

# Australian Commercial Precedents

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THOMSON REUTERS



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## ACP Commercial and Retail Leasing Precedents

### Retail Leases

Retail Lease – New South Wales  
Retail Lease – Western Australia  
Retail Lease – Victoria  
Retail Lease – Queensland  
Retail Lease – South Australia  
Retail Lease – Tasmania  
Retail Lease – Australian Capital Territory  
Retail Lease – Northern Territory

### Commercial Leases

Commercial Lease - All States

## ACP Corporations Precedents

### Company Constitutions

#### **Proprietary Company**

Proprietary Company Precedents  
Company Constitution (Standard)  
Company Constitution (Subsidiary)  
Company Constitution (Share Classes)  
Company Constitution (Share Classes) (Pre-emption) (Corporate Business)  
Company Constitution (Share Classes) (Pre-emption) (Project)  
Company Constitution (Pre-emption) (Corporate Business)  
Company Constitution (Pre-emption) (Project)

### Company Incorporation

#### **Pre-registration Application**

Member Registration Consent  
Occupier Registration Consent Form Pre-registration  
Director Registration Consent  
Secretary Registration Consent

#### **Registration Implementation**

Registration Memorandum  
Directors Meeting Minutes (First Meeting)

## Company Secretarial

### **Directors Meetings**

Directors Meeting Notice (Standard Template)  
Directors Meeting Notice (Completed Example)  
Directors Meeting Minutes (Standard Template)  
Directors Meeting Minutes (Completed Example)  
Directors Circulating Resolution (Standard Template)  
Directors Circulating Resolution (Completed Example)  
Single Director Resolution (Standard Template)  
Single Director Resolution (Completed Example)

### **Shareholders Meetings**

Members General Meeting Notice  
Annual General Meeting Notice  
Shareholder General Meeting Short Notice Consent  
Proxy Form: Members General Meeting  
Corporate Representative Appointment Form: Members General Meeting  
Poll Voting Paper Form: Members General Meeting  
Poll Scrutineer Report: Members General Meeting  
Members General Meeting Minute  
Members General Meeting Minutes Standard Template Technology  
Facilitation  
Members Annual General Meeting Minute  
Members Resolution Record  
Single Member Resolution Standard Template

### **Company Officers**

Director Appointment Consent  
Alternate Director Appointment Consent  
Director Interest Disclosure Standing Notice  
Director Interest Disclosure Specific Notice  
Secretary Appointment Consent  
Secretary Resignation Notice  
Auditor Appointment Consent

### **Securities Transactions**

Share Application  
Share Allotment Resolution  
Share Certificate  
Shares Transfer

## ACP Employment Precedents

### Introduction

Employment Precedents Introduction

### Employment Contracts

#### Employment Contracts Introduction

Employment Contracts Introduction

### CEO Agreements

Chief Executive Officer Agreements — Introduction

Chief Executive Officer (Formal, Open-ended) Agreement

Chief Executive Officer (Formal, Set Term) Agreement

Chief Executive Officer (Informal, Open-ended) Agreement

Chief Executive Officer (Informal, Set Term) Agreement

### MD Agreements

Managing Director Agreements — Introduction

Managing Director (Formal, Open-ended) Agreement

Managing Director (Formal, Set Term) Agreement

Managing Director (Informal, Open-ended) Agreement

Managing Director (Informal, Set Term) Agreement

### Senior Executive Agreements

Senior Employee Agreements — Introduction

Senior Employee (Formal, Open-ended) Agreement

Senior Employee (Formal, Set Term) Agreement

Senior Employment (Informal, Open-Ended) Agreement

Senior Employment (Informal, Set Term) Agreement

### Industrial Instruments

Casual Employee (Informal) Industrial Instrument

Industrial Instrument Employee (Informal) Agreement

### Workplace Policies

Workplace Policies Introduction

Social Media Policy

Confidentiality Policy

Discrimination and Equal Opportunity Policy

Grievance Procedure

IT Policy

Workplace Bullying Prevention Policy

**Clause Bank for Single Enterprise Agreements**

SEA Relationship with Awards  
SEA Consultation Clause  
SEA Dispute Settlement Clause  
SEA Flexibility Clause  
SEA Hours of Work Clause  
SEA Leave Clause  
SEA No Extra Claim Clause  
SEA Probationary Period Clause  
SEA Term Clause  
SEA Termination of Employment Clause

