



HIGH QUALITY DOCUMENTS
QUICK | EASY | AFFORDABLE

HIGH QUALITY DOCUMENTS

QUICK | EASY | AFFORDABLE



1 ABOUT LAWLIVE

LawLive provides high quality legal documents at a price that allows our customers to grow their businesses. Across Australia over 2500 businesses are registered with LawLive, and each enjoys quick, easy and affordable document generation.

Supported by internal developers, external barristers, lawyers and a dedicated customer service team, LawLive will provide your business with the systems you need to save time and money by creating your very own customised legal documents.

Quick

Have your customised legal documents in your hands in as little as 5 minutes.



Easy

Create or access your documents, anywhere, anytime. All you need is a computer and the Internet.



Affordable

Save thousands by creating all kinds of documents from as little as \$1.20.



FULL DOCUMENT CUSTOMISATION 2

“Your entire document construction and customisation process, including delivery, could take as little as 5 minutes.”

By using the unique document builder developed by LawLive, waiting for costly legal documentation will be a thing of the past. By simply answering a series of easy-to-understand questions, LawLive can deliver your customised documents to your inbox, in minutes. At the same time your documents will also be securely stored on LawLive's database in a personal 'Document Vault' that only you can access.

LawLive's specially designed system allows you to modify most documents on your own, even after they've been generated. You can add your own clauses and upload your own logo onto your finished document.

Some document amendments are required to be completed by LawLive. However, one quick phone call or email to our Customer Service Team is all it takes for those particular changes to be made quickly and correctly. The modified document will be delivered to your email and again saved as backup to your 'Document Vault'.



3 SECURITY FOR MULTIPLE USERS

It's vital your documents are only accessible to those supposed to be viewing them.



The LawLive™ website is completely encrypted, using 256-bit encryption systems similar to those used by the world's largest banks. This encryption covers every page on the LawLive™ website, not just the payment pages, which means your documents are completely confidential during creation as well as in storage.

As a control against confidential information being accessed by various users from one company, LawLive™ has implemented a multi user account

system. This allows authorised management to see all documents, while other employees may only have restricted access (should you wish). The security of confidential information in your business can provide you with a competitive edge that may be vital to your success. Your 'Document Vault' can help you maintain this security.

LawLive™ believes your information should stay your information. We will continue to ride at the forefront of Internet security to ensure this happens.



STORAGE & SEARCH FACILITIES 4

As a subscriber to LawLive™ you'll benefit from quick, inexpensive and customised legal documents and have the peace of mind that your important legal papers are securely backed up in your own off-site 'Document Vault'.

Your 'Document Vault' will allow you to store all your downloaded documents online, inside LawLive™'s secure database. Protected from fire, flood, power surge or any other unforeseen event, you'll know your important documentation will be secure.

You'll find your 'Vault' becomes an integral part of your business' Disaster Recovery Plan/Risk Management Strategy.

To simplify the process of finding specific documents, LawLive has integrated a unique search function into the 'Document Vault' system. It allows you to locate any document using information in the title or the body of work.

By providing an electronic means of storage, LawLive helps your business take the first step towards the cost saving and environmentally friendly goals of becoming a paperless office.



5 LAWLIVE DOCUMENTS

Commercial Documents

Assignment of Debt

Deed of Assignment of Debt - Company to Company

Charges

Deed of Charge

Confidentiality Agreements

Confidentiality Agreement - General
Confidentiality Agreement - You are the Discloser
Confidentiality Agreement - Mutual
Confidentiality Agreement - You are the Discloser
Confidentiality Agreement - You are the Recipient
Confidentiality Deed - Discloser Has IP Rights

Consultancy Agreements

Consultancy Agreement - General
Consultancy Agreement - Sole Trader

Contractor Agreements

Agreement for Supply of Services - Contractor
Agreement for Supply of Services - Customer

Distribution Agreements

Distribution Agreement - Non Exclusive
Distribution Agreement - Exclusive

Letters of Demand

Letter of Demand - Friendly Reminder
Letter of Demand - Second Reminder
Letter of Demand - Final Reminder

Licences

Licence Agreement - Where you are the Licensor
Licence Agreement - Where you are the Licensee

Supply of Goods

Agreement for Supply of Goods
Manufacturer/Seller Terms & Conditions
Manufacturer/Seller Order Form

Intellectual Property

Assignment of Copyright

Deed of Assignment of Copyright

Confidentiality Agreements

Confidentiality Agreement - General
Confidentiality Agreement - You are the Discloser
Confidentiality Agreement - You are the Recipient
Confidentiality Agreement - Mutual
Confidentiality Deed - Discloser Has IP Rights
Meeting Confidentiality Agreement
Visitor's Confidential Undertaking

