



TERA SOFT

Redefining IT Solutions

TERA SOFTWARE LIMITED

8-2-293/82/A/1107,
Plot No.1107, Road No.55,
Jubilee Hills, Hyderabad -
500 033, Telangana, INDIA

EXTRACT OF THE RESOLUTION PASSED AT THE MEETING OF BOARD OF DIRECTORS OF TERA SOFTWARE LIMITED ON MONDAY, 22nd MAY, 2017 AT 10:30 AM AT THE REGISTERED OFFICE OF THE COMPANY SITUATED AT #8-2-293/82/A/1107, ROAD NO. 55, JUBLIEE HILLS, HYDERABAD-500033, TELANGANA.

ITEMNO.5: APPOINTMENT OF Ms. B. SOWMYA AS COMPANY SECRETARY & COMPLIANCE OFFICER OF THE COMPANY.

"RESOLVED THAT pursuant to the provisions of 203 of Companies Act, 2013 read with Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and other applicable provisions as amended from time to time. The Consent of the Board be and is hereby accorded to appoint Ms. B. Sowmya, Company Secretary bearing membership number of 49725, an Associate Member of the The Institute of Company Secretaries of India, as the Whole Time Company Secretary and Compliance Officer of the Company with effect from **22nd May, 2017** on such terms & conditions contained in the letter of appointment which was place before the board, to perform the duties/functions which may be performed by a Company Secretary under Companies Act, 2013 and such other duties assigned by the Board from time to time.

"RESOLVED FURTHER THAT Ms. B. Sowmya, Company Secretary be and is hereby appointed/designated as the Compliance Officer of the Company as per Regulation 6 of SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015."

"RESOLVED FURTHER THAT Sri. T. Gopichand, Vice Chairman & Managing Director of the Company be and is hereby authorized to do all such acts, deeds and things necessary for the aforesaid appointment and to send necessary intimation in prescribed form to Ministry of Corporate Affairs and to Stock Exchanges(BSE & NSE).

//TRUE COPY//

FOR TERA SOFTWARE LIMITED

T.Gopichand

Vice Chairman & Managing Director

DIN: 00107886



An ISO 9001 : 2008 Certified Company

CIN-L72200TG1994PLC018391

Tel: +91-40-2354 7447 / 8, Fax: +91-40-2354-7449, E-mail: info@terasoftware.com

www.terasoftware.com





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APPOINTMENT LETTER

Date: 21.05.2017

TO,

Mrs. Sowmya Bodla

H.NO.12-6-2/237/3/A, Flat No.408,

B.BLOCK, R.V.Lakshmi GVANDE, APPT.

HYDERABAD-500072.

TELANGANA.

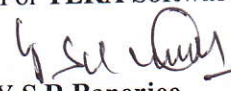
Dear Sowmya,

With reference to your application and subsequent interview on 19th April, 2016. You had with us we are pleased to appoint you as **"Company Secretary". In our organization. From 01.05.2017.**

Payment Terms & Other Conditions:

1. You will be initially posted at HYDERABAD.
2. Your Salary will be paid **Rs.3,90,000/- CTC/-per year**
3. You have to serve for the Organization for a minimum period of 12 months.
4. A strict adherence to ethical and non – fraudulent work culture is envisaged as essential quality and binding as a condition of your appointment
5. Two months notice is required for relieving from duties
6. Your services are liable to be terminated without any notice or salary in lieu of that in the case of misconduct, disloyalty, commission of an act involving turpitude, under performance violations of the term etc.
7. In case you are discontinuing your services any time before the completion of 12 months from date of issued a letter, you will be guided by the rules of the company.
8. TDS or PF will be applicable as per the provisions of the acts.
9. Salary breakup attached the **Annexure-II**

For TERA Software Limited


Y.S.R.Banerjee
Hr-Manager



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CURRICULAM VITAE

CS SOWMYA BODLA

Mobile No: 9704673333

E-mail: cssowmyagupta@gmail.com

CAREER OBJECTIVE	To work in challenging environment so as to apply and enrich my professional skills to adopt value-oriented approach coupled with sincere and dedicated service for the accomplishment of organizational goals.
PROFESSIONAL QUALIFICATION	Qualified Company Secretary from The Institute of Company Secretaries of India (ICSI) in June 2016.
ACADEMIC QUALIFICATIONS	LLB : Pendekanti Law College, Chikkadpally from 2010-2013 Graduation: B.Com from Osmania University, Hyderabad in March 2009 Intermediate: CEC from St. George's Junior College For Girl's, Abids in March 2006 10th: The Indian Certificate of Secondary Education (ICSE) from St. George's Girls Grammar School, Abids in March 2004.
WORK EXPERIENCE	Worked at Wells Fargo India Solutions Private Ltd. as Financial Analyst from Aug' 2015 till Feb' 2016 Role: • Joined as Financial Analyst in Commercial Mortgage Securities Portfolio • Analyzing & Interpretation of loan documents and other Mortgage documents • Cross verifying the major components of Loan Agreements
ARTICLESHIP TRAINING	Completed 20 Months of Articleship at RVR Associates, Company Secretaries, Hyderabad, from Mar'2013 till Nov'2014.
KEY ASSIGNMENTS & RESPONSIBILITIES	Areas Worked: • Due Diligence & Secretarial Audit • Preparation & Filing of FCGPR with RBI (Issue of shares to Non-Resident Investors) • Rights Issue, Private Placement, Issue & Allotment of Shares • Foreign Company - Branch Office Filings • Filing of Charge Documents • Preparation of Annual Filings, Annual Reports • Appointment & Resignation of Directors • Drafting and Filing of Complaints with Registrar of Companies • Drafting of Board Meeting & General Meeting Resolutions & Minutes • Preparation of Board Meeting & General Meeting Documents • Record updation of Private & Public Companies
WORK	Worked at BA Continuum Solutions Pvt. Ltd. as Senior Team Member from Aug' 2010 till Nov' 2012.

EXPERIENCE**Role:**

- Joined as Team Member in E-discovery Process
- Identification and sorting the required legal documents based on search terms
- Creating search terms for assigned legal cases
- Handling escalations
- Responding to assigned legal cases within TAT
- Received Extra Mile Award in first quarter of joining.
- Received Excellence Awards for top performance.
- Received Best Team Player award.
- Received Certificates of Participation in various Town Halls.

ACHIEVEMENTS

Worked at Innopark India Private Limited as Process Developer from Sept' 2009 till July' 2010.

Role:

- Worked for a Gaming Site (Bingo & Slots) in US, UK.
- Communicate & explain the Customers about the Site & Site Promotions
- Interact with all the players and encourage them to play and deposit money.

Worked at GE Money Servicing as Customer Service Executive from May' 2008 till Mar' 2009

Role:

- Responsible to handle calls from US customers for the information about GE Money credit cards
- Good at Customer Skills and Team Work to meet the Business Requirements.
- Started as a Process associate and promoted as a Process Developer within 9 months based on the consistent performance.

**COMPUTER
QUALIFICATION &
TECHNICAL
SKILLS**

- MS-Word, Power Point, Excel
- Typing Skills

**PERSONAL
DETAILS**

- Father's name: : B. Upender
- Date of Birth : 30-06-1989
- Languages Known : English, Telugu & Hindi
- Marital Status : Married

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and I have all necessary documents for the same.

Place: Hyderabad,

Date: 20.04.2017


(Sowmya Bodla)