



*Integrating People, Process and Technology*

Date: 16.11.2017

To Listing Department National Stock Exchange of India Limited Exchange Plaza, Bandra Kurla Complex Bandra (E), Mumbai – 400051 Scrip Symbol: GSS	To The Department of Corporate Services (CRD) Bombay Stock Exchange Limited Dalal Street Mumbai – 400001 Scrip Code – 532951/GSS
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**Subject: Reply to Clarification sought.**

Dear Sir/Madam,

This is to inform you that pursuant to regulations 6, 30 and other applicable regulations of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Mr. Mohammad Anwar ul haq Abdul Mannan has been appointed as Company Secretary and Compliance officer of the Company with effect from November 15, 2017 consequent to the resignation of earlier Company Secretary and Compliance Officer from the designation.

**Brief Profile:**

Mr. Mohammad Anwar ul haq Abdul Mannan is a Member of The Institute of Company Secretaries of India having rich experience in Secretarial functions.

Mr. Mohammad Anwar ul haq Abdul Mannan is authorized for making disclosure/ communicate to/with Stock Exchanges(s) under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 or other relevant Rules/Regulations/Guidelines as may be applicable/ amended from time to time.

His Contact Details are as under:

Name : Mohammad Anwar ul haq Abdul Mannan.  
Designation : Company Secretary and Compliance Officer.  
PAN : CFXPM2241F.  
Contact No. : 08019656046.

Kindly take the above information on the record.

Thanking you,  
For GSS Infotech Limited

Sanjay Heda  
Chief Financial Officer

**GSS Infotech Limited**

Reg. Off: Brigade Towers, Floor 3<sup>rd</sup> & 4<sup>th</sup>, Plot No: 30, Plot No: 31, Financial Dist., Nanakramguda, Gachibowli, Hyderabad 500032, Telangana, India  
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CIN No: L72200TG2003PLC041860

## **Mohammad Anwar ul haq**

Flat No: C - 4, Banjara Saman Apartments, Road No. 12, Banjara Hills, Hyderabad-500034

Contact (M) 91-8019656046

E-mail: cs.anwarulhaq@gmail.com

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### **SYNOPSIS**

- An associate member of the Institute of Company Secretaries of India (ICSI) having over 4 years of experience as a Practicing Company Secretary.
- Professional Services to Listed, Unlisted Public and Private Ltd. Companies.

### **WORK EXPERIENCE**

#### **LISTED COMPANIES**

- Secretarial Auditor for various Companies.
- Reconciliation of Share Capital Audit to various Companies.
- Secretarial Due Diligence of various Companies.
- Good Exposure with NSE and BSE portal for regular Compliance related to Quarterly/Half Yearly/Annual filings.
- Conducting of Board Meetings/General Meetings in live.

#### **UNLISTED PUBLIC AND PRIVATE COMPANIES**

- Incorporation, change in constitution of companies and incidental matters thereto of group companies;
- Preparation of Annual reports;
- Preparation of minutes of Board, Committee and General Meetings of shareholders thereof;
- Appointment & Resignation of Directors, Managing Director
- Appointment and Removal of Statutory Auditors;
- Statutory Registers, Records, Returns and Minutes;
- Filing of Returns/declarations/reports/forms under MCA21 scheme;
- Filing of Charges and Preparation of Search Report of Charges;
- Petitions/applications to ROC/CLB /MCA;
- Striking off the name of Company under the Fast Track Exit (FTE Mode)
- Shifting of Registered Office of the Company.
- Change of Company Name

## **OTHERS**

Liaisoning with the Registrar of Companies, Regional Director, Ministry of Corporate Affairs, BSE and RBI.

## **ACADEMIC PROFILE**

- Certificate Course on Company Secretaryship from Institute of Company Secretaries of India (2013)
- Masters of Commerce(M.Com) from University of Pune (2010)

## **SOFTWARE PROFICIENCY**

- Conversant with MS Office Suite.
- Conversant with MCA/Income tax. Conversant With MCA-21, BSE, NSE Portal.
- Conversant with SEBI, RBI and Other Govt. Sites

## **PERSONAL PROFILE**

Birth Year : 1985

Marrital Status : Unmarried

Languages : English, Hindi, Telugu