

POSITION	<u>COMPANY SECRETARY</u>
PURPOSE OF THE ROLE	To manage compliances under companies act, 2013 & related matters.
JOB DESCRIPTION	<p style="text-align: center;"><u>WHO WE ARE LOOKING FOR</u></p> <p>Areas of responsibilities (set of group companies):</p> <ol style="list-style-type: none"> 1. XBRL Filing 2. Handling compliance & statutory audit 3. Preparation of minutes of various meetings 4. Allotment of shares/debentures 5. Filing of various forms with ROC 6. Alteration of MOA & AOA 7. Preparation of director's report & annual report 8. Compliances under Companies Law and Regulatory matters 9. Ensuring compliance under the Company Act 2013 as amended from time to time and other acts in respect of company and its subsidiary companies. 10. Ensure maintenance of all records and returns as required under various statutes under Company Law. 11. Keeping the Certificate of Incorporation and Memorandum and Articles of Association and copies of company forms in case of company and its subsidiaries. 12. Board Meetings/Shareholders Meetings/AGMS. Ensure that board meetings, shareholder meetings are held in accordance with the applicable laws 13. Prepare and maintain minutes, statutory books including registers of members, directors and secretaries; and filing of return with Registrar of Companies, CLB, Stock Exchanges and Government in respect of company and its subsidiaries 14. Organising the annual general meetings and coordinating publication of the annual report. 15. Deal with correspondence, collate information and write reports, ensuring decisions made are communicated to the relevant company stakeholders; Investor Relations 16. Coordination with Registrar and Share transfer agency office ensuring proper maintenance of the register of shareholders and monitor changes in share ownership of the company. 17. Knowledge of Foreign Laws 18. Knowledge of listing compliances would be an added advantage.
SKILLS	<ol style="list-style-type: none"> 1. Good drafting & technical writing skills 2. Ability to interact with various departmental heads 3. Ability to interact with Directors, Regulators & Auditors 4. Multi-tasking 5. Strong PC skills

COMPANY PROFILE	<p style="text-align: center;"><u>ABOUT US</u></p> <p>Originally incepted in Mumbai in the year 1986, <i>Ginza Industries Limited</i>, having set up shop in Maharashtra and Gujarat ever since, has been a stalwart in the apparels and components business. Our product range comprises of products such as Raschel and Warp Knitted Fabrics and Laces- of which we also happen to be the largest suppliers, Cotton Torchon Laces, Woven and Knitted Elastics, Embroidery Laces and Fabrics, Textured and Twisted Yarns, Eye & Hook, Circular Knitted Fabrics, Lingerie and Fashion Apparels.</p> <p>Our Brand "Soie" has been received with much aplomb and encompasses the perfection that we strive to achieve every single day.</p>
EXPERIENCE & EDUCATION	1-3 yrs Certified CS
LOCATION	<u>Mumbai - Goregaon</u>