

Job Description – Compliance



Particulars	Details
Company Name	AMC Repo Clearing Limited
Company Website	www.arclindia.com
Location	Mumbai - Santacruz
Department	Membership & Compliance
Reporting Manager	CRCO
Role / Position	AM or Manager
Relevant Experience in Years	Minimum 5 - 9 years compliance, preferably within financial market infrastructure institutions.
Key Responsibilities	<ul style="list-style-type: none">• Ensure compliance with SEBI and RBI regulations, including LODR, Insider Trading, Clearing Corporation norms, and settlement system guidelines.• Monitor regulatory updates and align internal policies accordingly.• Develop and implement Market Infrastructure Institute level compliance programs, policies, and risk assessments.• Prepare compliance reports for SEBI, RBI, and internal committees.• Maintain records of regulatory filings, disclosures, and approvals.• Ensure grievance redressal mechanisms are effective and transparent.• Act as a liaison with regulators, and stakeholders.• Oversee board-level certifications, disclosures, and grievance redressal mechanisms.• Identify compliance risks in clearing, settlement, and trading operations, and implement internal controls.• Ensure adherence to AML and KYC norms.
Key Skills	SEBI LODR, RBI Payment & Settlement Systems Act, corporate governance
Required Qualification	Graduation Mandatory preferably Company Secretary (CS) add on advantage
Other Requirement	Should have handled entity level compliance
Apply CV	hr@arclindia.com