

## **Post: Company Secretary- (One Post)**

### **Duties and Responsibilities:**

- This position is responsible for addressing all legal and regulatory issues of the AMC, Trustee Company and Funds with an objective to act as a business enabler.
- Preparation and Maintenance of secretarial records, statutory records, registers and other documentations. Preparation of Notices, Agenda, working papers and minutes for Board, Shareholders, Committee meetings for AMC, Trustee Company and all Funds.
- Compliance of secretarial, legal and procedural aspects; preparation and filing of various e-forms, Annual returns, Annual filing and the entire event based and time based filing with MCA/RoC as required under the Companies Act.
- Drafting and vetting of various documents- Contribution Agreement, Shareholder's Agreements, Investment Management Agreement, Trust deeds etc . Maintain turn-around time and successful closure of transactions from legal point of view.
- Attending to various queries from & liaising with auditors, bankers, inter-department, external agencies, Government Authorities, ROC etc.
- Understand the regulations governing Asset Management industry, responsible for compliance with SEBI/RBI for launching of Funds, RBI filings and FEMA compliances etc.
- Ensuring that organization has appropriate compliance framework related to all applicable laws, regulations and internal policies.
- Handling Investor Relations. He/ She should have capability in interacting and dealing with senior-level functionaries of regulators and government agencies.

**Qualification:** Company Secretary. LLB will be an added advantage.

**Experience:** The incumbent should have at least 5 years of relevant experience. She/he should possess excellent MS Office, Excel sheet skills.

For this position background from one or more of the following industries will be an added advantage: Investment Banking, M&A, Private Equity, Consulting, Corporate Finance, Entrepreneurship and Asset Management.

**Compensation:** Will be commensurate with the qualifications and experience.

**Age:** Below 35 years.

Last date to apply for the above mentioned post is **June 30<sup>th</sup>, 2018**

Applicants shall send their updated CV/Resume on the following e-mail id:  
[mpvfl.careers@gmail.com](mailto:mpvfl.careers@gmail.com)