

IP Policy Acknowledgement Form (India)

Annual employee acknowledgement form confirming compliance with all Company IP policies

HOW TO USE THIS TEMPLATE

1. This document: IP Policy Acknowledgement Form (India).
2. Fill all bracketed fields before use.
3. Template only — not a substitute for qualified legal advice.

1. PURPOSE AND ANNUAL PROCESS

Why Annual Acknowledgements Matter. An annual acknowledgement: ensures employees actively re-engage with IP policies; creates a contemporaneous record that the employee was aware of obligations at the relevant time; requires disclosure of personal projects or IP conflicts that have arisen; and provides a foundation for disciplinary and legal action if violations occur.

When to Obtain. At onboarding (before employee commences work); annually (as part of performance review cycle); on material policy update (within 30 days of significant changes); and before fundraising or M&A; (refreshed acknowledgements strengthen the IP due diligence position).

Record Retention. Store signed forms in the employee's digital personnel file. Retain for the duration of employment plus 7 years after departure. Signed forms are significant evidence in any IP ownership dispute.

2. POLICIES TO ACKNOWLEDGE

- Employment Agreement IP Assignment Clause — all IP created in employment belongs to Company
- Confidentiality Obligations — treatment of confidential information and trade secrets
- Employee Moonlighting Policy — obligations regarding outside employment and personal projects
- Open-Source Use Policy — rules on open-source software usage and contribution
- Remote Work / WFH IP Policy — IP and security obligations for remote work
- AI Tools and Acceptable Use Policy — restrictions on using AI tools with confidential data
- Brand Usage Guidelines — authorised use of company trademarks and brand elements
- Data Protection / DPDP Obligations — personal data handling under the DPDP Act 2023
- Contractor and Vendor Engagement Rules — IP obligations when working with external parties
- IP Training Module Completion — annual IP awareness training completed [Date: ____]

3. SPECIFIC CONFIRMATIONS

- I have not brought confidential information, source code, trade secrets, or IP belonging to any previous employer to the Company
- I have no personal projects currently in development that relate to the Company's business domain

- I have not shared any Company confidential information with anyone outside the Company without authorisation
- I understand that all work I create in the course of my employment belongs to the Company
- I understand my confidentiality obligations continue after my employment ends
- I have reported any potential IP conflicts, concerns, or violations I am aware of
- I am not in violation of any IP obligations owed to any third party that would affect my ability to fulfil my role
- I have completed the annual IP training module for this year

4. DISCLOSURE AND SIGNATURES

Disclosure Section — complete if applicable. Write 'Nothing to disclose' if no disclosures.

Personal projects or prior IP related to Company's business domain: _____

IP concerns or potential conflicts I am aware of: _____

Open-source contributions made in personal capacity related to Company's technology area:

Outside employment or consulting I am engaged in: _____

Employee signature: _____ **Date:** _____

Manager / HR signature: _____ **Date:** _____

HR Action on Disclosures: No conflict (document); Conflict resolved by [describe]; Conflict unresolved — escalate to IP Manager and CEO.

IMPORTANT NOTE

Working template for IP Policy Acknowledgement Form (India). Verify requirements with a qualified IP advocate.

INTEGRATING THE ACKNOWLEDGEMENT INTO HR WORKFLOWS

The IP Policy Acknowledgement Form is most effective when embedded in existing HR workflows rather than managed as a separate standalone process. The following integration approach ensures high completion rates and maintains a defensible compliance record. Onboarding integration: the acknowledgement form should be included in the standard onboarding document pack, completed in the first week of em

ployment before the employee accesses any production systems, code repositories, or confidential customer data. The IT team's system access provisioning can be conditioned on the HR team confirming that the IP acknowledgement has been received and filed. This creates a natural enforcement mechanism without requiring active policing. Annual cycle integration: link the annual IP acknowledgement to t

