



BUSINESS LEGAL HEALTH CHECKLIST

IN YOUR BUSINESS

- Terms of Trade
- Contracts and Agreements (eg service agreements, licences, confidentiality, security over goods or retaining ownership)
- Equipment Leasing
- Chasing Outstanding Debtors
- Compliant Trading (eg Fair Trading Act, Sale of Goods Act, Consumer Guarantees Act...)
- Email compliance with anti-spam laws
- Privacy Act Compliance
- Industry Specific Legislation identification and compliance
- Marketing materials, website and promotions compliance with Commerce Act and other legislation and also adequacy of any disclaimers

ON YOUR BUSINESS

- Premises Ownership or Leasing
- Shareholder or Partnership Agreements
- Company Constitution
- Employment Agreements for all employees

ON YOUR BUSINESS continued...

- Contractors and Consultants agreements and compliance
- Payroll eg PAYE, KiwiSaver, ACC Levies
- Franchising Agreements
- Banking and Finance
- Growth Strategies (ie shareholders, investors, joint ventures...)
- Insurance Compliance
- Business Succession Planning
- Business Power of Attorney/Alternate Directors
- Protection of your Intellectual Property Rights (trademarks, logo, copyrights...)
- Internal Manuals and Policies (internet policy, vehicle policy, health and safety policy...)
- Minutes and record keeping

PERSONAL

- Separation of your Personal Assets – Family Trust
- Property Relationship Agreements
- Will
- Enduring Powers of Attorney for you personally
- Personal Guarantees
- Do you have interests in other business or entities that should be looked at?

**If you need help please
contact us on 04 473 6850**

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