

CB CHECKPOINT

OPTIMISING YOUR KEY BUSINESS DOCUMENTATION, POLICIES & PROCEDURES



CB CHECKPOINT DOCUMENT, POLICY & PROCEDURE REVIEW

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There are a number of key policies, procedures and documents your business should have in place and keep up to date, both in order to be legally protected and prepared for investment or exit.

Collyer Bristow's 'CB Checkpoint' team will give your business a full check-over, reviewing your key documentation and advising on any suggested or required changes. We will deliver a full report of our findings and offer support, should you need it, to ensure legal protection for your business, its assets, and ultimately, its reputation.

HOW CB CHECKPOINT WORKS

For an agreed fixed price, Collyer Bristow's 'CB Checkpoint' team will review your documentation, policies and procedures across the key areas that any company should be thinking about:

- **Corporate** (your constitutional paperwork)
- **Commercial** (your agreements with key suppliers and customers and your standard terms and conditions, as well as compliance with data protection and privacy laws)
- **Crisis management**

WHAT DOES THE REVIEW COVER?

CORPORATE

- Are your Companies House filings up to date?
- Are your articles of association fit for purpose?
- Do your articles of association have all the necessary provisions?
- Do you need a shareholders' agreement?

CONTRACTS WITH SUPPLIERS/CUSTOMERS

- Do you have well-drafted, signed contracts in place with your key suppliers and customers?
- Are your standard terms and conditions used with suppliers and customers up to date and favourable to your business?
- Are your template documents being completed correctly?
- Are any terms and conditions that you use when dealing with consumers compliant with the latest consumer legislation?

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INTELLECTUAL PROPERTY PROTECTION

- Do you own critical intellectual property that you have commissioned consultants and agencies to create?
- Is your brand sufficiently protected in the places where you operate your business?
- Do you have non-disclosure agreements in place to protect any confidential information or trade secrets that you might share with others?

DATA PROTECTION AND ONLINE PRESENCE

- Are you operating in compliance with data protection laws, including whenever you engage in direct marketing campaigns?
- Do your staff receive regular training on compliance with the UK and/or EU GDPR?
- Does your website have up-to-date privacy and cookie notices?
- Do you have appropriate safeguards in place for transfers of personal data outside the UK and EU?
- Does your website include all necessary information on your business?
- Is your company information displayed everywhere it should be?

CRISIS MANAGEMENT

- What provisions are in place to manage the death of a shareholder?
- What provisions are in place to manage the incapacity of a shareholder?

INSOLVENCY

- In the event of insolvency, can you demonstrate you will have taken every step to minimise potential losses?

GET IN TOUCH

If you would like to discuss a fixed-price 'CB Checkpoint' review of all or part of your company's documentation, please contact me or email checkpoint@collyerbristow.com



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Ragavan is a Partner in our Corporate & commercial team with close to two decades' experience of Company Law matters. He trained at Farrer & Co, and has been with Collyer Bristow since 2007.

He acts for private and public companies, banks, individual directors and shareholders, entrepreneurs, venture capitalists, and insolvency practices. He advises on a variety of matters including mergers and acquisitions, private equity, insolvency turnaround and shareholders' agreements and disputes.

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