**Termination of Employment**

Termination of Employment Introduction  
Mutual Termination Agreement  
Redundancy Agreement  
Agreement Relating to Settlement Proceedings

**ACP Finance and Securities Precedents - PPSA Application****Credit agreements**

Loan Agreement (Secured) (Short Form)  
Loan Agreement (Unsecured) (Short Form)  
Loan Agreement (Division 7A)  
Loan Agreement (Secured)(Full Form) – Coming soon

**Mortgages**

Freehold Land Mortgage (Registered) (Filed Memorandum) (All States)  
Freehold Land Mortgage (Registered)(Full Form Mortgage Annexure)  
Leasehold Land Mortgage (Registered) (Filed Memorandum) (All States)  
Leasehold Land Mortgage (Registered) (Full Form Mortgage Annexure)  
Leasehold Mortgage (Unregistered)  
Leasehold Mortgage Consent (Registered)  
Leasehold Mortgage Consent (Unregistered/Registered Drafting Options)

**General Security Agreements (PPSA)**

General Security Agreement  
General Security Deed (Corporate Group)  
General Security Agreement (Project Assets)

## Specific Security Agreements (PPSA)

### **Marketable Securities**

Specific Security Agreement (Shares)  
Specific Security Agreement (Shares) (Corporate Group)  
Specific Security Agreement (Securities)  
Specific Security Agreement (Securities) (Corporate Group)

### **Debt Receivables**

Specific Security Agreement (Account Receivables)  
Specific Security Agreement (Rentstream)  
Rentstream Security Interest Notice  
Specific Security Agreement (Mortgage Loan) – Coming Soon

### **Contracts**

Specific Security Agreement (Licence)  
Specific Security Agreement (Project Contract)  
Project Completion Agreement (Ancillary)  
Specific Security Agreement (Construction Contract)  
Specific Security Agreement (Management Contract)  
Management Retention Agreement (Ancillary)  
Specific Security Agreement (Joint Venture Interest)

### **Money Credits**

Specific Security Agreement (ADI Account)  
ADI Account Security Interest Notice  
Specific Security Agreement (ADI Accounts) (Corporate Group)  
ADI Account Administration Agreement  
Specific Security Agreement (Standby Credit)  
Security Interest Notice (Standby Credit)(Ancillary)

### **Tangibles**

Specific Security Agreement (Equipment)  
Specific Security Agreement (Aircraft)  
Deregistration Power of Attorney  
Specific Security Agreement (Crops)  
Specific Security Agreement (Stock)

### **Inter-creditor agreements**

Priority Agreement  
Security Sharing Agreement  
Subordination Agreement (Loan Postponement)  
Subordination Agreement (Dividend Turnover)  
Security Trust Deed

## **Set-Off Agreements**

Set-Off Agreement (Full Form)  
Set-Off Agreement (Short Form)

## **Guarantees**

Individual Guarantee (Full Form)  
Individual Guarantee (Short Form)  
Corporate Guarantee (Full Form)  
Corporate Guarantee (Short Form)  
Corporate Guarantee (Group) (Full Form)  
Trust Guarantee (Full Form)

## **Ancillary Credit Consent Documents**

Corporate Borrower Directors Meeting Minutes  
Corporate Security Directors Meeting Minutes (Third Party)  
Corporate Borrower Power of Attorney  
Corporate Security Power of Attorney (Third Party)  
Corporate Verification Certificate (Single Company)  
Corporate Group Verification Certificate  
Corporate Environmental Law Certificate  
Corporate Group Environmental Law Certificate

# **ACP Franchising Precedents**

## **Introduction**

Introduction  
Franchising Code of Conduct  
What constitutes a system or marketing plan determined, controlled or suggested by the Franchisor (Kyløe case)  
Types of Business Arrangements

## **Commentary**

Common Methods of Franchising  
Franchising Code of Conduct  
Applicable Laws and Regulations  
Franchising in the United Kingdom

## **Precedents**

Confidentiality Agreement



Franchise Agreement  
Franchise Agreement – drafting checklist  
International Franchise Agreement  
International Franchise Agreement – drafting checklist  
Master Franchise Agreement  
Master Franchise Agreement – drafting checklist  
International Master Franchise Agreement  
International Master Franchise Agreement – drafting checklist  
Franchising Code of Conduct Compliance – checklist