Loan Documents

7A Loans

Division 7A Loan Agreement

Unsecured Loans

Unsecured Loan: Company to Company
Unsecured Loan: Company to Individual
Unsecured Loan: Individual to Company
Unsecured Loan: Individual to Individual
Unsecured Loan: Trust to a Company - New Loan
Unsecured Loan: Trust to a Company - Exist Loan
Unsecured Loan: Trust to an Individual - New Loan
Unsecured Loan: Trust to an Individual - Exist Loan
Unsecured Loan: Trust From a Company-Existing Loan

Deeds of Guarantee & Indemnity

Deed of Guarantee and Indemnity of a Loan

Deeds of Release

Deed of Release: Company to Company
Deed of Release: Company to Individual
Deed of Release: Individual to Company

Trust Documents

Discretionary (Family) Trust Deeds

Discretionary (Family) Deed of Trust - Company Trustee
Discretionary (Family) Deed of Trust - Individual Trustee

Trust Loans

Unsecured Loan: Trust to a Company - New Loan
Unsecured Loan: Trust to a Company - Exist Loan
Unsecured Loan: Trust to an Individual - New Loan
Unsecured Loan: Trust to an Individual - Exist Loan
Unsecured Loan: Trust From a Company-Existing Loan

Trust Registers

Beneficiary Register
Capital Distribution Register
Document Register Trust Company
Document Register Trust Individual
Income Distribution Register
Register of Loans from Trust
Register of Loans to Trust
Trust Asset Register

Employment Documents

Common Law Agreements (Full Time)

Offer of Employment Common Law (Full Time)
Common Law Contract (Full Time)
Employee Handbook
Employee Warning Notice
Termination of Employment (Full Time)

Employment Under an Award (Full Time)

Offer of Employment under an Award (Full Time)
Contract Under an Award (Full Time)
Employee Handbook
Employee Warning Notice
Termination of Employment (Full Time)

Employment Under AWA (Full Time)

Offer of Employment AWA (Full Time)
Employment Agreement under AWA (Full Time)
Employee Handbook
Employee Warning Notice
Termination of Employment (Full Time)

Common Law Agreements (Part Time)

Offer of Employment Common Law (Part Time)
Common Law Contract (Part Time)
Employee Handbook
Employee Warning Notice
Termination of Employment (Part Time)

Employment Under an Award (Part Time)

Offer of Employment under an Award (Part Time)
Contract Under an Award (Part Time)
Employee Handbook
Employee Warning Notice
Termination of Employment (Part Time)

Employment Under AWA (Casual)

Offer of Employment AWA (Casual)
Employment Agreement under AWA (Casual)
Employee Handbook
Employee Warning Notice
Termination of Employment (Casual)

Common Law Agreements (Casual)

Offer of Employment under an Common Law (Casual)
Common Law Contract (Casual)
Employee Handbook
Employee Warning Notice
Termination of Employment (Casual)

Employment Under an Award (Casual)

Offer of Employment under an Award (Casual)
Contract Under an Award (Casual)
Employee Handbook
Employee Warning Notice
Termination of Employment (Casual)

Employment Under AWA (Part Time)

Offer of Employment AWA (Part Time)
Employment Agreement under AWA (Part Time)
Employee Handbook
Employee Warning Notice
Termination of Employment (Part Time)

Senior Executive Service Agreements

Service Agreement for Chief Financial Officer
Service Agreement for Company Secretary
Service Agreement for Managing Director
Service Agreement for Senior Executive

Associated Employment Documents

Acceptance of Resignation
Computer Policy
Application for Employment
Deed of Release: Company to Individual
Application for Leave Form
Employee Handbook
Application for Personal Leave Entitlements Form
Employee Register
Letter of Reference - Statement of Service
Employee Warning Notice



Company Documents

Shareholders

Minute of Ordinary Resolution of Shareholders
Minute of Resolution of Shareholders - Constitution
Shareholders Deed of Agreement

