

CONTRACT DISPUTE SUMMARY FORM

(Prepared in accordance with Zambian Legal Practice Standards)

Jurisdiction: Republic of Zambia

Document Type: Dispute Intake & Assessment Form

Purpose: To record relevant facts, legal claims, and procedural history of a dispute arising from a contract.

SECTION 1: PARTIES INVOLVED

1.1 Complainant / Claimant

Full Name / Company Name: _____

NRC/Company Reg. No.: _____

Postal Address: _____

Phone: _____ Email: _____

1.2 Respondent / Defendant

Full Name / Company Name: _____

NRC/Company Reg. No.: _____

Postal Address: _____

Phone: _____ Email: _____

SECTION 2: DETAILS OF CONTRACT IN DISPUTE

2.1 Contract Title/Type:

- ☐ Employment Contract
- ☐ Service Agreement
- ☐ Supply Contract
- ☐ Sale of Land/Goods Agreement

- ☐ Memorandum of Understanding (MoU)
- ☐ Other (Specify): _____

2.2 Date Contract Signed: _____

2.3 Contract Duration: _____

2.4 Governing Law Clause (if any): _____

2.5 Jurisdiction Clause (if any): _____

SECTION 3: NATURE OF THE DISPUTE

Please describe the dispute clearly and concisely:

3.1 Main Issues in Dispute:

- ☐ Breach of Payment Terms
- ☐ Failure to Perform Obligations
- ☐ Termination Without Cause
- ☐ Misrepresentation or Fraud
- ☐ Breach of Confidentiality or Non-Compete
- ☐ Other: _____

3.2 Is the contract still in force?

- ☐ Yes
- ☐ No – Terminated on (Date): _____

3.3 Relief/Remedies Sought:

- ☐ Damages (Specify Estimated Value): ZMW _____
- ☐ Specific Performance
- ☐ Injunction / Restraining Order
- ☐ Contract Rescission

☐ Declaratory Relief

☐ Other: _____

SECTION 4: SUPPORTING DOCUMENTS

Please indicate which documents are available and attached:

☐ Copy of the Signed Contract

☐ Correspondence/Emails

☐ Invoices / Payment Records

☐ Witness Statements

☐ Termination Letter

☐ Other: _____

SECTION 5: ATTEMPTS AT RESOLUTION

5.1 Have the Parties attempted ADR (mediation, negotiation, arbitration)?

☐ Yes – Provide Details Below

☐ No – Explain Reason:

5.2 Are there any ongoing proceedings?

☐ Yes – (Specify Court/Forum & Case No.): _____

☐ No

SECTION 6: ADDITIONAL INFORMATION

Any other relevant details or legal concerns:

SECTION 7: CONFIDENTIALITY & ACKNOWLEDGEMENT

This form is confidential and prepared for the internal legal assessment of [Law Firm Name].
The information provided herein will be used for advisory purposes in line with the Legal Practitioners Act and applicable ethical standards.

I, the undersigned, confirm that the information provided is true and complete to the best of my knowledge.

SIGNED by the Claimant/Client

Name: _____

Signature: _____

Date: ____ / ____ / 20____

RECEIVED by Legal Representative

Name: _____

Firm: _____

Signature: _____

Date: ____ / ____ / 20____

Governing Legislation Reference:

- *Contracts Act, Cap. 149*
- *Companies Act No. 10 of 2017*
- *Employment Code Act No. 3 of 2019 (if applicable)*
- *Arbitration Act, Cap. 40*
- *Penal Code, Cap. 87 (for fraud/misrepresentation)*
- *Legal Practitioners Act, Cap. 30*