

REPUBLIC OF ZAMBIA

CONTRACT REVIEW REQUEST FORM

Prepared in accordance with Zambian Legal Standards

For use by clients requesting legal review of contracts

A. CLIENT INFORMATION

Full Name of Client _____

NRC / Company No. _____

Postal Address _____

Physical Address _____

Phone Number _____

B. CONTRACT DETAILS

1. Type of Contract Submitted for Review

☐ Employment Contract

☐ Consultancy Agreement

☐ Service Agreement

☐ Non-Disclosure Agreement

☐ Shareholders' Agreement

☐ Memorandum of Understanding

☐ Land Sale or Lease Agreement

☐ Other: _____

2. Date of Contract: ____ / ____ / 20____

3. Counterparty Name(s): _____

4. Brief Description of Subject Matter:

5. Is the Contract Signed?

☐ Yes

☐ No

C. REVIEW OBJECTIVES

(Please tick the areas you would like reviewed)

- ☐ Governing Law Clause
- ☐ Dispute Resolution (Arbitration or Court Jurisdiction)
- ☐ Termination Provisions
- ☐ Non-Compete / Restraint Clauses
- ☐ Confidentiality Clauses
- ☐ Payment Terms / Remuneration Clauses
- ☐ Intellectual Property Rights
- ☐ Duties and Obligations of Parties
- ☐ Indemnity / Liability Clauses
- ☐ Renewal or Extension Terms
- ☐ Compliance with the Companies Act No. 10 of 2017
- ☐ Other: _____

D. PURPOSE OF REVIEW

(Explain why the contract is being reviewed – e.g., before signing, amendment, renewal, dispute concern)

E. CONFIDENTIALITY & CONSENT

I, the undersigned, confirm that I am the lawful party to the contract submitted or am acting on behalf of a party with proper authority. I understand that the information shared is confidential and will be used strictly for legal advisory purposes.

I consent to a legal practitioner reviewing this contract and providing written and/or oral advice under the laws of Zambia.

F. SIGNATURE & DECLARATION

Client's Full Name _____

Signature _____

Date ____ / ____ / 20____

(For corporate clients, affix company stamp below)

G. FOR LAW FIRM USE ONLY

| Date Received | ____ / ____ / 20____ |

| Assigned Legal Practitioner | _____ |

| Review Completed on | ____ / ____ / 20____ |

| Notes / Next Steps | _____ |

GOVERNING LAW: This form and the contract review process shall be governed by the laws of the Republic of Zambia, including but not limited to:

- Companies Act No. 10 of 2017
- Employment Code Act No. 3 of 2019
- NGO Act No. 16 of 2009
- Penal Code, Cap. 87
- Societies Act, Cap. 119