**CONTRACT EXECUTION PROCESS RESOURCES**

**Checklist for finalising the contract documents**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item to check** | **Checked?** |
|  | Execution blocks (i.e. entities and signing authority) – suggest to do a company search to confirm entities |[ ]
|  | Dates |[ ]
|  | Inserts / highlights / square brackets / cross referencing errors |[ ]
|  | Watermarks |[ ]
|  | Headers / footers |[ ]
|  | References to ‘draft’ |[ ]
|  | Method of execution (e.g. as a deed or contract / counterparts clause / electronically?) |[ ]

**Conditions Precedent / Subsequent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Condition Precedent** | **Responsibility** | **Timing** | **Done** |
|  | [insert] |  | [e.g. before contract execution, within 10 days after signing] |[ ]
|  |  |  |  |[ ]
|  |  |  |  |[ ]

**List of documents and number of copies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Document** | **Prepared by** | **No. of copies** | **Signatories** | **Ready** |
|  | [insert] |  | [N/A if electronic] | [e.g. Principal – John Smith (Director) and Jane Smith (Company Secretary)] |[ ]
|  |  |  |  |  |[ ]
|  |  |  |  |  |[ ]