

Job Description

Designation: Sr. Manager – CS & Legal

CTC – As per industry standards

Years of Experience – 7 – 8 Years

Responsibilities

Secretarial:

- Convening Board Meetings, Annual General Meetings, Extra-Ordinary General Meetings, Audit Committee Meetings, Management Committee Meetings, Investment Committee Meetings etc and preparation of Notice, Agenda and Minutes of the said Meetings.
- Preparing, printing and dispatching Annual Reports of listed company.
- Drafting of Various Resolution for corporate purposes.
- Drafting various corporate governance policies.
- Preparing and implementation of compliance calendar with respect to various provisions of Company Law Rules and Regulations, Corporate Governance Code, ROC, SEBI, RBI guidelines and provisions of various laws, rules and regulations as may be applicable to the company.
- Drafting of various policies and procedures required under new Companies Act, 2013 and Listing Agreement. Preparing and Implementing Code of conduct and Code of fair disclosures and conduct under Insider Trading Regulations, 2015.
- Liaisoning and co-ordination with the Ministry of Company Affairs, Registrars of Companies, NSDL / CDSL, Registrar and share Transfer Agent, SEBI, BSE, and other intermediaries and filing the various returns and replies with them.
- Handling Secretarial and Statutory Audit
- Replying shareholders queries, handling investor complaints and grievances
- Maintaining various Statutory Registers as required under the provisions of Companies Act, 2013.
- Having thorough knowledge and conversant with corporate Restructuring through buyouts, mergers & acquisitions, managing the process of open offer, listing, delisting, issuance of preferential warrants, etc. Co-ordination with Merchant Bankers for the said matters.
- Appointment of Directors, Managing Director, Executive Director, Manager etc. and payment of remuneration to them as per the provisions of the Companies Act, 2013.
- Formation and set-up of new entities (Private, Public, LLP) including foreign subsidiaries.
- Inspection of Documents at ROC and online inspections.
- Preparation and filing of DIN forms with ROC.

- Filing of Share Transfer Form, co-ordination with RTA for Share Transfers, Dematerialization of shares
- Possess excellent knowledge of e-filing, DIN forms and recent developments under MCA-21 regime.

Legal:

- Drafting and vetting various other agreements like Leave and License Agreements, Service contracts, Content Syndication Contracts, Non-Disclosure Agreements, Power of Attorneys, Letter of Authorities, Distribution Agreements, MOUs, Addendum to agreements and other Commercial Agreements of routine business nature relevant to the Broadcasting & Content industry.
- Trademark Matter, Infringement and passing off registered Trademark.
- Drafting of replies to various notices issued by various statutory authorities.
- Appear before Bombay High Court; Tribunals; DRT and other Courts on behalf of the Company.
- Co-ordinate with Consultants, Advocates, Counsels, Solicitors on legal matters of the Company.