



BUSINESS LEGAL

HEALTH CHECK

1 What are your liabilities?

Your first job is to look into your legal business structure. Is it hindering your business's growth? Do you want less liability? Maybe it's time to change it.

1

BUSINESS STRUCTURE

2 Are all your licenses current?

Do you have all your necessary permits up to date? Officially close business activities that do not operate and make sure you are not paying for permits you don't need.

2

ACTIVITIES

3 Do you need to copyright new ideas?

Do a bit of research for conflicting trade marks. Make sure to protect your business from copyright infringement.

3

TRADEMARKS

4 Do you employ all staff legally?

Did you have your contracts reviewed by a lawyer in the last 12 months? Do you have clear termination contracts? Are all employee policies recorded?

4

STAFF

5 Have all of your agreements been reviewed by a lawyer?

Do all of your contracts work in the business's best interest? Are you in any written or verbal partnership agreements?

5

CONTRACTS

6 Do you need to register for GST?

Have you filed all your tax papers properly? Are you entitled to tax returns? Do you have unrecovered debt?

6

TAXES AND FEES

7 Do you have business and personal insurances?

Have you prepared your business succession plan and your specific business will? Do these reflect the latest state of the assets?

7

INSURANCES

8 Do you have the right to operate in the premises?

Have you changed your activities in any way? Was the commercial lease for your business premises reviewed by your lawyer?

8

COMMERCIAL LEASES