## ACP Insolvency Precedents

### Receivership

#### **Receiver and Manager**

Receiver and Manager – Introduction  
Appointment of Receiver and Manager  
Supplemental deed between secured creditor and receiver and manager  
Supplemental deed – appointment of receivers and managers  
Notice of appointment of receivers and managers to company from secured creditor  
Notice of appointment of receiver and manager to company from secured creditor  
Deed of Resignation of Receiver and Manager  
Letter to existing supplier from Receiver and Manager  
Letter to owner or lessor of property from receiver and manager  
Deed poll by Voluntary Administrator

#### **Secured Creditor as controller (mortgagee in possession)**

Secured creditor as controller – Introduction  
Letter to existing supplier from Creditor  
Letter to owner or lessor from Creditor

#### **Agent for secured creditor as controller (mortgagee in possession)**

Agent for secured creditor – Introduction  
Appointment of agent  
Appointment of agents  
Supplemental deed – Appointment of Agent  
Supplemental deed – Appointment of agents  
Notice of appointment of agent  
Notice of Appointment of Agents  
Deed of resignation of agent  
Letter to owner or lessor of property from agent  
Letter to existing supplier from Agent

#### **Receiver of income under real property mortgage**

Receiver of income under real property mortgage – Introduction

Appointment of receiver  
Supplemental deed — Appointment of receiver  
Notice of appointment of receiver  
Deed of resignation of receiver  
Letter to lessee from receiver of income

### **Voluntary Administration**

Consent to appointment as administrator/s  
Minutes of meeting of directors (unanimous resolution)  
Minutes of meeting of directors (Majority resolution)  
Circulating resolution of directors  
Appointment of administrator/s by company  
Appointment of administrator/s by chargeholder  
Appointment of administrator/s by liquidator or provisional liquidator  
Notice of appointment of administrator/s to chargeholder from company  
Notice of appointment of administrator/s to company from chargeholder  
Advertisement of appointment of administrator/s

## **ACP IP Licensing Precedents**

### **Standard Intellectual Property Licensing Agreements**

Intellectual Property Assignment Deed  
Intellectual Property Licence Agreement

### **Software Licensing Agreements**

Introduction  
Software Licence Agreement  
End User Licence Agreement  
Terms of Service Agreement  
Development and Implementation Agreement

## **ACP Joint Ventures & Partnerships**

### **Corporate Business Collective Agreements**

Shareholder Agreement Full Form  
Shareholder Agreement Short Form  
Company Constitution (Corporate Business) (Share Rights Equality)  
Company Constitution (Corporate Business) (Share Classes)

**Partnership Agreements**

Partnership Agreement  
Partnership Agreement (Project)

**Incorporated Joint Venture Agreements**

Shareholder Agreement (Joint Venture) (Full Form)  
Shareholder Agreement (Joint Venture) (Short Form)  
Unitholder Agreement  
Company Constitution (Project) (Share Rights Equality)  
Company Constitution (Project) (Share Classes)  
Joint Venture Performance Undertaking

**Unincorporated Joint Venture Agreements**

Joint Venture Agreement (Project General) (Full Form)  
Joint Venture Agreement (Project General) (Short Form)  
Joint Venture Agreement (Mining Project)  
Joint Venture Agreement (Property Project)

**Joint Venture Related Documents**

Joint Venture Management Agreement  
Joint Venture Specific Cross-Security Deed

**Participation Sell-down and Development Agreements**

Project Participation Agreement (Mining Farm-in)  
Project Participation Agreement (Intellectual Property)

**ACP Restraint and Confidentiality Precedents****Pre-negotiation disclosure agreement**

Introduction  
Agreement

**Confidentiality agreement**

Introduction  
Agreement

**Post-employment restraint of trade agreement**

Introduction  
Agreement

**Breach of confidentiality**

Ex parte interlocutory injunction  
Discovery orders

**ACP Sale of Business Precedents****Business Sale Agreement – Short Form****Document Completion Checklists**

Introduction  
Party Variables  
Prime Commercial Termsheet Variables  
Prime Party Commercial Interest Variables  
Defined Terms Variables  
Condition Precedent Variables  
Pre-Completion Action Variables  
Completion Action Variables  
Termination Event Variables  
Dispute Resolution Variables  
General Provision Variables

