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| **Role: Legal - HO** | |
| **Role Definition** | All Legal aspects are taken care off, to ensure the brand is protected from trademark violations and systematic file management. |
| **Responsibility Deliverable** | # Documents and Licenses are present as per Norms.  # Brand Identity licenses are made available. |
| **Tasks & Activities** | 1. **Liasioning Documentation for new/transfer of stores** 2. Ensure Franchise agreements and Licenses (as mentioned) are being received from CMF before store opening required for UID creation. 3. Franchisee Agreement 4. Leave and License agreement 5. FSSAI 6. GST Certificate 7. Create CMS for new stores once following details are received 8. Ensure Franchise agreements and Licenses (as mentioned) are being received from CMF 9. License 394 10. Music license 11. Coordinate help to resolve deviation if any. 12. Maintain separate file for each franchisee 13. **Documentation for store closure** 14. Mail to be sent by franchisee to CMF and HO informing decision to close the store 15. Send store closure process email to the franchisee 16. Receive letter for deposit refund from franchisee 17. Follow up with CMF for store closure analysis report. Understand, investigate the facts for store closure 18. Inform internal departments via email 19. Verify store closed by means of Audit on Red Quanta app done by CMF 20. Inform Accounts team to refund franchisee deposit 21. Ensure deposit refund process is completed within 15 days of receipt of letter from franchisee 22. **Liasioning with Lawyers.** 23. Co-ordination with lawyers on legal matters in respect of HO 24. Understanding the details from lawyers to understand,   i) The next course of action  ii) Time required for the case  iii) Cost involved for the same  iv) Any other details   1. Schedule Meetings/Con call for HOD & MD.  * **Brand Protection**  1. Filing/ Renewal of Trade Marks/ Copyrights of Company’s various products in the Trade Mark Registry, Copy Rights Authority etc. 2. To attend Government offices, authorities and Registrar for any legal matters as required. 3. Coordinate with attorneys appointed by company on legal matters. |
| **Measurement Metrics** | * Licenses/Documents for Franchisee are received in TAT * Franchisee Agreements Renewal * Legal Report |

**Competence Iceberg Attributes**

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| **Iceberg Elements** | **Attributes List** |
| **Skills** | * Analysis * Communication * Rapport Building * Networking skills * Planning * Data Management * Telephone Etiquette * Time Management * Creative Thinking * Listening |
| **Knowledge** | * Demographic Knowledge * Internet Usage & Data Sourcing * Corporate Brands – QSR * MS Office |
| **Self-Image** | * Confident * Industry Expert * Pro-active |
| **Traits** | * Decisive * Honesty * Transparency * Integrity |
| **Motives** | * Desire to become the best in class - QSR & achieve the targets in given timeline. |

**Systems for Business Development**

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| **KRA** | **Measurement Parameter (Qty. Quality, Time, Cost)** | **Tracking Method** | **Frequency** | **Template** |
| Property Finalization  Signup | # Approval on property within TAT  #No of properties  # No of signups | CRM  CRM  Huddle Report | Weekly  Daily  Daily | CRM  Report – Property  Report-  Signup |
| Liasioning | # Documents filed within TAT | Franchise File | Monthly | Report-  Signup |