

**CLEARPOINT.LEGAL**

# Legal Document Checklist for Companies

**Is your business legally  
protected or are you at risk?**

**Cover your bases with our ultimate checklist to  
help identify what legal documents you need to  
protect your business.**



**One key reason many businesses end up closing shop and experiencing an extended amount of difficulty is that they fail to organise their legal documents. Some companies are unaware that there are issues with their legal documents, or that they are not strictly complying with them, until they get into hot water.**

Although taking care of your legal documents may seem insignificant when nothing is going wrong, these documents will make a difference in how smoothly your business operates and support your growth. Once you begin to delve deeper into the more technical aspects of your operations, you'll see just how important it is to have the necessary documentation in place from the get-go.

In this guide we have outlined 58 legal documents separated into four categories to protect your business.

**The four categories of documents include:**

1. Corporate
2. Commercial
3. Human Resources
4. Intellectual Property



## Corporate

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### Documentation

- Constitution
- Shareholders Agreement
- Deed of Access & Indemnity
- Director's Services Agreement
- Buy Sell Agreement
- Inter-company Agreements
- Director's/Parent Co Guarantees

### Policies & Procedures

- Board Terms of Reference
- Company Register
- Board Resolutions
- Member Resolutions
- Board Committees

### Insurance

- D&O Insurance
- Buy/Sell Insurance





## Commercial

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### Documentation

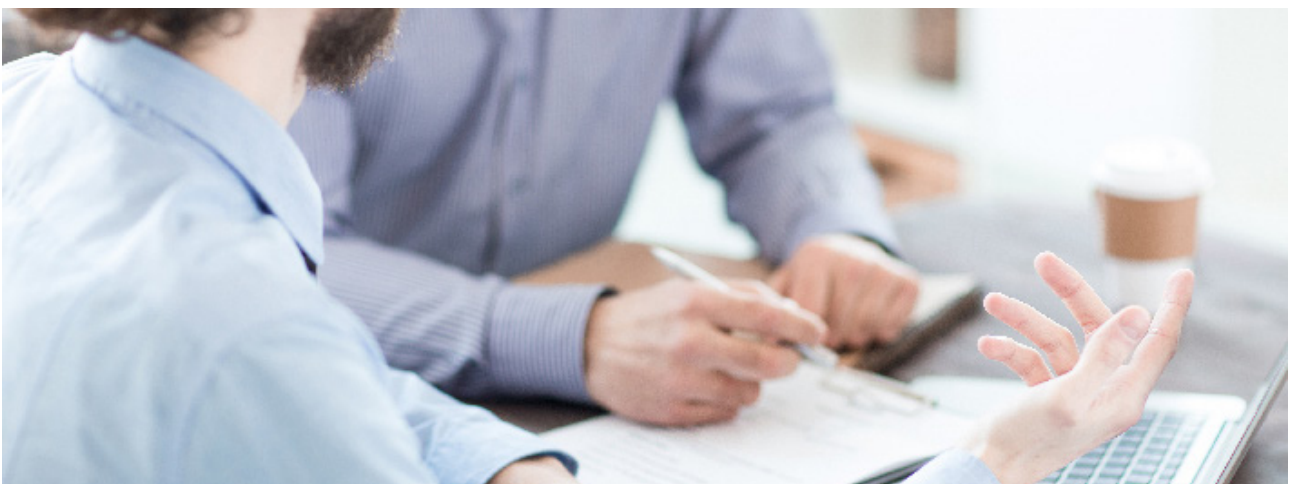
- Customer/Client Agreements
- Supplier Agreements
- Non-Disclosure Agreements
- Memorandums of Understanding
- Channel Partner Agreements (e.g sales agents and resellers)
- Franchise Agreements
- Loan & Security Agreements
- Lease, sub leases and licenses

### Policies & Procedures

- Privacy
- Anti-Bribery & Corruption
- Procurement (MS)
- ESG
- Advertising & Marketing
- Modern Slavery

### Insurance

- Public Liability
- Professional Indemnity
- Errors and Omissions
- Buildings and Contents





## Human Resources

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### Documentation

- Permanent Employment Agreement
- Part-Time Employment Agreement
- Casual Employment Agreement
- Senior Executive Employment Agreement
- Contractor Agreements Agreement
- Enterprise Bargaining Agreement

### Policies & Procedures

- Code of Conduct
- Recruitment
- Health & Safety
- Grievance handling
- Anti-discrimination and harassment
- Discipline and termination

### Insurance

- Worker's compensation (WorkCover)
- Travel Insurance







# Intellectual Property

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## Documentation

- IP Assignment Agreements
- Licenses
- Website terms of use
- Contractor Agreements
- Trade Mark Registrations
- Design Registrations
- Patents
- Plant Breeder's Rights

## Policies & Procedures

- Information Security
- Style Guide

## Insurance

- Cyber Security
- Intellectual Property





## Protect your business with Clearpoint Legal.

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At Clearpoint Legal, we help our clients to ensure they have all the essential documents in place. The team at Clearpoint Legal are here to help minimise your legal risk and support your business growth.

**We'd love to talk to you about how we can assist in the process  
and review your legal needs.**

**Book a FREE 15-min consult  
with a commercial lawyer**