**Agreement**

Preliminary  
1 Interpretation  
2 Business sale  
3 Purchase conditions  
4 Representations  
5 Business risk  
6 Contractual asset transfer  
7 Liability Performance  
8 Employment Retention  
9 Pre-completion  
10 Completion Value  
11 Completion Calculation  
12 Completion  
13 Termination and default remedies  
14 Employee superannuation  
15 Independent assessment [OPT]  
16 Indemnity

17 Costs  
18 Duties  
19 GST  
20 Assignment  
21 Notices  
22 Governing law and jurisdiction  
23 General provision  
Schedule 1: Completion conditions precedent  
Schedule 2: Business record  
Schedule 3: Business assets  
Schedule 4: Sale asset value  
Schedule 5: Sale completion  
Schedule 6: Sale warranties  
End material

## **Business Sale Agreement – Long Form**

### **Introduction**

Party Options for Business Sale Agreement (Long Form)  
Buyer Friendly Options for Business Sale Agreement (Long Form)  
Seller Friendly Options for Business Sale Agreement (Long Form)  
Neutral Options for Business Sale Agreement (Long Form)  
Document Features  
Document Notes

### **Document Completion Checklists**

Introduction  
Party Variables  
Party Credit Standing Variables  
Prime Commercial Termsheet Variables  
Prime Party Commercial Interest Variables  
Defined Terms Variables  
Transaction Context Variables  
Condition Precedent Variables  
Pre-Completion Action Variables  
Completion Action Variables  
Termination Event Variables  
Post-Completion Action Variables  
Dispute Resolution Variables  
General Provision Variables

### **Agreement**

Preliminary  
1 Interpretation  
2 Business sale  
3 Purchase conditions

- 4 Representations
- 5 Business risk
- 6 Contractual asset transfer
- 7 Liability performance
- 8 Employment retention
- 9 Pre-completion assistance
- 10 Pre-completion business conduct
- 11 Seller bank guarantee [OPT]
- 12 Buyer bank guarantee [OPT]
- 13 Completion value
- 14 Completion calculation
- 15 Completion
- 16 Termination and default remedies
- 17 Post-completion assistance
- 18 Intellectual property protection
- 19 Competition restriction [OPT]
- 20 Employee superannuation
- 21 Seller indemnity [OPT]
- 22 Buyer indemnity [OPT]
- 23 Seller liability limitation [OPT]
- 24 Buyer claim procedure [OPT]
- 25 Retention amount payment [OPT]
- 26 Independent assessment [OPT]
- 27 Dispute resolution
- 28 Confidentiality
- 29 Costs
- 30 Duties
- 31 GST
- 32 Assignment
- 33 Notices
- 34 Governing law and jurisdiction
- 35 General provisions
- 36 Dictionary
- Schedule 1: Sale parties
- Schedule 2: Completion conditions precedent
- Schedule 3: Business record
- Schedule 4: Business assets
- Schedule 5: Sale asset value
- Schedule 6: Sale completion
- Schedule 7: Sale warranties [OPT]
- Schedule 8: Guarantee provisions [OPT]
- Schedule 9: Trust provisions [OPT]
- Schedule 10: Retention instructions [OPT]
- Schedule 11: Contract transfer [OPT]
- Schedule 12: Bank guarantee [OPT]
- Schedule 13: Competition restriction [OPT]

Schedule 14: Seller support services [OPT]  
Schedule 15: Seller lease [OPT]  
End material

### **Asset Sale Agreement – Short Form**

#### **Agreement**

Preliminary  
1 Interpretation  
2 Asset sale  
3 Purchase conditions  
4 Representations  
5 Asset risk  
6 Contractual asset transfer  
7 Pre-completion  
8 Completion value  
9 Completion calculation  
10 Completion  
11 Termination and default remedies  
12 Independent assessment [OPT]  
13 Indemnity  
14 Costs  
15 Duties  
16 GST  
17 Assignment  
18 Notices  
19 Governing law and jurisdiction  
20 General provision  
Schedule 1: Completion conditions precedent  
Schedule 2: Sale assets  
Schedule 3: Sale asset value  
Schedule 4: Sale completion  
Schedule 5: Sale warranties  
End material

