# Compliance Officer (CO)

September 2, 2026
Location: GIFT City, India

## Company Description

Tlupana India Investments IFSC Private Limited (Tlupana) is a private limited company formed to carry on activities of a fund management entity in Gujarat International Finance Tec-City (GIFT City), India. With a focus on Indian investment strategies, our mandate is to seek long-term, risk-adjusted returns — protecting and growing the capital entrusted to us.

## Position Description

Tlupana is establishing a presence in GIFT City and to expand its capabilities across India's capital markets. The Compliance Officer will play a key role in supporting the establishment and ongoing operations of Tlupana's investment strategies.

The role is responsible for ensuring compliance with all applicable IFSCA, SEZ regulations, AML/CFT and KYC requirements, corporate governance standards, regulatory reporting obligations, and internal policies and procedures. As the primary compliance resource for the organization, the Compliance Officer will provide oversight and guidance to ensure adherence to applicable laws, regulations, and internal controls. The Compliance Officer will serve as the principal point of contact for regulatory matters and act as the key liaison with regulators, auditors, service providers, and the Board of Directors.

## Qualifications

- Education and Professional Qualification: CS / CA / MBA in finance; or Professional qualification (i.e., a member of ICAI / ICSI / ICMAI or LLB); or qualifications such as CFA, FRM or any other certification approved by the IFSCA.
- Minimum 5+ years of experience in compliance related activities in securities markets or financial products in asset management industry specifically Alternative Investment Fund or Mutual Fund Compliances
- Strong understanding of IFSCA regulations, AML/CFT, KYC, regulatory reporting and corporate governance.
- NISM-IFSCA-01: Certification Course on Anti-Money Laundering and Counter-Terrorist Financing in IFSC (AML/CFT) is mandatory.

## Primary Responsibilities

- Ensure compliance with the Companies Act, 2013, IFSCA (Fund Management) Regulations, SEZ, SEBI (AIF and Ancillary Services regulations), RBI, FEMA, AML/CFT & KYC Guidelines, and other applicable laws, regulations and guidelines.
- Act as the principal point of contact with regulatory and statutory authorities, including IFSCA, SEZ Authorities, SEBI, RBI and other applicable regulators, and respond to regulatory queries, inspections and information requests.

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- Establish, implement, and continuously enhance the compliance framework of the FME in accordance with applicable IFSCA regulations and circulars.
- Ensure ongoing compliance with IFSCA, SEZ and GST for all requirements applicable to FME and Scheme.
- Ensure submission of all regulatory filings, periodic returns, disclosures, annual reports, compliance certifications, scheme filings, and other statutory submissions to IFSCA, SEZ, GST, SEBI and FEMA.
- Monitor adherence to applicable IFSC, Indian and cross-border regulatory requirements relevant to fund management activities.
- Review proposed schemes, placement memorandum, offer documents, marketing materials and investor communications to ensure regulatory compliance.
- Monitor scheme-level investment restrictions, concentration limits, leverage limits, valuation requirements and disclosure obligations.
- Develop, review and periodically update compliance manuals, operating procedures, governance frameworks and internal policies.
- Coordinate with internal and external stakeholders to maintain regulatory reporting accuracy and completeness.
- Ensure implementation and monitoring of robust AML/CFT process.
- Monitor investor due diligence, beneficial ownership identification, ongoing transaction surveillance, and suspicious transaction reporting obligations.
- Proactively identify compliance gaps, evaluate regulatory impacts, and implement corrective and preventive actions.
- Monitor regulatory developments within the IFSC and relevant jurisdictions and translate changes into actionable internal policies and controls.

## Competencies

- Extensive and demonstrable knowledge of IFSCA Regulations and regulatory reporting
- Prior experience engaging with regulators through inspections, audits, or supervisory interactions.
- Strong expertise in AML-CFT and KYC and exchange compliance frameworks.
- High standards of integrity, independence, and sound professional judgment.
- Excellent skills in documentation, drafting, and interpreting regulatory requirements.
- Ability to operate effectively in a fast-paced, evolving regulatory environment.
- Excellent analytical and problem-solving abilities.
- Strong communication and stakeholder management skills.
- Ability to work independently and engage effectively with regulators and senior management.

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