

Job Description – Company Secretary



Particulars	Details
Company Name	AMC Repo Clearing Limited
Company Website	www.arclindia.com
Location	Mumbai - Santacruz
Department	Secretarial
Reporting Manager	Managing Director
Role / Position	AM or Manager
Relevant Experience in Years	Min 5 Years
Key Responsibilities	<ul style="list-style-type: none"> • Formulation of Secretarial policies, procedures and independently carrying out all secretarial activities • Ensuring that the Board procedures are followed and regularly reviewed • Provides the Board with guidance as to its duties, responsibilities and powers under various laws, rules and regulations to various Acts • Advising on good governance practices and compliance of Corporate Governance norms as prescribed under the Companies Act, Listing Norms and various other laws, rules and regulations. • Arranging and conducting Board/ Committee / Annual General Meeting / EGM meetings and preparing minutes • Promotion, formation and incorporation of companies and matters related therewith including filing, registering documents including forms, returns and applications by and on behalf of the company as an authorised representative. • Maintenance of secretarial records, statutory books and registers • All work relating to shares and their transfer and transmission • Managing Secretarial Audit • Ensuring Corporate Governance across the organisation and its reporting • Managing statutory and regulatory compliances related to secretarial practices • Preparation and filing of Annual Return • Pre-certification of forms, declarations, attestations and certifications under the Companies Act. • Advising company on compliance of legal and procedural aspects, particularly under: SEBI Act, SCRA, Bye-laws, Rules and Regulations, Gazette Notifications – Govt of India and Maharashtra • Intellectual Property Rights - Protection, Management, Valuation and Audit • In-house legal counsel to advise the Board • Drafting of Legal Document and reviewing agreements • Ensure compliance with Companies Act, SEBI (LODR) regulations, and other applicable laws

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Key Skills	<ul style="list-style-type: none">• Strong knowledge of SEBI, RBI, LODR Regulations, and Companies Act 2013.• Excellent communication, drafting, and compliance management skills
Required Qualification	<ul style="list-style-type: none">• Qualified Company Secretary (CS) from ICSI• Additionally, LLB / LLM qualified
Other Requirement	<ul style="list-style-type: none">• Candidate from allied industry preferred
Apply CV	hr@arclindia.com