## **ACP Sale of Shares Precedents**

### **Share Sale Agreement – Short Form**

#### **Introduction**

Buyer Friendly options for Share Sale Agreement (Short Form)  
Seller Friendly options for Share Sale Agreement (Short Form)  
Neutral options for Share Sale Agreement (Short Form)  
Document Features  
Document Notes

**Agreement**

Preliminary  
1 Interpretation  
2 Share sale  
3 Purchase conditions  
4 Representations  
5 Pre-completion  
6 Completion  
7 Termination and default remedies  
8 Indemnity  
9 Costs  
10 Duties  
11 GST  
12 Assignment  
13 Notices  
14 Governing law and jurisdiction  
15 General provisions  
Schedule 1: Company Record  
Schedule 2: Company Assets  
Schedule 3: Sale Warranties  
End matters

**Document Completion Checklists**

Introduction  
Party Variables  
Prime Commercial Termsheet Variables  
Prime Party Commercial Interest Variables  
Defined Terms Variables  
Termination Event Variables  
General Provision Variables

**Share Sale Agreement – Long Form****Introduction**

Introduction  
Party Options for Share Sale Agreement (Long Form)  
Buyer Friendly options for Share Sale Agreement (Long Form)  
Seller Friendly options for Share Sale Agreement (Long Form)  
Neutral options for Share Sale Agreement (Long Form)  
Document Features  
Document Notes

**Document Completion Checklists**

Introduction  
Party Variables



Party Credit Standing Variables  
Prime Commercial Termsheet Variables  
Prime Party Commercial Interest Variables  
Defined Terms Variables  
Transaction Context Variables  
Condition Precedent Variables  
Pre-Completion Action Variables  
Completion Action Variables  
Termination Event Variables  
Post-Completion Action Variables  
Dispute Resolution Variables  
General Provision Variables

**Agreement**

Preliminary  
1 Interpretation  
2 Share sale  
3 Purchase conditions  
4 Representations  
5 Pre-completion assistance  
6 Pre-completion business conduct  
7 Pre-completion liability releases  
8 Seller group contract transfer [OPT]  
9 Collective group contract action [OPT]  
10 Seller bank guarantee [OPT]  
11 Buyer bank guarantee [OPT]  
12 Completion  
13 Purchase payment adjustment [OPT]  
14 Termination and default remedies  
15 Post-completion assistance  
16 Intellectual property protection  
17 Competition restriction [OPT]  
18 Superannuation [OPT]  
19 Seller indemnity  
20 Buyer indemnity [OPT]  
21 Seller liability limitation [OPT]  
22 Buyer claim procedure [OPT]  
23 Retention amount payment [OPT]  
24 Independent assessment [OPT]  
25 Dispute resolution [OPT]  
26 Confidentiality  
27 Costs  
28 Duties  
29 GST  
30 Assignment  
31 Notices

- 32 Governing law and jurisdiction
- 33 General provisions
- 34 Dictionary
- Schedule 1 – Sale parties
- Schedule 2 – Completion conditions precedent
- Schedule 3 – Corporate record
- Schedule 4 – Corporate assets
- Schedule 5 – Sale warranties [OPT]
- Schedule 6 – Guarantee provisions [OPT]
- Schedule 7 – Trust Provisions [OPT]
- Schedule 8 – Accounting Principles [OPT]
- Schedule 9 – Current Asset Price Adjustment [OPT]
- Schedule 10 – Retention Instructions [OPT]
- Schedule 11 – Sale Corporate Guarantees [OPT]
- Schedule 12 – Seller Group Guarantees [OPT]
- Schedule 13 – Seller Group Contracts [OPT]
- Schedule 14 – Contract Transfer [OPT]
- Schedule 15 – Collective Group Contracts [OPT]
- Schedule 16 – Bank Guarantee [OPT]
- Schedule 17 – Director Release [OPT]
- Schedule 18 – Power OF Attorney [OPT]
- Schedule 19 – Competition Restriction [OPT]
- End Material

### **Unit Sale Agreement – Short Form**

#### **Agreement**

- Preliminary
- 1 Interpretation
- 2 Unit sale
- 3 Purchase conditions
- 4 Representations
- 5 Pre-completion
- 6 Completion
- 7 Termination and default remedies
- 8 Indemnity
- 9 Costs
- 10 Duties
- 11 GST
- 12 Assignment
- 13 Notices
- 14 Governing law and jurisdiction
- 15 General provisions
- Schedule 1: Trust record
- Schedule 2: Trust assets [OPT]
- Schedule 3: Sale warranties [OPT]

