

## ALKA SINGH

***(In-house Counsel, Certified POSH Practitioner-IC member and Internal Auditor for ISO)***

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## WORK EXPERIENCE

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With a work experience of 14+ years worked as an inhouse counsel with startups and presently working as **Senior Director (Legal & Compliance) – Shadowfax Technologies Private Limited (from April 2023- till date)**.

### Earlier work experience includes:

- WickedRide Adventure Services Private Limited (Bounce from August 2019- March 2023).
- Zoomcar India Private Limited (May 2018- August 2019),
- Ibibo Group Private Limited (Jan 2018- April 2018),
- Clues Network Private Limited (ShopClues), Socomo Technologies Private Limited (Jugnoo), Zomato Media Private Limited, Gurgaon (November 2014-December 2016)
- United Chamber of Lawyers (UCOL December 2011- September 2014).

## EXPERIENCE DETAILS

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### [A] AGREEMENT DRAFTING FOR ACQUISITIONS, CORPORATE & COMMERCIAL LAW

- Structuring of Transaction documents closing to legal due diligence along with negotiations on SHA and SSA including other relevant documents eg. Disclosure letter, PoAs etc.
- Review and participate in the negotiation and approval of material contracts. Proactively ensure compliance in all areas of laws and contractual agreements and have preventive measures in place. To ensure the legality of all significant contracts entered in particular with regard to third-party contractors, distributors, purchasing, employment, compensation, Loan Agreement, Marketing and Partnership Agreement, Software Licensing and API Agreements, Confidentiality Agreements, Memorandum of Understanding, undertaking, consumer charter relating to joint venture, lease, license, collaboration agreements etc. To advise on employment-related issues e.g. termination, severance, mutual separation, outsourcing arrangements, employment templates.
- Employment Agreement, offer letter for various employment structure along with various internal company policies such as POSH, Leave Policy, Anti-Bribery and Code of Conduct etc.

### [B] Intellectual Property

- Entire end to end management of filing TradeMark applications and replies to the registry as and when needed.
- Management of Patent Applications filed on behalf of the Company.

### [C] LICENSING AND COMPLIANCE

- Oversight and compliance frameworks for various legal, regulatory, and government affairs-related matters. Driving compliance training and initiatives in India and overseas across teams. Create compliance calendars/checklists and audit their implementation from time to time.
- Making representation to various authorities including government and semi-government, regulatory bodies etc. eg. State and Regional Transport Authorities, IRCTC, BMRCL, MoRTH.
- Drafting of terms and conditions/privacy policy for different company products in compliance with Information Technology Act, 2000 and applicable rules.
- Filing of Licenses under various Acts eg. Shop and Establishment Act, Food Safety and Standards Act, 2006, Motor Vehicle Act and applicable rules (Self-drive license of motor cycle and car).
- ISO certification and Audit for the Company under ISO 27001/2013.
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**[D]LEGAL RISK/LITIGATION MANAGEMENT**

- Review ongoing cases and advice management.
- Liaising with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Management of company litigation matters in respect of including High Court, MSMEs, consumer court, commercial courts,MVC matter, IPRs.
- Extensive work on drafting of Petitions, replies, rejoinder, miscellaneous applications, opinions, agreements, legal notices & replies; representations etc. with respect to broadcasting litigation.
- Review progress of outstanding litigation and liaise with and manage external lawyer.

