

# **DIRECTORATE OF TRAINING & PLACEMENT**

## **ICSI, NEW- DELHI**

### **Recruitment of Company Secretary (CS)**

#### **Information about the Vacancy:**

SlicePay.In (A Venture of GaragePrenrurs Internet Private Ltd) is looking for One Company Secretary in Bangalore having 2-3 years of experience.

#### **Job Description**

As mentioned below.

#### **Salary Details:**

As per Industry

#### **Eligibility:**

Having 2-3 years of experience

#### **Job Location:**

Bangalore

#### **Apply at :**

Interested candidates are required to send their resumes at :  
[srinivasa@slicePay.in](mailto:srinivasa@slicePay.in)

#### **Responsibilities #**

Secretarial and Corporate Affairs

- Conduct Board, Shareholders meetings end to end, including presentations, related documents preparation, circulation and related follow-up actions thereof.
- Timely preparation of the agenda and minutes for all Executive Committee meetings, Board Meetings, Audit Committee Meetings at all -
- Preparation, maintenance, and update of legal registers and records as per the Companies Act, 2013 - Ensure regulatory compliance of the company including

FEMA, RBI, Labour, IT, Banking etc regulations on a timely basis along with publishing of compliance metrics to the Board of Directors - The preparation, maintenance, and update of all communications and documentation relating to shares with the company shareholders including all registrations, transfers, and transmissions - Acting as the custodian of all corporate records, board minutes and resolutions, statutory books and registers - Handling of fund/ debt raising and related documentation such as Term Sheets, Shareholder Agreement, Share Subscription Agreement, Deed of Hypothecation, Trust Deed, etc - Event and time-based compliance with the Companies Act, 2013 and compliances with the Secretarial Standards as issued by the Institute of Company Secretaries of India.

### **# Legal Matters**

A) Review & Execution of Contracts

#### **Desirable ( Not Compulsory) –**

Drafting & vetting of various business contracts/ agreements (national and international) like NDA /Procurement /Lease/Shareholders Agreement/Media/ Advertisement/Consultancy Agreements etc. - Needs to have a good exposure to best Corporate Governance of a listed/unlisted Company. - Independently handle Legal Due diligence for fundraising.