



# Are you driven by ambitious goals for your future?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

## Legal Officer (Kuliyapitiya)

### Job Responsibilities

- Carryout Title/Deed searches at the Land Registries and preparation of Reports on Examinations of Title and Title Pedigrees.
- Preparation and attestation of Mortgage Bonds, Concurrent Mortgages, Powers of Attorney Deeds of Release, or any other Deed such as Deeds of Rectification, Deeds of Declaration, Deeds of Confirmation which are required to connect land registry volume/folios/rectify entries and/or for better manifestation of titles related to the properties that are mortgaged and/or to be mortgaged to the Bank.
- Preparation of Instruments under Registration of Title Act.
- Preparation and attest Tripartite Agreements.
- Providing legal opinion on various legal issues to branches/departments on Title related matters and legal documentation.
- Drafting/Vetting legal agreements and contracts, Affidavits, Indemnities
- Drafting Plaints, Answers, Statements of Objections, Written Submissions and other legal documents, and protect the Bank from potential risk by ensuring that relevant legal documentation is in order.
- Appear in courts as instructing attorney on behalf of the Bank within the North Western Province including outstation courts as and when required.
- Liaise with external lawyers and obtain timely information of the cases and take necessary steps in cases handled by external lawyers.
- Provide legal opinions relating to legal actions as and when requested by other departments and branches.
- Update and maintain case registers on a daily basis, discuss and report on the progress of the court cases with the Manager Litigation including follow up work with court registry for journal entries and proceedings etc.

### The Person

- Should be an Attorney at Law with a minimum of 06 years experience.
- Possession of Notarial license in English within the jurisdiction of Kuliyapitiya High Court and sound knowledge in conveyancing.
- Should be Computer Literate coupled with good Public Relations skills and be able to communicate efficiently in both English and Sinhala.
- Ability to draft / prepare Legal documents and Deeds / Mortgage Bonds independently.
- Previous experience in the Commercial banking sector would be an added advantage.

If you fulfill the above criteria, we invite you to email your cv along with a recently taken photograph to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.