

**BUSINESS TRANSACTION INTAKE FORM**

**REPUBLIC OF ZAMBIA**

Patrick Chulu Legal Practitioners

Business Transaction Intake Form

This form is intended to collect essential information regarding a client's business or commercial matter for proper assessment and legal processing.

**CLIENT INFORMATION**

Full Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

**TRANSACTION DETAILS**

Type of Business Transaction: \_\_\_\_\_

Date of Transaction: \_\_\_\_\_

Parties Involved: \_\_\_\_\_

Value/Amount Involved (ZMW): \_\_\_\_\_

Has any agreement been signed? (Yes/No): \_\_\_\_\_

If Yes, please describe and attach copy: \_\_\_\_\_

## **NATURE OF LEGAL ASSISTANCE REQUIRED**

- ☐ Contract Review
- ☐ Due Diligence
- ☐ Negotiation Support
- ☐ Legal Opinion
- ☐ Dispute Resolution
- ☐ Regulatory Compliance
- ☐ Other (Specify): \_\_\_\_\_

## **RELEVANT DOCUMENTS PROVIDED (Tick and Attach Copies)**

- ☐ Contract/Agreement
- ☐ Company Registration Documents
- ☐ Proof of Payment/Invoice
- ☐ Correspondence (emails, letters)
- ☐ Other: \_\_\_\_\_

## **CONFIDENTIALITY NOTICE**

All information disclosed herein is treated with strict confidentiality and shall be used solely for legal review and assistance in line with the Legal Practitioners Act, Chapter 30 of the Laws of Zambia.

**DECLARATION**

I, the undersigned, confirm that the information provided above is true and correct to the best of my knowledge and is submitted for the purpose of obtaining legal services from Patrick Chulu Legal Practitioners.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Stamp (if company):** \_\_\_\_\_