

# Professional NDA Document Checklist for Business Partnerships

## 1. Parties Identification

- Full legal names of all parties involved
- Type of entity (e.g., Individual, LLC, Corporation)
- Contact details (address, phone, email)

## 2. Definition of Confidential Information

- Clear definition of what constitutes confidential information
- Descriptions of included and excluded information (e.g., public domain exclusions)

## 3. Obligations of Receiving Party

- Duty to protect confidential information
- Permitted uses and restrictions
- Requirement to notify of unauthorized disclosures

## 4. Exclusions from Confidentiality

- Information already known to the receiving party
- Information independently developed without use of confidential information
- Information legally obtained from third parties

## 5. Terms of Agreement

- Effective date and duration of the NDA
- Termination conditions

## 6. Legal and Miscellaneous Provisions

- Jurisdiction and governing law
- Remedies for breach
- Return or destruction of confidential materials
- Severability clause

## 7. Execution

- Signature blocks with names and titles
- Date of signing

## Important Notes

- Review all NDA clauses with legal counsel before signing.
- Always tailor template NDAs to fit the specifics of your partnership.
- Clearly define confidential information to avoid misunderstandings.
- Keep signed copies safely stored for record-keeping and potential enforcement.

