

## Job Description

<b>Unique Job Role</b>	Team Member Company Secretary	<b>Function</b>	Company Secretary
<b>Grade/ Band</b>	E1/E2 (Asst. Mgr/ Dy. Mgr)	<b>Sub Function</b>	Company Secretary
<b>Location</b>	Mumbai	<b>Reporting Authority</b>	Company Secretary & Compliance Officer

### Job Objective

- ▶ The position is responsible for preparation of all documents pertaining to corporate secretarial activities as applicable to listed company and assisting the Company Secretary in order to support Board and its Committee members to discharge their fiduciary duties.

### Functional Competencies

<b>Essential functional competencies required</b>	<ul style="list-style-type: none"> <li>▶ Thorough knowledge of Companies Act, 2013 and rules made thereunder, SEBI rules and regulations and Secretarial Standards issued by ICSI.</li> <li>▶ Knowledge of MCA- E form uploading.</li> </ul>
<b>Desired functional competencies required</b>	<ul style="list-style-type: none"> <li>▶ Outstanding drafting skills</li> <li>▶ Vetting legal agreements</li> </ul>

### Behavioural Competencies

<b>Behavioural competencies</b>	<ul style="list-style-type: none"> <li>▶ Result oriented</li> <li>▶ Pro-activeness</li> <li>▶ Good interpersonal skills</li> <li>▶ Good written communication</li> </ul>
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### Experience & Educational Requirements

<b>Educational Qualification</b> <i>Include Additional Certification if any</i>	<ul style="list-style-type: none"> <li>▶ Person should be a Member of ICSI.</li> <li>▶ LLB will be an added advantage.</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>▶ Minimum 2 years post CS membership experience.</li> </ul>

## Communication Interfaces

External	Internal
Shareholders, Investors, RTA	CS Colleagues, CS Trainee
Secretarial, Statutory and Internal Auditors	Internal Departments
Consultants, Banks, PCS, NSDL, CDSL	
Stock Exchange- BSE & NSE	

## Key responsibilities & Accountabilities

### 1) Secretarial activity :

- ▶ Prepare agenda in consultation with the Company Secretary for Board and its committees.
- ▶ Ensure proper maintenance of books and registers of the company.
- ▶ Prepare Annual Report including Director Reports, Corporate Governance Report and Business Risk Responsibility Reports in consultation with Company Secretary.
- ▶ Preparation of intimations to Stock Exchanges pursuant to SEBI (LODR) Regulations, 2015.
- ▶ Assisting Company Secretary to conduct Annual General Meeting.
- ▶ Assist in complying with the requirements pertaining to the Companies Act, 2013, and rules made thereunder and also compliance of Secretarial Standards and other applicable laws.
- ▶ Providing all the required assistance in the Secretarial such as preparing Working Note, internal notes, etc.
- ▶ Assist in preparing briefs for opinion of Lawyers & liaise to get opinion w.r.t. Corporate Secretarial activities.
- ▶ Any other related work assigned by Company Secretary from time to time.

### 2) Board functioning :

- ▶ Assisting in sending the Agendas pertaining to Board and its committees and sub-committees.
- ▶ Ensure timely delivery of agenda notice and other documents to Board members.
- ▶ Assist in convening the meeting of Board of Directors and Committees.
- ▶ Assisting in conducting the BRR Meeting and preparing its minutes, extracts etc.
- ▶ To have correspondence with the Directors of the company on various matters.

### 3) Statutory & compliance :

- ▶ Ensure compliance of the provisions of Companies Act, 2013 and rules made there under, SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015 and other applicable laws.

- ▶ Ensure filing of E-forms with Registrar of company within the timeline prescribed.
- ▶ Filing of Quarterly, Half Yearly, Yearly and event based compliances with the Stock Exchanges.
- ▶ Maintaining and monitoring the compliance tools system of the company.
- ▶ FEMA and other statutory laws compliances.

**4) Liaise with external stakeholder :**

- ▶ Resolve investor grievances within the stipulated time.
- ▶ Coordinate with secretarial auditors to accomplish the completion of secretarial audit.
- ▶ Co-ordination with statutory auditors, practicing company secretary, various consultants etc.

**5) Liaise with internal stakeholder :**

- ▶ Co-ordinate with Finance department for various activities.
- ▶ Communicate schedule of meeting with concerned department.
- ▶ Liaisoning with internal departments as and when required for completion of assigned task.