

To create a Deed of Confidentiality document package, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

## Deed of Confidentiality

### Parties

- Provide details of the parties to the deed:
  - if a party is an individual, provide their full name, address, email and fax number.
  - if a party is a company:
    - provide its name, ACN, registered address, fax number, email and contact person,
    - choose whether the company will execute the deed by affixing its common seal, and
    - provide names of officeholders who will sign on behalf of the company.
  - if a party is entering into the deed in its capacity as trustee of trust, then provide the name of the trust.
- Which jurisdiction's laws apply to the deed?

#### Notes

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### Purpose

- Provide the purpose for the disclosure of confidential information. For example:
  - to enable due diligence in relation to the proposed purchase of a party's business.
  - to enable a party to consider entering into a partnership with the other party.
  - to enable a party to consider entering into a joint venture with the other party.
  - to enable a party to assist the other party in the development of a new product or invention.
  - to enable a party to disclose confidential information to the other party in the course of their employment relationship.

#### Notes

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### Signing

- Provide the date the deed will be signed.

#### Notes

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