



Global Legal Solutions®

GLS Legal Dept. Template Menu

GLS Legal Operations Centre | Legal Dept. Templates



GLS LEGAL TEAM TEMPLATES

The below legal dept. templates are currently available on the [GLS Legal Operations Centre](#).

CORPORATE & COMMERCIAL TEMPLATES

| | |
|--|---|
| Joint Venture Agreement | Share Subscription Agreement (Simple) |
| Put Option Agreement | Call Option Agreement |
| Shareholder Loan Agreement | GLS Shareholders Agreement |
| Founders Agreement | Asset Sale Agreement |
| GLS Deal Shaper (Shareholders Agreement) | GLS Deal Shaper (Subscription Agreement) |
| Convertible Loan Note | Term Sheet Investment |
| GLS Due Diligence Template | Novation Agreement |
| Amendment & Restatement Agreement | Memorandum of Understanding (Non-Binding) |

SUPPLY CHAIN TEMPLATES

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|--|---|
| Supply of Goods Agreement | Sub-Contractor Agreement |
| Non-Disclosure Agreement (English) | Transitional Services Agreement |
| Distribution Agreement | Framework Services Agreement |
| Master Services Agreement | Franchise Agreement |
| Memorandum of Understanding | Non-Disclosure Agreement (Italian) |
| Services Agreement | Purchase Order Terms & Conditions |
| GLS SMART Schedule – Business Continuity | GLS SMART Schedule – Deliverables |
| GLS SMART Schedule – Governance | GLS SMART Schedule – Liquidated Damages |
| GLS SMART Schedule – Service Levels | GLS SMART Schedule – Security |
| GLS SMART Schedule – Responsibility Matrix | |

TMT/IP TEMPLATES

| | |
|----------------------------|-------------------------------------|
| Software License Agreement | IP Licensing Agreement |
| SaaS Agreement | IT Transitional Services Agreement |
| IP Assignment Agreement | Software Maintenance Agreement |
| Service Level Agreement | Website Terms & Conditions |
| Trademark Licence | Email Disclaimer |
| Outsourcing Agreement | Intra Group IP Assignment Agreement |

**TMT/IP TEMPLATES**

| | |
|-------------------------------------|-----------------------|
| Managed Services Agreement | Cookie Policy |
| Application User Terms & Conditions | GLS IP Asset Register |

DATA PROTECTION

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|-----------------------------------|-----------------------------|
| Data Processing Agreement (Long) | Data Processor Agreement |
| Data Processing Agreement (Short) | Data Protection Undertaking |
| Website Privacy Notice | |

EMPLOYMENT

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|---|--------------------------------|
| Employment Agreement (General Staff) | Consultancy Services Agreement |
| Employment Agreement (Key Staff / Executives) | Employee Share Option Plan |
| Employee Warning Letter | Employee Offer Letter |

DISPUTE & CLAIMS

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|---|----------------------------|
| Settlement Agreement (Commercial Dispute) | Waiver & Release Agreement |
| Letter of Demand | Non-Disclosure Agreement |
| Claim Management Policy | Cease & Desist Letter |

LEGAL DEPT. FORMS

| | |
|-------------------------------------|---------------------------------------|
| GLS File Note Template | GLS DD Report Template |
| GLS IP Asset Register | Briefing Note – Email Template |
| Legal Disclaimer (Email) – Template | Minutes of Meeting – Template |
| Contract Review Report – Template | Contract Key Issue Summary – Template |
| Instruction Template – Email | Attendance Note – Template |
| Employee Warning Letter | Power of Attorney |

CORP SEC

| | |
|---|---|
| Board Meeting Notice – Template | Board Meeting Presentation – Template |
| Board Resolution – Adopt Audited Accounts | Board Resolution – Amend Constitution |
| Board Resolution – Appoint Auditor | Board Resolution – Change of Company Name |



Board Resolution – Declaration of Dividends

Board Resolution – Director Resignation

Board Resolution – Entering into an Agreement

Board Resolution – Grant Power of Attorney

Board Resolution – Share Transfer

Shareholder Resolution – Amend Constitution

Shareholder Resolution – Change of Company Name

Shareholder Resolution – Director Appointment

Shareholder Resolution – Entering into a Loan Agreement

Shareholder Resolution – Grant Power of Attorney

Shareholder Resolution – Open a Bank Account

Board Resolution – Director Appointment

Board Resolution – Entering into a Loan Agreement

Board Resolution – Grant Power of Attorney

Board Resolution – Open Bank Account

Shareholder Resolution – Adopt Audited Accounts

Shareholder Resolution – Appoint Auditor

Shareholder Resolution – Declaration of Dividends

Shareholder Resolution – Director Resignation

Shareholder Resolution – Entering into an Agreement

Shareholder Resolution – Issue & Allot Shares

Shareholder Resolution – Share Transfer