



"Immediate requirement"

Company Secretary cum Legal & IRDAI Compliance Advisor

Company: First Advisor Insurance Brokers Pvt. Ltd.

Location: Mumbai – Goregaon East

Experience: Minimum 5 Years

Industry: Insurance / Insurance Broking

About the Role

First Advisor Insurance Brokers Pvt. Ltd. is hiring an experienced **Company Secretary cum Legal & IRDAI Compliance Advisor** to independently manage company secretarial, legal, regulatory, and IRDAI compliance functions for the organization.

The ideal candidate combines strong, hands-on knowledge of IRDAI regulations and insurance-sector compliance with sound expertise in corporate law and legal documentation.

Eligibility Note: This role requires prior experience in the **insurance sector**. Candidates from non-insurance backgrounds will not be considered for this position.

Key Responsibilities

IRDAI & Insurance Compliance

- Ensure compliance with applicable IRDAI regulations, circulars, and guidelines
- Track regulatory changes and advise management on business impact
- Maintain the company's regulatory compliance calendar
- Coordinate regulatory submissions, inspections, audits, and IRDAI correspondence
- Identify compliance gaps and drive timely corrective action
- Review internal policies and SOPs from an IRDAI compliance lens
- Maintain regulatory records and documentation

Company Secretarial

- Manage statutory and secretarial compliance under the Companies Act
- Prepare Board meeting notices, agendas, minutes, and resolutions
- Maintain statutory registers and corporate records
- Coordinate ROC/MCA filings and related compliances
- Support the Board and management on corporate governance matters

Legal

- Advise management on insurance, corporate, and commercial legal matters
- Draft, review, and negotiate agreements, contracts, MOUs, and NDAs
- Review agreements with clients, insurers, vendors, and business partners
- Handle legal notices and liaise with external counsel as needed
- Flag legal/regulatory risks and recommend appropriate action

Management & Reporting

- Prepare periodic Legal & Compliance MIS for senior management
- Escalate critical regulatory, legal, and compliance risks
- Support implementation of compliance policies and controls
- Ensure timely closure of audit and compliance observations

Mandatory Qualifications & Experience

- Qualified **Company Secretary (CS)**
- Minimum **5 years** of relevant professional experience
- Prior experience in the **insurance sector** (mandatory)
- Practical, hands-on experience with **IRDAI regulations and compliance** (mandatory)
- Strong knowledge of insurance regulatory requirements and corporate law
- Strong legal drafting and contract-review skills
- Sound understanding of the Companies Act and secretarial compliance
- Excellent written and verbal communication skills

Preferred Background

Preference given to candidates with experience at:

- Insurance Brokers
- Insurance Companies
- Reinsurance Companies
- Insurance Intermediaries
- Insurance-sector Legal & Compliance departments

Experience at an Insurance Broker will be a strong advantage.

Key Skills

IRDAI Compliance · Insurance Laws & Regulations · Insurance Broker Compliance · Company Secretarial Compliance · Companies Act · Corporate Governance · Legal Drafting · Contract Review · Regulatory Audits · Legal & Regulatory Risk Management · Compliance Monitoring · Policy & SOP Development

Who Should Apply

We're looking for a professional who can independently manage CS, legal, and IRDAI compliance responsibilities and provide practical regulatory guidance to senior management.

Employment Type: Full Time. Mode of Application: Suitable candidate can mail their updated resume to hfirst@firstadvisorsinsurance.com