



Jon Samel, Esquire  
[JSamel@HRMML.com](mailto:JSamel@HRMML.com)

[www.HRMML.com](http://www.HRMML.com)

ACTS Center—Blue Bell  
375 Morris Road  
Post Office Box 1479  
Lansdale, PA 19446-0773  
Phone 215-661-0400  
Fax 215-661-0315

## Legal Audit for Businesses: Preventing Future Problems Now

1. Has your business recently reviewed its **legal structure** to determine whether it is set up in the most advantageous manner for legal and tax purposes, considering recent developments and changes in the law?
2. Do the owners of your business have a current, updated **buy-sell agreement** which controls how ownership interests in the business are to be transferred in the event of an owner's death, disability or termination of employment?
3. Does your company conduct **annual shareholders meetings** and **annual directors meetings**, and regularly update its **corporate minute book and stock book**?
4. Does your business have **updated contract forms**, which contain terms and conditions specifically designed to protect the interests of your business?
5. Does your business have an **employee handbook** which has been recently updated to take into consideration recent laws involving age and sex discrimination, rights of disabled employees, family leave and sexual harassment?
6. Have you developed a program for **legally protecting your company's valuable intellectual property** such as technical developments, inventions, customer lists, and business names or logos?
7. When you hire employees, do you require them to sign (i) **confidentiality and nondisclosure agreements** to protect your valuable intellectual property, and (ii) **non-competitive agreements** which will prohibit them from soliciting your customers and competing with your business if they leave your employment?
8. Do the owners of your business also own **the real estate where the business is located**, and if so, has the legal structure of the real estate ownership been recently reviewed, considering recent developments and changes in the law?
9. Has your business developed a program for limiting its exposure to liabilities under the various **environmental laws**?

For more information, please contact Jon Samel at 215-661-0400 or [JSamel@HRMML.com](mailto:JSamel@HRMML.com)