

Legal Compliance Officer

New Delhi | Experience: 1-3 Year

- **Job Description :**

- ☐ Ensure compliance with Companies Act, 2013, Secretarial Standards, Preparation and updating of Statutory Registers, Scheduling, arranging and convening Board Meetings, Shareholders Meetings Preparation of Notice, Agenda, Notes to Agenda drafting of Minutes of the meetings.
- ☐ Responsible for e- filing of various forms with MCA
- ☐ Preparation and filing of documents related to increase in authorised share capital and allotment of shares and share certificates
- ☐ FEMA and RBI compliance and advice on other FEMA Compliance matters
- ☐ Compliances related to Directors of the Company
- ☐ Have experience in drafting, reviewing, vetting of agreements
- ☐ Standardization of documentation (i.e. setting up of documentation grid) for internal teams
- ☐ Advisory role in NBFC Directions and other corporate matters
- ☐ Handle FEMA compliances & annual filings
- ☐ Liaison with RBI, MCA/ ROC
- ☐ Raise funds via private placement, rights issue or any other method
- ☐ Support Compliance head in all inspections by 3rd party including RBI
- ☐ Support Finance team in finalisation of financials & tax report
- ☐ Drive the work related to trademark of all products as & when needed
- ☐ Formulation of all company policies specially related to NDSI & HR compliance
- ☐ Support management in all new/existing projects of the Company & related companies
- ☐ Managing ESOPs related matters of the Company
- ☐ Legal advice relating to secretarial matters of the company

- **Educational Qualification/ Eligibility:**

- ☐ Commerce Graduate
- ☐ Demonstrates high professional ethics
- ☐ Excellent verbal and written communication skills (English)
- ☐ Company Secretary or L.L.B
- ☐ Work experience in Corporate Law firms or Company secretary firms
- ☐ Strong drafting and written skills
- ☐ Good knowledge of Companies Act and RBI regulations
- ☐ Must have experience of team handling
- ☐ Drive the work related to trademark of all products as when needed

- **Salary:**

- ☐ As per the candidate's profile and potential.