



# 19 Legal documents every company needs!

Make sure you're compliant by  
checking out this checklist.

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1. ☒ Terms and Conditions
2. ☒ Draft of Memorandum of Incorporation (MOI)
3. ☒ Draft of Shareholders Agreement
4. ☒ Draft of updated Share Register
5. ☒ Draft of Share Certificates
6. ☒ Registration Family Trusts
7. ☒ Draft of Trust deed
8. ☒ Registration Holding Company
9. ☒ Draft Last will and Testamant
10. ☒ Draft Employment contract

11. ☒ Draft Grievance Policy
12. ☒ Draft Disciplinary Code
13. ☒ Draft set of universal Written Warnings
14. ☒ Draft of POPIA policy
15. ☒ Draft of PAIA policy
16. ☒ Draft Disciplinary Code
17. ☒ Draft of proforma documentation for record keeping
18. ☒ Draft of Terms and Conditions
19. ☒ Draft of NDA