

Startup & MSME Legal Documents — Checklist

A practical document checklist for startups and MSMEs.

Important: This checklist is for general legal information only. It is not a substitute for advice on the facts of a particular matter. Applicable law and requirements may change.

1. Founders & ownership

- Co-founder agreement / founders' understanding
- Roles, decision-making and exit arrangements
- IP ownership and confidentiality

2. Commercial contracts

- Vendor/supply agreement
- Service agreement
- Commission agreement
- NDA and confidentiality terms

3. Employment & workplace

- Employment/consultancy documentation
- Confidentiality and IP clauses
- POSH policy and compliance where applicable

4. Digital business

- Privacy Policy
- Terms & Conditions
- Cookie Policy where applicable
- Data-protection compliance review

5. MSME payment protection

- Verify MSME status/eligibility where relevant
- Document invoices, purchase orders and delivery/acceptance records
- Track payment due dates and delayed-payment issues

Prepared as an informational resource for Vashistha Associates. Verify the current statutory position and applicable rules before relying on any checklist.