



RIFAT SHEHALA RAHMAN

7 Surrey Road, #03-00 Casa Melwani, Singapore 307746 (Present Address)
House No.: 20, Road No: 08, Baridhara R.A., Dhaka, Bangladesh (Permanent Address)

PROFESSIONAL EXPERIENCE

Assistant Manager, Compliance (at Hawksford Singapore Pte. Ltd.)

(December 2019 till date)

- In charge of onboarding of Singapore Corporate and Trust clients
- In charge of MAS filings and currently acting as the MAS liaison officer
- Acting as a designated Deputy MLRO
- In charge of STR filings

Senior Executive, Compliance

(July 2018 – December 2019)

- In charge of staff training for Suspicious Transaction Reporting ("STR")
- Responsible for developing policies and procedures for Hong Kong (Hong Kong clients) so that they are able to comply with the new regulations that came to effect from March 2018
- Responsible for performing enhanced CDD of high risk clients of the company in both Singapore and Hong Kong

Legal & Compliance Executive

(November 2015 – July 2018)

- Developed internal procedures on enhanced Client Due Diligence ("CDD") of existing clients of the company and thereafter led a seven (7) member Remediation team to complete the enhanced CDD of all high risk clients of the company in Singapore.
- Responsible for developing policies and procedures for Hong Kong (for clients in Hong Kong) so that they are able to comply with the new regulations that came to effect from March 2018
- Responsible for performing enhanced CDD of high risk clients of the company in both Singapore and Hong Kong

Corporate Secretarial Executive

(July 2013 - October 2015)

- Managing a portfolio of clientele in the area of advisory and compliance work in relation to the requirements of the relevant company legislations and regulations
- Assisting clients in meeting deadlines for various types of filing with ACRA with share transfer matters
- Drafting Directors' and Shareholders' Resolutions, Minutes of Meeting, AGM Minutes and other related documents
- Developing the plan of action and procedures to deal with breach of trust

Legal Intern at HEP Corporate Services Pte. Ltd. ("HEPCS"), Singapore

(October 2012 – March 2013)

(HEPCS is a wholly owned subsidiary of Harry Elias Partnership LLP, one of the leading law firms in Singapore)

- Assisted in the delivery of various corporate services including but not limited to attending AGMs, preparing documents for AGMs, attending and drafting minutes (both general and board meetings), maintaining statutory registers and updating minute books etc.
- Participated in the preparation of the Corporate Governance Report for a leading publicly listed company
- Drafted various Permanent Residency applications

Legal Associate at A. Imam & Associates ("AIA"), Bangladesh

(June 2005 – July 2008)

(AIA is a leading law firm headed by Senior Advocate of the Supreme Court of Bangladesh, Barrister Akhtar Imam)

- Assisted the Senior Advocate in case management and preparation by actively participating in court litigation
- Performed extensive research and prepared legal/court drafts, including but not limited to, statement of claim/plaint, Affidavit-in-Opposition, written objections, Supplementary Affidavits etc.
- Vetted and drafted various legal agreements, including but not limited to, Deed of Partnerships, Deed of Trust, Share Purchase Agreements etc.

Legal Officer at BEXIMCO Limited ("BEXIMCO"), Bangladesh

(March 2003 – May 2005)

(BEXIMCO is the flagship company of BEXIMCO Group, the largest business conglomerate in Bangladesh that is listed on the Dhaka Stock Exchange. The annual turnover of BEXIMCO Group is in excess of USD 2 (two) Billion.)

- Reviewed and drafted various agreements for and on behalf of BEXIMCO

EDUCATION & PROFESSIONAL QUALIFICATIONS

- LLB (HONS) (Second Class), **University of Westminster**, 2000
- Barrister, **Inns of Court School of Law, Lincoln's Inn**, 2002
- Advocate of the Supreme Court of Bangladesh, 2006
- Graduate of CSIS (**Chartered Secretaries Institute of Singapore**), 2012