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Essential Guide

BUSINESS LEGAL ESSENTIALS
Fundamental Legal Documents Every Business Needs



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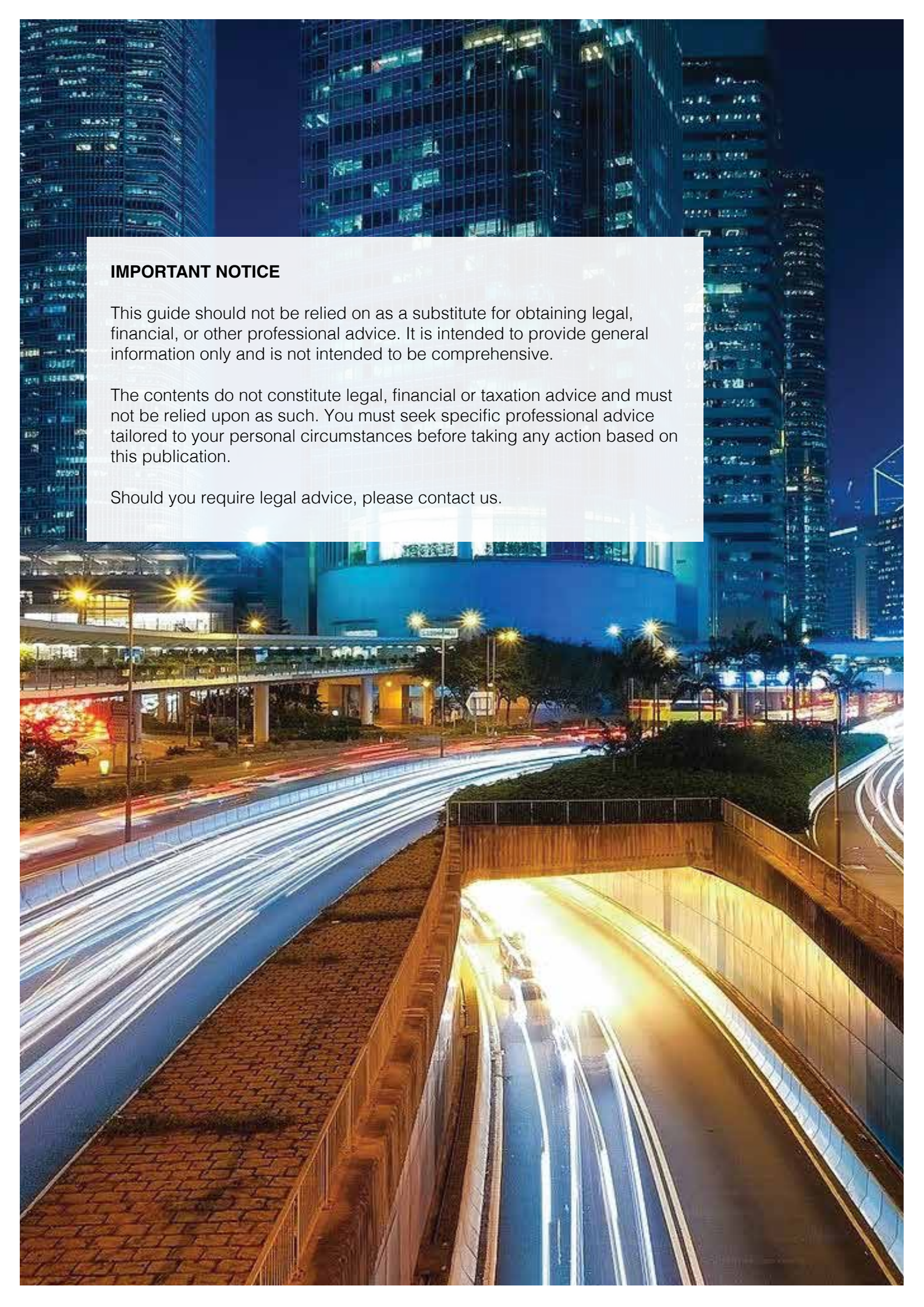
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IMPORTANT NOTICE

This guide should not be relied on as a substitute for obtaining legal, financial, or other professional advice. It is intended to provide general information only and is not intended to be comprehensive.

