

AM/DM LEGAL CAPITAL MARKETS

JOB DESCRIPTION

Job Title

AM/DM – Legal Capital Markets

Key Specifications:

· Handling Legality with respect to SEBI (Merchant Banking) Regulations, 1992; SEBI (Prohibition of Insider Trading) Regulations, 2015 and other applicable rules, regulations, bye-laws, guidelines, and circulars issued by SEBI.

- Preparing formal letters/correspondences for submission to SEBI.
- Checking of Circulars/Notices of SEBI, NSE, BSE, and MSEI and preparing a summary of the relevant Circulars/Notices.
- Preparing a summary of relevant SEBI Orders.
- Checking of Surveillance alerts on various statutory platforms like ENIT, Member Surveillance Dashboard, E-BOSS, and BEFS.
- Reporting of suspicious transactions.
- Handling quarterly and half-yearly, yearly compliances and circular-based compliances relating to the stock broking activity of the company.
- Filing of Annual Returns with the Stock Exchanges.
- Co-ordinating with external & Internal teams for procuring all documents related to financial compliances
- Verifying the documents and procuring additional documents from concerned associates.
- Coordinating with the local advocate and effectively proceeding and concluding with the due diligence process.
- Be updated with the latest laws and judgments related to the subject
- Responsible for issuing and replying to Legal notices
- Capable of effectively negotiating with the prospective Client/prospective Clients Advocate in concluding the transactions
- Company acquisition and merger, drafting of documents such as Share transfer agreements, Escrow agreements, etc., and banking financial transactions such as loan agreements and other mortgage documents, etc.
- Experience in drafting and Vetting Contract Agreements, Addendum, Supplemental agreements, Amendment agreements, and other documents viz. NDA, Commercial Agreements, Term Sheet, Letter of Intent, etc.

- Be updated with the latest laws and judgments related to the subject and capable of providing an opinion
- Tracking status/ outcomes of the cases filed by/ against the company
- Maintenance of case lists, records, and MIS with updating of cases
- Providing legal inputs, guidance, feedback, and advice on all legal matters
- Day-to-day correspondence.

Key Requirement:

Education: LLB/ LLM, CS, BCom/ BFI/ BMS/ BAF/ BBI/ BFM/ BBA

Experience:

- Handled a client base of NBFC/ BFS/ M&A/ Fundraising/ Listing Companies
- Relevant experience of around 5-6 years
- Should be ready to travel to PAN India
- Good Communication and Presentable personality
- Willing to deal and liaison with government officials, wherever & whenever required.

Work Location: Lower Parel

Contact: tvsilp.jobs@tvsilp.in

Industrial &
Logistics Parks