

Date: 01<sup>st</sup> July, 2016

To  
The Manager  
**BSE Limited**  
Dept. of Corporate Services  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Mumbai – 400 001  
Scrip Code: 532173

To  
The Manager  
**National Stock Exchange of India Limited**  
Corporate Communication Department  
Exchange Plaza, Bandra Kurla Complex  
Bandra (E), Mumbai – 400 051  
Symbol: CYBERTECH

Dear Sirs / Madam,

**Sub: Disclosure relating to change in KMP – Company Secretary/Compliance Officer**

Please be informed that pursuant to Regulation 30 and other applicable regulations, if any, of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015:

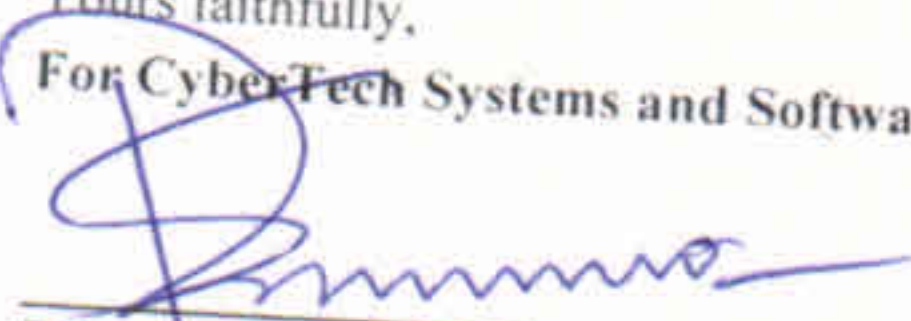
- a) The retirement of Mr. Sateesh Wadagbalkar (ACS No.6512) as the Company Secretary cum Compliance Officer of the Company **w.e.f. June 30, 2016 (close of business hours)**; and
- b) The appointment of Ms. Sarita Leelaramani (ACS No.35587) as the Company Secretary cum Compliance Officer of the Company **w.e.f. July 01, 2016** on the terms and conditions as mentioned in the appointment letter.

The above information is also being hosted on the website of the Company at [www.cybertech.com](http://www.cybertech.com)

Kindly take the same on record.

Thanking You,  
Yours faithfully,

For CyberTech Systems and Software Limited



Ramasubramanian Sankaran  
Director  
DIN: 05350841

Encl.: Brief Profile of Ms. Sarita Leelaramani





# CyberTech

Systems and Software Ltd.

**REGD. OFFICE :** 'CyberTech House', Plot No. B-63/64/65, Road # 21/34, J.B.Sawant Marg, MIDC, Wagle Estate, Thane - 400 604

• Tel : 91-22-2583 4643 / 44 / 45 • Fax : 91-22-2583 2574

• CIN L72100MH1995PLC084788 • E-mail : [cssl.investors@cybertech.com](mailto:cssl.investors@cybertech.com) • Website : <http://India.cybertech.com>

## Brief Profile of Ms. Sarita Leelaramani

Ms. Sarita Leelaramani (ACS No.35587) is a Qualified Company Secretary and member of Institute of Company Secretary of India (ICSI). She has also done Bachelors in Law (LLB) and Bachelors in Commerce (B.Com)

She has 5 years post qualification experience working with Practicing Company Secretaries Firm and Corporates.

She has handled various assignments including:

- ✓ Liaisoning with clients for proper execution of various compliance applicable to Corporates;
- ✓ Annual Report preparation under Companies Act, 2013 and Companies Act, 1956;
- ✓ Change of Company Name, Correction of Master data;
- ✓ Compliance Certificate under Companies Act, 1956;
- ✓ Preparing notices, Agenda papers of Board Meetings, Audit Committee Meetings, Executive Committee Meetings, Stakeholders Relationship Committee Meetings, Nomination and Remuneration Committee Meetings, drafting of Minutes of Board, Committees and General Meetings;
- ✓ Event based and annual compliances including filing of e-forms with ROC as required under Companies Act, 1956 and Companies Act, 2013;
- ✓ Maintaining Records, Registers under the Companies Act, 1956 and Companies Act, 2013 and Website as required in terms of Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- ✓ XBRL filing (Financials);
- ✓ Quarterly and Annual Compliances as per Listing Agreement & SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- ✓ Compliances under the SEBI (Prohibition of Insider Trading) Regulations, 1992 and SEBI (Prohibition of Insider Trading) Regulations, 2015;
- ✓ Incorporation of Companies, LLP, conversion of Company into LLP;
- ✓ Assisted in post issue formalities w.r.t. Listing of Equity Shares (IPO's);
- ✓ Assisted in Conducting Postal Ballot activities pursuant to the provisions of the Companies (Passing of the Resolution by Postal Ballot) Rules, 2011 and the Companies Act, 2013 of Listed Companies;
- ✓ Assisted in Secretarial Audit of Listed Companies and Unlisted Companies;
- ✓ Subdivision of Equity Shares of the Company; and
- ✓ Closure of Companies under Fast Track Exit Scheme.