

# Typical Document Outline: Business Collaboration NDA

## 1. Title

Non-Disclosure Agreement (NDA) for Business Collaboration

## 2. Introduction

Brief statement identifying the parties involved and purpose of the agreement.

## 3. Definitions

- Confidential Information
- Disclosing Party
- Receiving Party

## 4. Purpose

Description of the business collaboration and reason for sharing confidential information.

## 5. Obligations of the Receiving Party

- Non-disclosure
- Non-use
- Duty to protect information

## 6. Exclusions from Confidentiality

- Public domain information
- Previously known or independently developed information
- Disclosure required by law

## 7. Term and Duration

Specify the effective date and the period during which confidentiality must be maintained.

## 8. Return or Destruction of Information

Requirements for disposing of confidential materials at the end of the collaboration or on request.

## 9. Remedies and Consequences of Breach

- Injunctive relief
- Damages

## 10. Miscellaneous

- Governing law and jurisdiction
- Entire agreement

- Severability
- Amendments

## 11. Signatures

Spaces for authorized representatives to sign and date the agreement.

### **Important Notes:**

- This document is a template; legal advice is recommended for your case.
- Clearly define what constitutes "Confidential Information."
- Ensure both parties fully understand their rights and obligations.
- NDA terms should be realistic and enforceable in relevant jurisdictions.
- Review and update agreements regularly for ongoing collaborations.