End matters

## ACP Share and Unit Subscription Precedents

### Subscription Investment

Share Subscription Agreement (Single Subscriber)  
Unit Subscription Agreement (Single Subscriber)  
Share Subscription Agreement (Multi-subscriber)  
Unit Subscription Agreement (Multi-subscriber)  
Share Subscription Agreement (Debt Conversion)  
Share Subscription Agreement (Purchase Vehicle)  
Share Subscription Agreement (Purchase Vehicle – Staged Subscription)

### Purchase Options

Share Option Agreement (Purchase Call Option)  
Unit Option Agreement (Purchase Call Option)

### Subscription Options

Share Option Agreement (Subscription Call Option)  
Share Option Certificate (Subscription Call Option)  
Unit Option Agreement (Subscription Call Option)  
Unit Option Certificate (Subscription Call Option)  
Convertible Note Subscription Agreement  
Redeemable Preference Share Subscription Agreement

## ACP Standard, Release and Confidentiality Precedents

Amendment Agreement  
Amendment Deed  
Extension Agreement  
Extension Deed  
Termination Agreement  
Termination Deed  
Power of Attorney – Document Annexure  
Power of Attorney – General Long Form  
Power of Attorney – Secretary Certificate  
Power of Attorney – Non-Revocation Declaration  
Power of Attorney – Revocation Deed  
Power of Attorney – Substitution Deed  
Power of Attorney – Document Specification  
Contract Novation Deed – Full Release  
Contract Novation Deed – Part Release  
Contract Novation Deed – Non Release

Contract Novation Deed – Supplementary Provisions  
Lease Novation Deed – Full Release  
Lease Novation Deed – Part Release  
Lease Novation Deed – Non Release  
Lease Novation Deed – Supplementary Provisions  
Debt Release Deed – Full Release  
Debt Release Deed – Short Form  
Debt Forbearance Deed – Full Form  
Debt Forbearance Deed – Short Form  
Settlement and Release Deed – Full Form  
Security Interest Release Deed – Full Release  
Security Interest Release Deed – Part Release  
Confidentiality Undertaking – Cover Page Attachment  
Confidentiality Undertaking – Simple Form  
Confidentiality Undertaking – Simple Form Deed Poll  
Confidentiality Agreement – Consultancy (General)  
Confidentiality Agreement – Consultancy (Intellectual Property)  
Confidentiality Agreement – Consultancy (Competition Restriction)  
Confidentiality Agreement – Investment (General)  
Confidentiality Agreement – Investment (Intellectual Property)

## ACP Supply Contracts and Commercial Licensing

### **Goods**

Supply Agreement (Equipment)  
Supply Agreement (Inventory)

### **Mixed Goods and Services**

Supply Agreement (Deliverables) (Short Form)  
Supply Agreement (Processed Deliverables)  
Supply Agreement (Information Technology)

### **Consultancy Services**

Consultancy Services Agreement (Corporate General)  
Consultancy Services Agreement (Individual General)  
Consultancy Services Agreement (Short Form)  
Confidentiality and Restriction Agreement (Consultancy)

### **Management Services**

Management Services Agreement (General)  
Management Services Agreement (Property Portfolio)  
Management Services Agreement (Project General)  
Management Services Agreement (Mining Project)

**Commercial Licensing**

Supply Agreement (Manufacturing Licence)  
Supply Agreement (Business Licence)  
Supply Agreement (Distribution Licence) (General)  
Supply Agreement (Distribution Licence) (Product Royalty)

**ACP Trusts Precedents**

Discretionary Trust Deed (Appointor and Guardian)  
Discretionary Trust Deed (Appointor)  
Discretionary Trust Deed (Guardian)  
Discretionary Trust Deed (General)  
Securities Trust Deed (Bare Trust)  
Trust Stamp Duty Declaration (Individual Trustee)  
Trust Stamp Duty Declaration (Corporate Trustee)  
Appointor Consent Form  
Guardian Consent Form  
Private Unit Trust Deed  
Hybrid Unit Trust Deed