

Confidential

A HEALTH CHECK FOR YOUR BUSINESS

Prevention is better than cure; and there's nothing more frustrating than spending management time resolving problems that should have been foreseeable. Our business law team has devised a quick 'tick box' form to highlight areas of potential exposure. You are welcome to complete this form and email it to: jamie.berry@twmsolicitors.com. In return, we are pleased to offer a free meeting, lasting about an hour, to discuss the results and any subsequent follow up.

GENERAL INFORMATION

Date		
Company name and number		
Company representative name and position		
Business		
Employees	Full time	
	Part time	
	Consultants	
	Subcontractors	
	Prospective?	
Offices / Property	Leased	
	Owned	
	Prospective?	

CORPORATE / COMMERCIAL

Statutory records – including the following:	<i>Please tick</i>
Incorporation certificate	
Memorandum of association	
Articles of association	
Register of applications and allotments	
Register of transfers and stock transfer forms	
Register of members	
Register of directors and register of directors' interests	

CRANLEIGH
 Broadoak House
 Horsham Road
 Cranleigh
 Surrey GU6 8DJ
 Tel: 01483 273515

EPSOM
 123 High Street
 Epsom
 Surrey
 KT19 8AU
 Tel: 01372 729555

GUILDFORD
 65 Woodbridge Road
 Guildford
 Surrey
 GU1 4RD
 Tel: 01483 752700

LEATHERHEAD
 Sweech House
 Gravel Hill
 Leatherhead
 Surrey KT22 7HF
 Tel: 01372 374148

LONDON
 Berkeley Square House
 Berkeley Square
 London
 W1J 6BD
 Tel: 0330 555 4950

REIGATE
 40 West Street
 Reigate
 Surrey
 RH2 9BT
 Tel: 01737 221212

WIMBLEDON
 7-9 Queens Road
 Wimbledon
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 SW19 8NG
 Tel: 020 8946 6454

	Register of secretaries	
	Register of mortgages and charges	
	Minutes and resolutions	
	Share certificates	
Directors' service contracts		
Shareholder agreement		
Share options schemes and documents		
Loan / overdraft / mortgage / security agreements and documents		
Business plan		
Terms and conditions of business:		
	Goods – with customers	
	Goods – with suppliers	
	Services – with customers	
	Services – with suppliers	
	Orders – with customers	
	Orders – with suppliers	
Customer contract		
Supplier contracts:		
	Accountant / auditor	
	Company secretary	
	Solicitors	
	IT	
	Sub-contractors	
	Others?	
Affiliates / linked companies agreements		
Confidentiality / NDA		
Complaints policy		
Website policies:		
	Terms and conditions of website use	
	Acceptable use policy	
	Cookies	
	Data protection and privacy policies	
	Disclaimers and notices	
	Social media policy	
	Communications / marketing policy	
Accounts		
	Statutory	
	Management accounts	
	Purchase orders	
	Invoices	

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	Payment reminders and statutory demands	
	Credit terms agreements with suppliers	
	Hire / rental terms (with suppliers or customers)	
	HMRC documents / correspondence	
Introduction agreement		
Agency agreement		
Commission agreement		
Distribution agreement		
Software licences		
Intellectual property:		
	Brand portfolio including trademark registration/renewal documents	
	IP licences	
	Royalty agreements	
	Cease and desist letters	

EMPLOYMENT

Personal records – including any of the following:		<i>Please tick</i>
	Job application forms	
	Interview guidance and letters	
	Job descriptions	
	Employment contracts, including any offer letters	
	Induction documents	
	Medical questionnaire	
	Risk assessments / DSE assessments	
	Equal opportunities and diversity questionnaire	
	Staff appraisal forms and records, including for any probationary period and any training	
	Absence records	
	Disciplinary records	
Staff handbook – including any of the following policies:		
	Responsibility for the handbook	
	Dress code	
	Expenses policy	
	Equal opportunities policy	
	Anti-harassment and bullying policy	
	Anti-corruption and bribery policy	
	Holiday procedure	

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Sickness absence policy	
Capability procedure	
Disciplinary rules and procedure	
Grievance procedure	
Whistle-blowing policy	
Maternity, paternity, adoption and parental leave policies	
Time off for dependants policy	
Compassionate and bereavement leave	
Flexible working and home-working policies	
Time off for training, training repayment and public duties policies	
Adverse weather and travel disruption policy	
Disaster recovery	
Health and safety policy, including first aid and fire safety information	
No-smoking policy	
Stress policy	
Substance misuse policy	
Data protection policy	
Information, communications systems and social media policies	
Redundancy policy	

PROPERTY

Deeds / Land Registry documents / searches / pre-contractual documents	
Lease agreements	
Underlease agreement	
Licence	
To occupy	
To alter	
Assignments	
Tenancy agreements	
Rent deposit deed	

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