

[Non-Disclosure Agreement Template]

(Your Company Name)

**Non-Disclosure Agreement**

This non-disclosure agreement (hereafter referred to as “The Agreement”) is entered between the following parties.

## 1. The parties

This agreement is between:

*(Your company name)* a company registered at *(your company address)* (the disclosing party)

*(Receiving party)* a company registered at *(the company address)* (the receiving party)

OR

(Individual’s name and details)

Together these will be referred to as “The parties”.

## 2. Definitions

*[We have created a few definitions for you to use, but feel free to add your own depending on terms and phrases you’ve used in the agreement.]*

In this agreement, you will come across certain terms. The meaning of these terms and phrases are defined below:

**a) “Disclosing party”**

This refers to the party *(your company name)* who is sharing or disclosing information under the terms in this agreement.

**b) “Receiving party”**

This refers to the party *(recipient party name(s))* who is receiving confidential information under the terms of this agreement.

**c) “Confidential information”**

This refers to information shared by the disclosing party *(your company name)* under the terms of this agreement. This includes, but is not limited to, data, customer lists, trade secrets, financial information, commercially sensitive information, forecasts or product development information.

## 3. Confidential information

The disclosing party (*your company name)* will provide certain confidential information to the receiving party *(company or individual’s name).*

All information disclosed by the disclosing party, *(your company name)* whether in (but not limited to) writing, emails or conversations should be considered confidential.

OR

*[Add what specific confidential information you will be sharing here.]*

**Exclusions**

In this agreement, confidential information does not refer to the following:

a) Information which is already available in the public domain.

b) Information which has been disclosed by *(your company name)* before the signing of the agreement

c) Information which has been independently discovered by the receiving party

**Obligations to keep information confidential**

In order to keep information disclosed by (your company name) confidential, we require the following:

*[Add any requirements you need to ensure that information is kept confidential, such as the implementation of security systems etc.]*

**Duration**

The agreement will commence from the date of signature and will remain in effect until *(date)* OR until the disclosing party *(your company name)* gives written notice releasing the receiving party *(company name)* from the agreement.

**Return of information**

The receiving party *(company name)* shall immediately on request return, delete or destroy all confidential information shared by the disclosing party *(your company name).*

**Additional information**

*[Add any additional information or clauses.]*

**Signatures**

Please sign below to confirm your agreement to the terms of this non-disclosure agreement.

Disclosing party

Signed on behalf of (your company name) …...............................

Date:….............................

Receiving party

Signed on behalf of (your company name) …...............................

Date:….............................