Board - Chair & Directors

Appointment as Alternate Director
Board Meeting: Accept Resignation of Dir
Board Meeting: Appoint Director to Fill Casual Vacancy
Board Meeting: Appointing Managing Director
Board Meeting: Approval of Alternate Director
Consent to Act as a Director
Consent to Appoint Director to Casual Vacancy
Consent to Appointment as Alternate Director
Consent to Appointment as Managing Director
Consent to Board Meetings by Telephone
Deed of Indemnity of Director
Dir Board Meet for Granting Authority to Director
Directors Meeting: Election of Chairperson
Director's Notice of Material Personal Interest
Min of Dir Res to Grant Authority to a Director
Min of Dir Res: Approve Appointment of Alt Director
Minute of Appointment of Director to Fill Casual Vacancy
Minute of Directors Resolution: Appoint New Director
Not of Dir Meet for Granting Authority to Director
Notice of Dir Meeting: Accept Resign of Dir
Notice of Dir Meeting: Appoint Managing Director
Notice of Directors Meeting: Appoint Director
Notice of Directors Meeting: Approval of Alternate Director
Notice of Directors Meeting: Fill Director Casual Vacancy

Company Secretary

Board Meeting: Accept Resignation of Co Sec
Board Meeting: Appoint Company Secretary
Board Meeting: Remove Company Secretary
Consent to Act as Company Secretary
Min of Dir Res: Accept Resign of/Appoint Co Sec
Minutes of Dir Res: Remove Company Secretary
Notice of Dir Meeting: Accept Resignation of Co Sec
Notice of Dir Meeting: Appoint Company Secretary

Registered Office - Change

Board Meeting: Change Registered Office
Notice of Dir Meeting: Change Registered Office

Shares - Allotment & Transfers

Application by Company for Allotment of Shares
Application by Individual for Allotment of Shares
Board Meeting: Accept Transfer of Shares
Board Meeting: for Allotment of Shares
Consent to Allotment of Shares per Agreement
Consent to Allotment of Shares per Constitution
Consent to Transfer of Share/Waiver of Rights-Co
Consent to Transfer of Share/Waiver of Rights-Ind
Notice of Dir Meeting: Accept Transfer of Shares
Notice of Dir Meeting: for Allotment of Shares
Share Certificate
Transfer of Shares - Company to Company
Transfer of Shares - Company to Individual
Transfer of Shares - Individual to Company
Transfer of Shares - Individual to Individual

Share Options

Application for Share Allotment : Option by Company
Application for Share Allotment : Option by Individual
Board Meeting: Grant of Option Unissued Shares
Consent to Option Unissued Shares : Constitution
Deed of Option Over Issued Shares - Company to Company
Deed of Option Over Issued Shares - Company to Individual
Deed of Option Over Issued Shares - Individual to Company
Deed of Option Over Issued Shares - Individual to Individual
Notice of Dir Meet Grant of Option Unissued Shares

Bank - Accounts & Overdraft

Board Meeting: Open Cheque A/C
Board Meeting: Open Investment A/C
Board Meeting: Overdraft With Bank
Min of Dir Res: Open/Operate Cheque A/C
Min of Dir Res: Open/Operate Investment A/C
Notice of Dir Meeting: Open Cheque A/C
Notice of Dir Meeting: Open Investment A/C
Notice of Dir Meeting: Overdraft With Bank

Shareholder in Another Company

Contracts/Deeds Register - Shareholders Agreement
Dir Board Meet for Entering Into Shareholder Agt
Min of Dir Res to Enter Into Shareholder Agt
Notice of Dir Meet for Entering Shareholder Agt

Loans & Charges

Board Meeting: Borrow Money From 3rd Party
Board Meeting: Grant a Charge
Board Meeting: Unsecured Loan Agreement
Consent by Prior Secured Creditor: Grant a Charge
Consent by Shareholder: Grant a Charge/Mortgage
Deed of Charge
Division 7A Loan Agreement
Min of Dir Res: Borrow Money From 3rd Party
Min of Dir Res: Unsecured Loan Agreement
Notice of Dir Meeting: Borrow Money From 3rd Party
Notice of Dir Meeting: Grant a Charge
Notice of Dir Meeting: Unsecured Loan Agreement
Notice of Disclosure of Material Personal Interest
Securities Register

Contracts with 3rd Parties

Board Meeting for Chattels Lease
Board Meeting: Hire Purchase Agreement
Board Meeting: Lease of Equipment
Board Meeting: Lease of Factory/Office
Board Meeting: Ratify Contract
Board Meeting: Ratify Transaction
Contracts And Deeds - Register Entry
Dir Board Meet for Entering Into a Contract/Agt
Dir Board Meet for Entering Into a Lease of Business
Min of Dir Res to Enter In a Contract/Agreement
Min of Dir Res to Enter Into a Chattels Lease
Min of Dir Res to Enter Into Lease of Business
Min of Dir Res: Ratify Contract
Min of Dir Res: Ratify Transaction
Not of Dir Meet for Entering Into a Contract/Agt
Notice of Dir Meet for Chattels Lease
Notice of Dir Meet to Lease Business
Notice of Dir Meeting: Hire Purchase Agreement
Notice of Dir Meeting: Lease of Equipment
Notice of Dir Meeting: Lease of Factory/Office
Notice of Dir Meeting: Ratify Contract
Notice of Dir Meeting: Ratify Transaction

