



# Non-Disclosure Agreement (NDA)

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.

You need the agreement for instance if you are entering into a dialog with a partner regarding a potential engagement where it is needed that you share certain or receive certain confidential information. Before confidential information is shared you need to make sure that the information kept confidential and that requires sufficient covenants that regulates the relationship.

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 Purpose of Engagement

- Business Collaboration  Joint Venture  Investment Opportunity  Business Consultancy / Advisory

#### 02 Date of Agreement\* HEADLINE

\_\_\_ / \_\_\_ / \_\_\_\_\_

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

### THE AGREEMENT COUNTERPARTY

#### 03 Your Details AGREEMENT BETWEEN

#### 04 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: \_\_\_\_\_

#### 04 Purpose of Disclosure CLAUSE 1.1 DEFINITIONS

- Business Collaboration  Joint Venture  Investment Opportunity  Business Consultancy / Advisory

#### 05 Period of Non-Disclosure Obligations CLAUSE 5.2

\_\_\_\_\_ years

\*2 years is common but the duration can also be extended to 3 to 5 years.

#### 06 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, access the questionnaire via Contractbook 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](#)