

Business Form Sample for Non-Disclosure Agreements

A **business form sample for non-disclosure agreements** provides a standardized template to protect confidential information during business transactions. It clearly outlines the terms and obligations to ensure all parties maintain secrecy. Using this form helps prevent unauthorized disclosure and secures sensitive data effectively.

Non-Disclosure Agreement (NDA) Template

Agreement Date:

Disclosing Party: Enter Name/Business Name

Receiving Party: Enter Name/Business Name

1. Definition of Confidential Information

"Confidential Information" refers to all non-public, proprietary, or sensitive data disclosed by the Disclosing Party to the Receiving Party, whether oral, written, or electronic, and marked or intended as confidential.

2. Obligations of Receiving Party

- Maintain confidentiality of disclosed information.
- Not share, publish, or disseminate confidential information without prior written consent.
- Use the confidential information solely for the purpose specified in this agreement.

3. Exclusions

1. Information that is already public or becomes public through no fault of Receiving Party.
2. Information rightfully received from a third party without restriction.
3. Information independently developed by Receiving Party without reference to confidential information.

4. Term

The obligations of confidentiality shall remain in effect for 2 years from the date of disclosure.

5. Return of Materials

Upon request, all documents or electronic media containing confidential information must be returned or destroyed by the Receiving Party.

6. Governing Law

This Agreement shall be governed by the laws of the State of State/Country.

Disclosing Party Signature: Date:

Receiving Party Signature: Date: