

**Vimta Labs Limited**

Registered Office  
142, IDA Phase II, Cherlapally  
Hyderabad-500 051, India  
T : +91 40 2726 4141  
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VLL\10\S-004\2018\  
Date : 31.08.2018

Listing Centre  
BSE Limited  
PJ Towers, Dalal Street  
**Mumbai : 400001**

**Scrip Code : 524394**

Asst. Vice President  
National Stock Exchange of India Limited  
"Exchange Plaza", Bandra  
Kurla Complex, Bandra (E)  
**Mumbai – 400 051**

**Attn: Mr K Hari**

Dear Sir,

Further to our letter dated June 30, 2018 and pursuant to regulation 30(2) read with A(7) of Part A of Schedule III of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, this is to inform you that the Company Secretary & Compliance officer Mr A Venkata Ramana got relieved today i.e. August 31, 2018 on account of his resignation.

Further, Mrs Sujani Vasireddi, having Institute of Company Secretaries of India membership No. A36640 has taken over the charge of Company Secretary & Compliance Officer effective from today i.e. August 31, 2018. Copy of brief profile is enclosed herewith.

This is for your information and records.

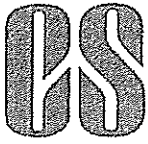
Thanking you,

Yours faithfully,  
**for VIMTA LABS LIMITED**

A handwritten signature in black ink, appearing to read "Harita V.", is written over a light blue horizontal line.

**HARITA VASIREDDI  
MANAGING DIRECTOR**

Encl: as above.



## CURRICULUM VITAE

CS Sujani Vasireddi  
# 4, Amaravati, 5-8-27/15,  
Balaji nagar road, Yaprak, Hyderabad -500087.

Email id: [cssujani@gmail.com](mailto:cssujani@gmail.com)  
Phone:91-9866657890.

### CAREER OBJECTIVE

To exhibit professionalism with challenge in the job assigned to me and to make a conscious effort to rise above the routine knowledge base and mutual growth.

### ACADEMIA

- |          |                |       |                           |
|----------|----------------|-------|---------------------------|
| 1. ACS   | -----ICSI      | ----- | Dec 2013 (Year of Pass)   |
| 2. LLB   | -----OU        | ----- | MAY 2001 (Year of Pass)   |
| 3. PGDSM | -----NIS(NIIT) | ----- | MARCH 2000 (Year of Pass) |
| 4. B.Com | -----OU        | ----- | March 1997 (Year of Pass) |

### WORK KNOWLEDGE

#### **1.VIMTA LABS LIMITED**

[AUGUST 18TH 2016 – AS ON DATE]

As A General Manager – Commercial

#### **2.SHILPA MEDICARE LIMITED (LISTED)**

[NOVEMBER 2015 – AUGUST 1<sup>ST</sup> 2016]

As A Whole time Company Secretary.

Ensure compliances of Corporate Governance and other Clauses of Listing Agreement to Stock Exchanges.

Regular day to day legal corporate required compliances.

Conducting Board Meetings and committee meetings, preparation of the agendas, then minutes and thereby recording and storing the minutes.

Other regular day to day secretarial work of holding company as well as subsidiaries including preparation of its SiteMap for its website and contents related thereto.

Vetting of legal documents.

Drafting of SOP for Minutes (Board & General Meeting) as per new Secretarial Standards of ICSI.

Preparation of Annual Report, Charters and other MIS reports.

Filing of Periodical forms with ROC w.r.t. Board and General meetings, Share holders: etc.

#### **3.NUZIVEEDU SEEDS LIMITED (HYD)**

[JAN 22nd 2015 – November 2016]

As an IPO Team Member (**part time**).

Assisted in filing of NSL's DRHP for IPO purpose,

Coordinating with all the parties, (Bankers, Lawyers, Lead Managers) to IPO as well as the compliance requirements with SEBI and other stock exchanges.

Ability to understand and overview all the legal documents and other material contracts and documents for inspection.  
Preparing IPO board note and updating board.  
Assisting in uploading and providing due diligence certificates.  
Overseeing LMS i.e Legal Management System.

#### 4. GRANDEUR PRODUCTS LIMITED (LISTED-HYD)

[SEPTEMBER 2014 – OCT 2015]

As A Whole time Company Secretary.

Shifting of the registered office from Kolkata to Hyderabad.  
Dealing with the company getting listed in Bombay Stock exchange and dealing with stock exchange delegates in the listing process and inspections.  
Regular compliance work.

#### 5. P S RAO & ASSOCIATES (HYD)

[MARCH 2014 – AUGUST 2014]

Associated as a TRAINEE with exposure to Legal, Secretarial, and Corporate affairs.

Preparing, Drafting of Board and Committee minutes.  
Assisted in preparation of Annual Reports.  
Ability to organize and prepare Agendas, notices and liaise with regulators, lawyers and auditors.  
Drafting and vetting of various agreements and other legal documents.  
Publication of public notices etc on behalf of the company.  
Ability to operate MCA 21 portal, uploading and filing various forms through e-filing process.  
Good knowledge in Incorporation, Formation and Conversion of a Company.

#### 6. VIMTA LABS LIMITED

[SEP 2006 – OCT 2011]

Roles & Responsibilities ----- Management Trainee to Assistant Manager (Finance & Administration)

#### CORPORATE AFFAIRS:

Preparation of MIS like Budgets, variance analysis, projected cost analysis.  
Worked as an integral part of the administration team.  
Participated in accounting the cost and capitalization of shamirpet project expenditure.

#### LEGAL:

Assisting in preparation of Service Tax appeals at Appellate Tribunal level.  
Attending to franchisees legal issues.



### FINANCE & ACCOUNTS:

Participated in preparation of Annual Budgets and filing applications to bankers for working capital limits and term loans.

Participated in monthly review meetings and helped in finalization of accounts.

Scrutiny of day to day accounting transactions in Tally (Financial Accounting package).

Ensuring tax compliances (like payment and filing of returns relating to TDS, VAT, ST).

### TECHNICAL KNOW-HOW

1. Applications : MS-OFFICE, Tally 9.0.
2. Operating System : Windows

### STRENGTHS

Ability to work in team environment.

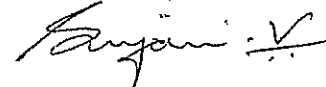
Ability to Learn and Relearn.

### PERSONAL DOSSIER

Date of Birth : 05<sup>th</sup> Oct 1976  
Nationality : Indian  
Marital Status : married  
Sex : Female  
Languages Known : English, Hindi and Telugu,

Station : Hyderabad  
Date : 30.06.2018

Yours Truly,



(Sujani Vasireddi)