

Independent Contractor Agreement

Before you proceed to fill in the questionnaire, you can prepare yourself by getting certain information, as listed out below, regarding the Agreement Partner and also information regarding the scope of the agreement.

This is a crucial legal document for you as a freelancer, consultant, contractor etc. (hereafter called the Contractor) when you engage with a corporate, company (hereafter called the Client) to perform a certain task, project, service or job (hereafter called the Service).

This legal template is co-created with our Benefit Partner [NOVA8](#) and made accessible to you so as to give you a framework and guidance in curating a contract for your own project. However, we cannot guarantee that they will cover all solutions and your individual needs. We are not a law firm and cannot give legal advice. If you are in doubt if your individual needs are covered by the templates you must consult with a lawyer.

Checklist of Information

You can locate these information in the generated Agreement section highlighted in TITLE/SECTION/CLAUSE OF AGREEMENT

GENERAL

01 Date of Agreement* HEADLINE

___ / ___ / ___

*Refers to the expected date of agreement signing and will appear in the headline of the agreement.

THE AGREEMENT COUNTERPARTY

02 Your Details* AGREEMENT BETWEEN

03 Counterpart Details* AGREEMENT BETWEEN

*If you or the counterpart is an individual, you need these information:

Full Name: _____

ID/ Passport Number: _____

Address: _____

*If you or the counterpart is a company/entity, you need these information:

Company Name: _____

Country of Incorporation: _____

Company Number (UEN / BIC number): _____

Company Address: _____

TERM OF SERVICE

04 Start date of work CLAUSE 1 End date of work CLAUSE 1

___ / ___ / ___ ___ / ___ / ___

05 Termination notice period CLAUSE 1

_____ weeks

06 Who shall you return documents to in case of termination? CLAUSE 9

Reporting Manager The Client Supervisor

07 If you are unable to provide the service, who shall you notify? CLAUSE 2.2

Reporting Manager The Client Supervisor

08 If you engage with another business that could compete with the business, you need consent from? CLAUSE 4

Reporting Manager The Client Supervisor

09 You shall be permitted to display all work performed under this agreement in the Contractor's portfolio or resume CLAUSE 5.4

the Contractor may not use the Client's name, likeness, or other identifying details without written permission from the Client
 after such work has been made public by the Client

10 What is your pricing structure? CLAUSE 3.2 (PAYMENT STRUCTURE) SCHEDULE 2 - THE FEES

*Singapore as default but can be changed

PRICING STRUCTURE

11 What currency do you use?

USD\$ SGD\$ THB HKD\$ Others _____

12 What is your pricing structure? CLAUSE 3.2 (PAYMENT STRUCTURE) SCHEDULE 2 - THE FEES

Time-based Fixed \$ _____ Project-based \$ _____

Hourly rate \$ _____

Daily rate \$ _____

Monthly rate \$ _____

13 What is your weekend/overtime rate? SCHEDULE 2 - THE FEES

14 How is your fixed/project-based calculated? SCHEDULE 2 - THE FEES

*Only if applicable

15 Are the fees set out above exclusive or inclusive of GST? SCHEDULE 2 - THE FEES

Exclusive of GST Inclusive of GST

16 Has reimbursement been agreed? CLAUSE 3.3

The Client shall reimburse expenses agreed in advance The Contractor shall bear his/her own expenses

17 The Client shall pay invoices within: CLAUSE 3.2

_____ days

*Counted in days when the Client should pay you. Default suggestion is 30 days.

18 Late payment overdue interest rate CLAUSE 3.4

_____ %

*A late fee can be between 1-2% and maximum 5%.

YOUR SERVICE DETAILS

19 Details of the Services to be performed: CLAUSE 2.1 WITH REFERENCE TO SCHEDULE 1

Describe the tasks you are performing for the client. What are the deliverables?

20 The location(s) where the services are to be performed CLAUSE 2.1 WITH REFERENCE TO SCHEDULE 1

Do you need to work from a specific location to perform the services for the Client?

21 Working days and working hours CLAUSE 2.1 WITH REFERENCE TO SCHEDULE 1

Do you need to perform the services during office hours during specific timing?

22 The time commitment required for the service CLAUSE 2.1 WITH REFERENCE TO SCHEDULE 1

Do you need to work specific hours to be able to perform the services? e.g. hours/days per week/month.

23 Reporting procedure CLAUSE 2.1 WITH REFERENCE TO SCHEDULE 1

Who shall you report to and when/how often?

24 Any milestones for completion of particular projects CLAUSE 2.1 WITH REFERENCE TO SCHEDULE 1

If there are any specific deliverables during the term of service or project.

25 Whether the services will need to be provided to any other group companies CLAUSE 2.1 WITH REFERENCE TO SCHEDULE 1

26 Has it been agreed with the Client to comply with a data protection policy? CLAUSE 6.3 WITH REFERENCE TO SCHEDULE 3 IF A POLICY NEEDS TO BE ADHERED TO.

If yes, link to the policy can be provided in the questionnaire later.

Yes No

27 Country of Jurisdiction CLAUSE 7.15

Singapore Thailand Hong Kong Others _____

*Singapore as default but can be changed

What's next?

Now that you have all the information ready, click on the questionnaire and fill it up with the details above. A tailor-made contract will be autogenerated for you to preview immediately!

1 First, get DO Premium Membership so that you can get access to all contract templates

2 Next, login / register a free account with Contractbook you will be automatically prompted after the first step

If you need help, do not hesitate to contact us!



Doerscircle Tech Support
support@doerscircle.com



Legal Support
[NOVA8 Legal Service](#)