he company's annual performance review cycle. The performance management system (whether Lattice, 15Five, BambooHR, or a manual process) should include IP acknowledgement completion as a checklist item. The People Ops team confirms completion rates before the annual salary review or bonus cycle is finalised. Completion rates should be 100% — any employee who has not completed the acknowledgement s

ould be followed up within 5 working days. Tracking and reporting: maintain a simple IP Acknowledgement Status spreadsheet (or record in the HRMS) tracking: employee name; date of onboarding acknowledgement; date of most recent annual acknowledgement; any disclosures made; and status of disclosure resolution. Report completion rates to the IP Committee quarterly. The Board and investors should be

informed of 100% completion as a positive IP governance indicator. Digital signature: use a digital signature tool (DocuSign, Adobe Sign, or Digiio for Indian compliance) to obtain and store acknowledgements. Digital signatures: create a timestamped audit trail; are stored automatically in the relevant HR system; eliminate the need for physical filing; and are legally valid under the Information T

chnology Act 2000 for employment documents.

ADDITIONAL COMPLIANCE GUIDANCE AND BEST PRACTICES

ADDITIONAL GUIDANCE ON COMPLIANCE AND BEST PRACTICES. Indian IP law continues to evolve rapidly, with the Patent Office, Trade Marks Registry, and Copyright Office all implementing digital transformation initiatives that affect how IP is filed, prosecuted, and enforced. The Patents Amendment Rules 2024 introduced new provisions for startup fee concessions and updated the examination procedure timelines. The Trade Marks Act 1999 has been interpreted by courts in a growing body of decisions that clarify how confusion is assessed, how well-known

marks are recognised, and how bad faith is established. The DPDP Act 2023 has implications for IP-linked customer data and product development processes. For each IP action described in this document, the Company should consult a qualified IP advocate licensed to practice before the Indian Patent Office and Trade Marks Registry. IP advocates combine technical expertise with legal training specific to Indian IP law. When selecting an IP advocate, assess: their specific experience in your technology sector or product category;

their track record at the relevant Patent Office branch or Trade Marks Registry; and their ability to coordinate international filings through their network of foreign associates. The IP Manager should maintain a master calendar tracking all IP filing deadlines, prosecution response deadlines, renewal dates, and opposition window close dates. IP deadlines are typically non-extendable and missing them can result in permanent loss of rights. Use a dedicated IP management tool or a carefully maintained calendar system with triple-reminder alerts. Document

all IP decisions and the reasoning behind them. When the Company decides not to file a patent application for a particular technology, document the decision and reasoning. When a trademark opposition is decided not to pursue, document the decision. This decision trail is important for investor due diligence, management continuity, and defence of subsequent IP disputes. Build a quarterly IP Committee meeting cadence: the IP Manager, CTO or Head of Product, CFO, and CEO should review IP programme status, upcoming

decisions, and strategic IP priorities every quarter. This keeps IP on the leadership agenda and ensures that commercial and technical strategy is aligned with IP investment decisions. The IP Committee meeting should produce a brief written record of decisions taken and actions assigned. International IP coordination requires proactive management of priority deadlines. The Paris Convention priority period of 12 months for patents and 6 months for trademarks and designs starts from the Indian filing date. If international protection is planned,

calendar these priority deadlines immediately on the Indian filing date. The cost of filing internationally increases significantly if priority is not claimed because prior art in the intervening period may destroy novelty. Budget for professional indemnity insurance for the IP function. As IP becomes a larger component of the Company's value and IP decisions involve significant financial stakes, the IP Manager and the Company's IP counsel should be appropriately insured against errors and omissions. Review the IP programme's documentation quality

annually. The best IP strategy is undermined by poor documentation. Every IP right should have a complete file: the registration or application document, all prosecution history, all renewal receipts, and all related agreements. Files should be backed up in at least two locations and access-controlled to prevent inadvertent deletion. Template only. Not legal advice. Consult a qualified IP advocate for all decisions affecting the Company's intellectual property rights.