The contents do not constitute legal, financial or taxation advice and must not be relied upon as such. You must seek specific professional advice tailored to your personal circumstances before taking any action based on this publication.

Should you require legal advice, please contact us.

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ARE YOUR LEGAL DOCUMENTS OUT OF DATE?

As your business changes, so should your legal documents.

The law changes. Best-practice changes. The economy changes. Your business changes, and your personal circumstances change. Your legal setup needs to be reviewed regularly to ensure that it keeps up.

In the rush to get their businesses up-and-running, many people overlook putting in place the essential legal documents addressed in this guide. Do you have all of these documents in place? If so, are you sure that they're still up to date?

As your legal documents age, they might not be protecting you the way they once did. For this reason, every business should regularly check and update its legal documents to ensure compliance with new laws, and protection against new threats.

This guide takes you through the key legal documents that every business need and shows you why you should consider reviewing and refreshing them.



SHAREHOLDERS' AGREEMENT

The Most Important Contract You'll Ever Sign.

A FEW KEY WORDS TO LEARN

It's important to know the meaning of a few key terms in order to understand some of the primary legal considerations for a Shareholders' Agreement.

PRE-EMPTION RIGHTS

Pre-emption rights, also called "rights of first refusal", are rights that entitle the existing shareholders to receive an offer of shares first before those shares can be offered to third parties. This may relate to shares that one of the existing shareholders wants to sell, or new shares that the company proposes to issue to raise additional capital.

DRAG-ALONG RIGHTS

In the event of a proposed sale by a shareholder, drag-along rights give the selling shareholder the right to force the non-selling shareholders to also sell to the proposed purchaser. This is particularly important where the proposed purchaser will only complete if it gets 100% ownership. This is designed to ensure that major shareholders can't be blocked from exiting by minority shareholders.

TAG-ALONG RIGHTS

In the event of a proposed sale by a shareholder, tag-along rights give the non-selling shareholders the right to sell alongside the selling shareholder (ie, the selling shareholder can't complete its sale unless the proposed purchaser also offers to buy out the tagging shareholders as well). This is designed to give minority shareholders the ability to sell into the same exit as a major shareholder.

As soon as your business has more than one owner, you need one of these, and this may turn out to be the most important contract you ever enter into. A proper Shareholders' Agreement will govern how vital business decisions are made, how the company will raise further capital in the future and how the investors will ultimately exit – all crucial matters about which there should be clear agreement in advance.

Of particular importance are pre-emption rights or rights of first refusal on any dealings with the shares (or securities). This helps to ensure that ownership is controlled, certainty about who can own shares and assists to prevent investors from being diluted by future issues of shares. Tag-along and drag-along rights can also prove to be crucial when one or more of the owners are seeking to exit the business.

Creating a Shareholders Agreement for your business will force you and your co-investors to sit down together and address these vital points upfront.

KEY QUESTIONS

Who are the equity stakeholders?

What are their voting rights?

Who gets to appoint a director?

COMPANY SECRETARIAL Legal Housekeeping

When the time comes to sell your business or raise further funding, potential purchasers and investors will undertake due diligence and ask to inspect the books of the company. Presenting them with a company register that is a shambles is not a good look, so doing your legal housekeeping now will prove to be worthwhile.

Nobody likes paperwork, but certain legal record-keeping requirements are mandated for all companies by the Corporations Act 2001 (Cth). Failure to comply with these requirements can lead to ASIC (Australian Securities and Investments Commission) fines, as well as potential disputes amongst the investors.

All too often, businesses are not aware of these legal obligations, and the company's fundamental documents are thrown together with little thought if any. This may cause serious issues down the track.

Important company secretarial documents include:

- register of members (i.e, shareholders) and option holders;
- share certificates evidencing the shareholdings;
- application forms when investors subscribe for shares;
- transfer forms when shares are bought and sold;
- board resolutions approving all issues and transfer of shares and other key decisions of the company (e.g, entering into major contracts, paying dividends, etc.);
- consents to act as directors;
- company constitution; and
- power of attorney authorising key executives to sign documents on behalf of the company.

