Managing Director



PAN : AADCS 2135A
ST No. : AADCS 2135 AST 001
CIN : L72200TG1991PLC013479

Qualification:**Academic:**

Sl. No.	Name of the Degree/Course	College	Board / University
1.	Post Graduation Diploma in Taxation and Insurance Laws	Osmania University of Law	Osmania University, Hyderabad
2.	Bachelor of Commerce (B.Com Taxation)	Kasturba Gandhi College, Hyderabad.	Osmania University, Hyderabad.
3.	Intermediate (MEC)	Vandana Junior College, Hyderabad.	Board of Intermediate Education, Hyderabad.

Professional:

- Associate Member of the Institute of Company Secretaries of India [ICSI] from December 2013, with Membership Number A36047.

Work Experience:**Present Experience:**

Company Secretary of M/s. **TAAZA INTERNATIONAL LIMITED**, is a BSE and CSE Listed Company having corporate office at Plot No 29, HACP Colony, Kharkhana Road, Secunderabad – 500009, Telangana, with effect from 19.05.2014 to 21.12.2017. The job profile is as below:

COMPANIES ACT COMPLIANCES

- ❖ Drafting of Agenda, Notices and Minutes of Board Meetings, Audit Committee Meetings and Remuneration Committee Meetings of Listed Companies.
- ❖ Updating and maintaining of various Statutory Registers.
- ❖ Filing & filling of various Statutory Forms & returns with ROC through MCA portal.

- ❖ Preparation of National Company Law Tribunal(NCLT) Petitions for conversion of Public Limited to Private Limited
- ❖ Assistance in preparation of Annual Report - i.e. drafting of Director's Report, report on Corporate Governance and Management Discussion & Analysis Report etc.
- ❖ Drafting of Agenda, Notices and Minutes of Annual General Meetings, Extra-Ordinary General Meetings of Listed Companies.
- ❖ Increase in Authorized Share Capital of the Company under Companies Act, 2013.
- ❖ Assisted in creation and satisfaction of charges.
- ❖ Handling matters relating to Alteration of clauses in the MOA and AOA.
- ❖ Handling issues and making all the preparations relating to pre and post General Meetings.
- ❖ Drafting of various resolutions for various purposes.
- ❖ Involvement in day-to-day secretarial works.
- ❖ Filing of Advance Reporting Form and FCGPR with RBI.

LISTING AGREEMENT & SEBI COMPLIANCES

- ❖ Ensuring adherence and compliance with different provisions of the Listing Agreement(s), various Regulations and Guidelines of SEBI and other corporate laws.
- ❖ Uploading and submitting of Shareholding pattern & Financial Results as per the requirements of Listing Agreement.
- ❖ Quarterly, Half yearly, Annual and Occasional disclosures/intimations to Stock Exchanges under Listing Agreement.
- ❖ Disclosure to Stock Exchanges under Regulation 7 (2) read with Regulation 6(2) of SEBI (Prohibition of Insider Trading) Regulations, 2015.
- ❖ Compliances under Rules 8 of SEBI (Substantial Acquisition of Shares & takeover) Regulations. 1997.
- ❖ Handling of Shareholders Grievances-For Listed Companies.
- ❖ Coordinating in acquiring trade license of a Dubai FZC Company.

HUMAN RESOURCES

- ❖ Managing Office and Pay-roll Administration, PF, ESIC, PT.
- ❖ Handling general office correspondence and basic Managerial functions such as Planning, Organizing, Staffing, Directing, Coordinating and Controlling.
- ❖ Maintaining of Files and Staff Documents.
- ❖ Maintaining of newly joined employees database, resigned data and exit interviews.
- ❖ Maintenance of attendance registers, leave registers of employees, and provide a summary report of their attendance to Payroll for salary processing.
- ❖ Handling recruitment activities and Interview planning.
- ❖ Scheduling and coordinating meetings and appointments.

Previous Experience :

- Worked as an Assistant Company Secretary in M/s. Sunil & Sanjay, a firm of Practicing Chartered Accountants, individually handling all Secretarial Related matters (Feb 2011 to Sept'2012).

- Worked as an associate in M/s. Sarweshwar Reddy & Associates, a firm of Practicing Company Secretaries, a well know practicing firm in Hyderabad having its Office at Panjaguta, Hyderabad – 500 004, Andhra Pradesh and Completed Apprenticeship Training of 15 Months [27.09.2009 to 27.01.2011]. The Job Profile including some of the key assignments handled by me are as below:
- ❖ Preparation of requisite documents for incorporation of Companies.
 - ❖ Assisting in conducting Board Meetings, Annual General Meeting[AGM], Extra-Ordinary General Meetings [EGM] and taking care of all related matters thereof including Notice, Agenda etc.,.
 - ❖ Drafting of Resolutions for Board / Members' Meetings, Preparation of Minutes of the Board Meetings, General Meetings and maintenance of Statutory Registers as prescribed under the Companies Act, 2013.
 - ❖ Preparation of Annual reports and Annual Returns and scrutiny of Balance Sheets.
 - ❖ Preparation of forms for Creation, Modification and Satisfaction of charges.
 - ❖ Conducting of Postal Ballots.
 - ❖ Preferential Allotment.
 - ❖ Compliances of Listing Agreement
 - ❖ Preparation of various documents for compliances under the Foreign Exchange Management Act, 1999, including FDI Intimations, Form FC-GPR to be submitted to the Reserve Bank of India, through the Authorized Dealers (AD).
 - ❖ Undertaking documentation and handling Transfer and Transmission of shares.
 - ❖ Preparation of documentation for Increase of Authorized Share Capital of the Company, Allotment of Shares, Change of name of the Company, Change in the Objects Clause, Shifting of Registered Office [both within the state and from one state to another], Alteration of Articles of Association, Appointment and Resignation of Directors.
 - ❖ Collecting information and assisting in preparation of Compliance Certificates (Required to be obtained by Companies having Paid-up Share capital from Rs.10 Lakhs and upto Rs. 5 Crore).
 - ❖ Filling-up and Filing of various e-Forms under the MCA-21 for compliance with the various provisions of the Companies Act, 2013.
 - ❖ Liaison with Office of Registrar of Companies, and with various clients.