

VASHISTHA ASSOCIATES

Startup & MSME — Legal Documents Checklist

General informational resource. This checklist is not legal advice and should be adapted to the facts and applicable law.

■	Item to review
■	Founder / co-founder arrangements
■	Vendor and supply agreements
■	Customer / service agreements
■	NDA / confidentiality arrangements
■	Employment and contractor documents
■	Website Privacy Policy, Terms & Conditions and Cookie Policy, where applicable
■	POSH documentation, where applicable
■	Invoices, purchase orders and payment records
■	Records relevant to delayed-payment disputes

Prasoon Vashishtha, Advocate & Consultant

Chamber No. 145, District & Sessions Court Compound, Hapur (U.P.)