

## Job Description

POSITION DETAILS			
Functional Designation	Company Secretary	Department	Secretarial
Sub Department		HR Grade	
Location	Corporate Office	Reporting Manager	MD/ED/CEO
Job Purpose			
The Company Secretary is to ensure the company operates within the legal and regulatory framework, maintains high standards of corporate governance, and effectively manages compliance and risk. Here's a more detailed breakdown			
Principal Accountabilities			
<ul style="list-style-type: none"> <li>• Regulatory Compliance: <ul style="list-style-type: none"> <li>○ Ensure compliance with all relevant laws and regulations, including the Companies Act, RBI guidelines, SEBI regulations, and other applicable laws.</li> <li>○ Prepare and file necessary documents with regulatory authorities.</li> <li>○ <u>SEBI PIT Compliances.</u></li> <li>○ <u>Filing of Quarterly, Half yearly, Annual and event-based compliance disclosures and reports with the Stock Exchange under SEBI (Listing Regulations)</u></li> <li>○ </li> </ul> </li> <li>• Corporate Governance: <ul style="list-style-type: none"> <li>○ Advise the board of directors on corporate governance best practices.</li> <li>○ Ensure that the company adheres to high standards of corporate governance.</li> </ul> </li> <li>• Board and Committee Meetings: <ul style="list-style-type: none"> <li>○ Organize and prepare agendas for board and committee meetings.</li> <li>○ Draft minutes of meetings and ensure timely distribution and filing.</li> <li>○ <u>Communicating the Action Points of Board/Committee meetings to various departments and Compiling responses received from various departments on the action points and placing before the Board/Committee.</u></li> <li>○ <u>Preparation of Directors Report, General Shareholders Information and Corporate Governance Report as a part of Annual Report preparation.</u></li> <li>○ <u>Scheduling/ Attending Shareholder's AGM/EGM and obtaining Shareholders approval through Postal Ballot.</u></li> </ul> </li> <li>• Legal Advisory: <ul style="list-style-type: none"> <li>○ Provide legal advice on various matters, including mergers and acquisitions, joint ventures, and other corporate transactions.</li> <li>○ Draft and review legal documents and contracts.</li> </ul> </li> <li>• Record Keeping: <ul style="list-style-type: none"> <li>○ Maintain statutory books, including registers of members, directors, and secretaries.</li> <li>○ Ensure proper record-keeping and documentation.</li> </ul> </li> </ul>			

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- Communication:
  - Act as a point of contact between the board and shareholders.
  - Handle correspondence with regulatory bodies and stakeholders.
- Risk Management:
  - Identify and mitigate legal and regulatory risks.
  - Develop and implement compliance policies and procedures.
- Employee Stock Option Plan:  
Designing and implementing various employee stock option schemes including seeking approval from the shareholders and Stock Exchanges including allotment and credit of shares.
- Compliance Dashboard:  
Implementing, reviewing and monitoring compliance dashboard. Driving Automation projects/Existing processes enhancements with best-in-class corporate governance practices.
- Raising of Fund:  
Raising of funds through issuance of equity and debt securities under various modes (preferential issue, QIP etc.) as specified in the applicable law.
- Shareholders Services and Stakeholder Management:  
Overseeing shareholders services, dividend payout, review of e forms filed with Ministry of Corporate Affairs, handling IEPF matters with IEPF Authority etc.,
- Audit:  
Overseeing and handling secretarial audit, statutory audit, process assurance, due diligence, compliance assessment
- ESG:  
Liaisoning with various stakeholders for BRSR/ESG compliances.
- Special Assignment:  
Special assignments depending on the requirements from time to time.

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### Desired Profile

<b>Education</b>	Bachelor's degree in law, Business Administration, Finance, or a related field. A professional qualification as a Company Secretary (CS) is mandatory.
<b>Experience</b>	Minimum of 7-10 years of experience in a similar role, preferably within an NBFC or financial services sector.

Classification | INTERNAL