

General Instructions on Non Disclosure Agreement Submission

Instructions for inserting information on the Agreement.

1. The company name, address, registration number should be written on the Agreement exactly as is in the company's registered corporate documents.
2. The company name, address, registration number should be written on the Board Resolution or letter of authority exactly as is in the company's registered corporate documents.
3. The name of the signatory should be written on the Agreement and Board Resolution or Letter of authority exactly as is in company's registered corporate documents.
4. All pages of the Agreement should be initialed by the signatory to the Agreement.
5. Please input contact information on the Notice clause 13 inline with the information provided by LankaClear in the same clause.
6. Company seal should reflect the company name and registration number of the company (address is optional) exactly as is in the company's registration documents. Always use the same company seal in all documents. Do not use different company seals in documents. Personal seals are not acceptable.
7. The date on the Board Resolution or Letter of authority should be in line with the date on the agreement. Agreement should always be dated after the Board Resolution / Letter of authority or the same date.
8. Kindly be informed that you are required to sign the standard Agreement which is available as a download on the LankaClear website. Please note that the standard Agreement shall be signed as is without any changes.
9. Please use blue ink.
10. Once all information is written on the NDA. Please share an electronic copy with LankaClear along with the corporate documents and checklist.

Note: Companies registered in the Registrar of Companies, please consult your company secretary for any further advice. Spellings in all your information when completing the Agreement, Board Resolution or Letter of Authority should be exactly as is in the company's registered corporate documents.