

# Confidentiality Agreement

Name \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_

Street Address (No P.O. Boxes) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

(Herein referred to as the "Inquiring Party"),

And

A Robertson Business Agents (herein after called "Agent") And the Client that A Robertson Business Agents acts for (herein after called the "Business")

## UNDERTAKING AS TO CONFIDENTIALITY

I \_\_\_\_\_ of \_\_\_\_\_, (the "Inquiring Party") hereby undertakes that in consideration of the provision of Confidential Information relating to the Business as provided by A Robertson Business Agents acting for undisclosed principals, or by the Business itself, that:

The Inquiring Party will keep secret and use its best efforts to protect and preserve the confidential nature and secrecy of all Confidential Information disclosed by the other party to it or which it has been given access by the other party.

The Inquiring Party will use its best efforts to prevent third parties from gaining access to the Confidential Information disclosed to it by the other party.

The Inquiring Party will not, without the other party's prior written consent:

- a) Disclose or in any way communicate to any other person all or any Confidential Information disclosed to it by the other party or for which it has been given access by the other party except as authorised by the other party.
- b) Permit unauthorised persons to have access to places where Confidential Information disclosed to it by the other party or to which it has been given access by the other party is displayed, reproduced or stored.
- c) Make or assist any person to make unauthorised use of Confidential Information disclosed to it by the other party or to which it has been given access by the other party, and shall take all reasonable steps (including obtaining confidentiality undertakings from officers, employees, agents, contractors and sub-contractors who have or may have access to this Confidential Information) to ensure that this Confidential Information is not disclosed to any other party by its officers, employees, agents, contractors and sub-contractors.

The Inquiring Party will not attempt to directly contact or visit the business. All contact must be made through A Robertson Business Agents.

Notwithstanding any provision of this Agreement, the Inquiring Party may disclose Confidential Information to its directors or to those professional advisers of the inquiring party, who are obligated to maintain confidentiality about their client's affairs.

If the Inquiring Party becomes aware that any of its employees, officers, contractors or sub-contractors have breached the confidentiality obligations contained in this Agreement it shall immediately notify the other party in writing and indemnify the other party for all loss and damage caused by such a breach.

The Inquiring Party acknowledges that a breach of this Agreement may cause the other party irreparable damage for which monetary damages may not be an adequate remedy. Accordingly, in addition to other remedies that may be available the Business owner may seek and obtain injunctive relief against such a breach or threatened breach.

The Inquiring Party further undertakes to return and deliver to the other party or its duly appointed agent all of the said documents and other material previously given to him/her at such address as the other party or his agent shall direct within forty-eight (48) hours of a request in writing from the other party or his agent.

In this Agreement "Business" means the business or businesses that –A Robertson Business Agents represents (the subject of the Confidential Information)

"Confidential Information" means all information relating to or developed in connection with or in support of the Business which:

- a) is not by reason of general publication or the like a part of the public domain or readily available in the public domain.
- b) if part of the public domain, became part of the public domain as a result of an unauthorized disclosure or otherwise by reason of a breach of confidence.
- c) was not in the lawful possession of the Inquiring Party prior to its provision by the other party; or
- d) comes into the possession of the Inquiring Party otherwise than as a result of a breach of this Agreement by the inquirer or an obligation of confidence by any of the Inquiring Party's officers, employees, agents, contractors or sub-contractors.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their duly Authorised Representatives.

EXECUTED for and on behalf of the Inquiring Party .....

Signature ..... who hereby certifies that he/she is authorised so to do in the presence of:

Witness Name..... Witness Signature.....Date.....