Corporate Representative

Board Meeting: Appoint Corporate Rep
Consent to Act as a Corporate Representative
Minute of Dir Res: Appoint Corporate Rep
Notice of Dir Meeting: Appoint Corporate Rep
Notification of Appointment of Corporate Rep

Corporate Trustees

Application by Company for Allotment of Units
Application by Individual for Allotment of Units
Dir Board Meet for Appoint as Trustee
Dir Board Meet for Being Appointed as Trustee
Dir Board Meet for Corp Trustee
Dir Board Meet When Acting as Trustee
Min of Dir Res In Its Capacity as Trustee
Min of Dir Res to Being Appointed as Trustee
Min of Dir Res to Being Apptd as Trustee
Minutes of Dir Res to Enter Into Unit Trust
Notice of Dir Meet for Being Appointed as Trustee
Notice of Dir Meet for Being Appointed as Trustee
Notice of Dir Meet When Acting as Trustee
Notice of Dir Meeting: for Corp Trustee
Transfer of Units - Company to Company
Transfer of Units - Company to Individual
Transfer of Units - Individual to Company
Transfer of Units - Individual to Individual
Unit Certificate - Company Unit Holder

Registers

Contractors Register
Contracts & Deeds Registers
Customer/Customer Register
Document Register
Employee Register
Environmental Register
Guarantee Register
Hazard Register
Intellectual Property Register
Key Register
Machinery or Hire Purchase Register
Motor Vehicle - asset Register
OH&S Register
Options Register
Premises Register
Real Property Register
Register of Unit Holders
Seal Register
Securities Register

Due Diligence Checklists

Section 1 - Corporations Act 2001
Section 2 - Registers
Section 3 - Employees & Contractors
Section 4 - OH & S
Section 5 - TPA & Marketing
Section 6 - Premises Lease
Section 7 - Litigation, Disputes & Tax
Section 8 - Environment/PEO Act
Section 9 - Confidentiality/Privacy
Section 10 - Intellectual Property
Section 11 - Risk Management

Governance Checklists

Section 1 - Corporations Act 2001
Section 2 - Registers
Section 3 - Employees & Contractors
Section 4 - OH & S
Section 5 - TPA & Marketing
Section 6 - Premises Lease
Section 7 - Litigation, Disputes & Tax
Section 8 - Environment/PEO Act
Section 9 - Confidentiality/Privacy
Section 10 - Intellectual Property
Section 11 - Risk Management

7

GET THE BEST RESULTS



LawLive™ Pro

LawLive believes high quality precedents should be available at a cost that allows you to grow your business. That's why LawLive has released its subscription package, **LawLive™ Pro**. Helping you and your staff generate up to 100 documents every month for a flat fee of only \$120 (ex GST) each month, **LawLive™ Pro** lets you utilise Minutes, Employment Registers and other legal documents to establish sound management foundations.

LawLive has helped build the futures of thousands of Australian Businesses. At just \$120 per month it doesn't take an accountant or mathematician to figure out that LawLive is an intelligent investment for any company interested in growth.



“ If you subscribe today you can access, build and download up to 100 documents per month. This means each document will cost as little as \$1.20 - regardless of whether it's one page or forty.”

You will be able to buy certain selected documents in Microsoft Word format.

LawLive recognises there are some documents that you may want to use frequently or adapt to particular situations on a regular basis. These will be provided to you at a special price and only be available to subscribers.

You can have documents personally prepared for you.

If there is a commercial or corporate document you require that we don't have in our e-library, then provide us with a general description of the type of commercial or corporate document you need. Provided it is a document of general application to SME's and not a version of a public company document, then we will have our retained lawyers prepare that document for inclusion in our e-library.

All the best professionals will be at your fingertips.

Use LawLive's 'Find a Professional' service to locate a Lawyer, Accountant, Businesses Consultant or Financial Advisor in your locality. All the advisors listed in our directory have access to our e-library of documents and are therefore familiar with and can access our general database of templates.

For more information on what LawLive can do for your business, contact us today.