

## **TOR for Company Secretary cum Legal Officer**

- Organize, prepare agendas for, and take minutes of board meetings and annual general meetings (AGMs).
- Advise management on Company law and agreements
- Maintain statutory books, including registers of members, directors and secretaries;
- Register share transfers.
- Deal with correspondence, collate information and write reports, ensure decisions made are communicated to the relevant company stakeholders.
- Contribute to meeting discussions as and when required, and advice members of the legal governance, accounting and tax implications of proposed policies.
- Liaise with external regulators and advisers, such as lawyers and auditors.
- Developing and overseeing the systems that ensure the Company complies with all applicable codes, as well as statutory requirements.
- Ensure that statutory forms, tax returns, annual returns, annual report and shareholders resolutions are sent to the Registrar of Companies.
- Custodian of the Company Seal.
- Monitoring changes in relevant legislation and the regulator environment, and taking appropriate action.
- Advise the management on legal issues.
- Represent Drukair in courts of law.
- Draft and review contracts with suppliers and employees.
- Maintain register of shareholder, board directors, minute's book.
- Prepare annual reports and annual returns as per law.
- Any other related duties as assigned by the CEO.