



IIMK LIVE
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570
Tel: 0495 2809669

Notification No. 4/2022-IIMK LIVE

RECRUITMENT OF COMPANY SECRETARY FIRM

IIMK LIVE invites applications to appoint a Company Secretary Firm on a Retainership Basis.

IIMK LIVE is an independent society set up by IIM Kozhikode, a premier management institute with the support of Department of Science and Technology and acts as a center for business incubation and entrepreneurship development at IIM Kozhikode. IIMK LIVE seeks to establish Business Incubator with a purpose of creating a National Centre of Excellence that promotes innovation, new business venturing and entrepreneurship.

IIMK LIVE is looking for an experienced Company Secretary Firm which is passionate about contributing to the start-up ecosystem and entrepreneurship development by closely working with IIMK LIVE and its startups. The firm selected should report to the General Manager of IIMK LIVE.

Scope of work to be undertaken by the firm will be as follows:

- 1) IIMK LIVE would identify startups for seed investments and the firm is expected to carry out a detailed due diligence and submit a report to LIVE before the investment is made by the center.
- 2) The firm should assist the center in drafting and executing, share subscription and shareholders agreement with the startup.
- 3) The firm should draft the term sheets, direct equity, Compulsory Convertible Preference Share agreements, Optionally Convertible Preference Share agreements and Compulsory Convertible Debenture agreement as part of operationalizing different investment programs at the center.
- 4) The firm should evaluate and advise IIMK LIVE on the term sheets and shareholders agreement submitted by the startups in which IIMK LIVE has already made investments.
- 5) The firm should evaluate and advise IIMK LIVE with regard to exits to be made from startup on a case to case basis.
- 6) In the case of direct investments made by IIMK LIVE, the firm should evaluate and advise IIMK LIVE on the corporate filings made by the startup with the Registrar of Companies and other entities
- 7) The firm have the opportunity to provide CS services to other startups in the incubation program which shall be charged as per the standard rates.

Deliverables

- 8 to 10 investments deals to be managed including the due diligence and examining the filings made by the startup at Registrar of Companies and at other agencies.
- Evaluating and vetting of the terms sheets and shareholders agreement submitted by IIMK LIVE.
- Preparing Compulsorily Convertible Preference Share, Optionally Convertible Preference Share agreements and Debenture agreements.
- Evaluating and vetting of the terms sheets and shareholders agreement submitted by the startups in which IIMK LIVE has already invested.

Qualification for the Company Secretary Firm

- The firm should be operational for more than 3 years from the Date of Application.
- Should have prior experience in drafting investor term sheets and agreements
- Should have fair knowledge with regard to filing at Registrar of Companies and other agencies.
- Proven experience in managing startup requirements, due diligence and investment deals.
- Organizational and time-management skills for meeting deadlines
- Excellent communication and presentation skills

Remuneration

- Annual Retainership fee of Rs. 75000 to Rs.100000. This will be paid monthly.

Instructions

1. Qualified and interested firms may apply ONLINE through IIMK LIVE website www.iimklive.org. The last day to apply is 20th September 2022.
2. Mere fulfilling of the minimum qualifications and experience prescribed will not make a firm eligible to be called for an interview, only shortlisted firms will be called for an interview.
3. Decision of the Chairman, IIMK LIVE regarding the selection will be final.

Dated: 2nd September 2022

Executive Director – IIMK LIVE

