

Limited-Distribution NDA Compliance Checklist

General Information

Project/Transaction Name	
Parties to the NDA	
Date	

Checklist

- ☐ NDA document reviewed in full
- ☐ All parties' contact information confirmed
- ☐ Distribution list precisely defined and limited
- ☐ Purpose of disclosure matches NDA terms
- ☐ Permitted disclosures (if any) are clearly detailed
- ☐ Obligations for destruction/return of confidential information reviewed
- ☐ Duration and survival of obligations verified
- ☐ Subcontractors and affiliates included/excluded as appropriate
- ☐ Procedures for unintentional disclosure established
- ☐ Record of who receives confidential information maintained

Additional Notes