

## **VACANCY FOR A JUNIOR COMPANY SECRETARY FOR A SINGAPORE-BASED COMPANY**

**No. of Post – 1 (One)**

**Job Location – Nagpur**

**About the Company – IMC Group**

IMC is a leading cross-border advisory firm and it serves large companies, multinational corporations, small and medium-sized enterprises, high-net-worth individuals, family-owned businesses and start-ups. It is a member firm of Andersen Global in the Singapore, United Arab Emirates and India. With our international presence and pragmatic approach, our clients are advised by our team of proficient experts that possess an in-depth knowledge and understanding of various requirements of the financial sector. As business advisors in the global environment, we assist our clients to make lasting improvements to their business performance and realize their most important goals.

**About the Job -**

Advising clients on business incorporation compliance and requirements.

Incorporation of Singapore Corporate Structure such as Company, Branch Office, Representative Office, etc.

Client onboarding and ongoing clients' due diligence process and matters.

Preparation of the AGM, EGM, Board Resolution, etc.

Filing with ACRA on the changes (shares, change of officers, address, etc.),  
Liaising with the clients and ACRA / IRAS officer

Maintaining minutes' books and updating records in the register are both ok

Amendments to the Company's M&A.

Discharge of Registered Charges.

E-stamping with IRAS for transfer of shares.

Can act as nominee local director for the Client's company.

Preparation of the Company's billing for secretarial fees and other charges.  
Issue of share certificates.

Ensure timely upkeep, update, and maintenance of statutory registers and records.

Draft and prepare directors'/shareholders' resolutions, contracts, and agreements.

Oversee and ensure timely preparation of AGM documents, filing of Annual Returns, and ACRA.

Strike off the Company.

Ensure compliance with statutory and regulatory requirements.

Interact with the overseas office team within Organization.

## **Requirements**

Qualified Company Secretary from ICSI

Minimum 2-3 years of work experience in Corporate Secretarial roles.

Keen to learn Singapore Companies Act and ACRA regulations.

A high degree of professionalism, and ability to communicate with various levels of individuals including management, team members, and clients.

Good written and drafting skills.

A flexible and practical approach to work

For submission of resume or any query, please email at the below mentioned email address:

Ms. Neha Rangwani

Company Secretary

Email: [neha@intuitconsultancy.com](mailto:neha@intuitconsultancy.com)

Mob. +91 9826926900