KEY QUESTIONS

Who are the directors, and have they been properly appointed?

Do all investors have proper evidence of their shareholdings?

Are the company's registers accurate?

Are all of the company's records in order?

EMPLOYEE HANDBOOK

Adopting a proper Employee Handbook will help you to meet your legal obligations, enable managers to make reliable decisions and promote a culture of fairness. This can avoid disputes and grievances caused by confusion and inconsistencies and raises the level of professionalism of your business.

Your Employee Handbook needs to be customised to suit the particular environments in which your staff will be working and the tasks they will be performing (e.g, food safety, manual handling, working outside, dress code, code of conduct, etc.).

EMPLOYMENT CONTRACT

Hiring, incentivising, and managing employees is often the biggest challenge faced in running a business. Choosing the right individuals to employ is, of course, most important, but all too often businesses bring in employees without putting a proper employment contract in place. That can lead to big problems for the business down the track.

In particular, it is absolutely vital that employees within the business are not able to lay claim personally to any of the company's valuable intellectual property. Confidentiality provisions will also be extremely important, as you will be exposing the inner workings of your business to your employees.

Also, consider putting in place reasonable non-solicitation and non-compete provisions for staff who will have access to the company's proprietary know-how and key suppliers/customers.

Navigating through the minefield that is Australian employment law is a daunting task for any business. A proper employment contract should be viewed as essential for every employee.



THE IMPORTANCE OF CONFIDENTIALITY

It is important to make it clear to those you are dealing with that your sensitive information must be kept confidential. To emphasise this and put you in a powerful position, you need a properly drafted confidentiality agreement.

You may be able to get the interest of customers, suppliers, investors and partners without giving away too much of your business's confidential information. However, you will inevitably need to reveal details that are sensitive to your business.

Trust is important in every relationship, including business relationships. Still, prudent business practice means putting in place the customary legal protections of a properly drafted confidentiality agreement (otherwise referred to as a "non-disclosure agreement" or "NDA") before disclosing your business's valuable confidential information.

KEY QUESTIONS

What information is sensitive to the business?

To whom will that information need to be disclosed?

How will the confidentiality of that valuable information be protected?

How will important business decisions be approved?

What restrictions should apply to selling shares and raising more equity capital?

How will disputes be resolved?

WEBSITE TERMS OF USE

Nowadays, every business needs a website, which means that every business needs a set of Website Terms of Use. Website usage terms lay down the rules for people using your website, including what conduct is prohibited. Importantly, they also include disclaimers and limitations of liability to protect you in case things go wrong.

Your website usage terms need to be customised to suit your business and the particular ways in which your website will be used. For example, if you sell products through your website, you will need provisions regarding pricing, payments, delivery and returns (if you are selling physical goods), refunds, etc. It is advisable to include a separate returns policy if you are selling physical goods.



PRIVACY POLICY

Although small businesses (i.e. with turnover less than \$3 million) are not currently required to include a Privacy Policy under the Privacy Act 1988 (Cth), it is customary for all websites to have one. Would you take a website seriously if it didn't have one, especially if you were providing personal information (e.g. name, address, date of birth, credit card details, etc.)? Customers expect to see this when transacting online, so we suggest including a formal Privacy Policy alongside your website Terms of Use.

The General Data Protection Regulation ("GDPR") of the European Union may also apply to Australian businesses and has harsh penalties for non-compliance.

KEY QUESTIONS

Does the website sell anything? If so, does it sell products and/or services?

If products, are they physical goods needing postage, or digital goods (e.g. mp3s, videos, etc.)?

Does the website contain user-generated content (e.g. comments, forum posts, etc.)?



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CONTACT MILICEVIC LAWYERS

All legal solutions need to be tailored to your particular business circumstances. For personalised legal advice and to organise an initial meeting with an experienced business lawyer, please contact us.

We have also enabled you to get these documents directly from our website without the need to engage us or a lawyer.

You can now “Do It Yourself Legal” to quickly and efficiently create high quality legal documents for you and your business using the automated super smart technology. Follow the prompts, answer the questions and receive your documents in minutes.

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