

Darwin Platform Group of Companies

Job Description

Job Title : Company Secretary
Reporting Line : CXO
Dotted Reporting : Vice Chairman

Roles and Responsibilities:

Secretarial Compliance:

1. Organising, preparing agendas for and taking minutes of board meetings and annual general meetings (AGMs)
2. Maintaining statutory books, including registers of members, directors and secretaries;
3. Monitoring changes in relevant legislation and the regulatory environment and taking appropriate action;
4. Liaising with external regulators and advisers, such as lawyers and auditors;
5. Developing and overseeing the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.

Work Profile:

1. Assist in funding, creation of charge and related matters of the company
2. Application to BSE for in principle approval for extension of tenure for redemption of debentures
3. Registration of NBFC company on CKYC platform as per the requirement of RBI Guidelines
4. Private placement of debentures (u/s 42 of the Companies Act, 2013 read with prescribed rules thereunder)
5. Handled conversion of LLP & Partnership Firm into Private Limited Company
6. Application for extension of AGM
7. Quarterly/Half Yearly and Annual Compliances of Listed Companies
8. Annual filing of Companies including XBRL & LLP
9. Co-ordination of ROC and secretarial activities with the Company Secretary. of
10. Assist in funding, creation of charge & related matters of the Company.
11. Application to BSE for in principle approval for extension of tenure for redemption of debentures
12. Drafting of Resolutions, Letters, Agreements
13. Audit/Due Diligence of Government Company, updating Registers as per Companies Act, 1956 and Companies Act, 2013
14. Assist in the matters of Merger u/s 232 of the Companies Act through NCLT route
15. Drafting of Resolutions/Trust Deed
16. Quarterly, Semi- Annual and Annual Compliances under SEBI LODR
17. Disclosures under SEBI SAST and SEBI PIT
18. Listing compliance for the Board Meeting and the General Meeting
19. Preparation and filing of Corporate Governance report

Desired Candidate Profile:

1. Company secretary with 2-5 years of post-qualification experience
2. Exposure in Financial planning and reporting is a plus
3. Well conversant with ERP accounting environment (Microsoft Dynamics exposure preferred) with excellent working knowledge in MS Office.
4. Analytical approach.

Additional/Optional

1. Work relating to SEBI Regulations/ Rules, Alternative Investment Funds (AIF), Reits & Invits, IPO, Private Placements etc.
2. Banking related work, NBFC, co-operative Banks etc.

Educational Background:

- Qualification : CS

Additional Pointers:

1. Should be open to transfer to any other group company/department/location on the basis of management requirement.
2. Should be open to take additional responsibilities apart from the current scope of work.

