

# 5 Things Your NDA Must Include

A free checklist from IntelliDoc Agency

1

## A Clear Definition of Confidential Information

Spell out exactly what is and isn't protected — general language like "all business information" is harder to enforce than specific

2

## The Obligations of the Receiving Party

State what the other party can and cannot do with your information. This should cover how they store it, who they can share it with, and what

3

## Explicit Exclusions

Define what doesn't count as confidential: information that's already public, independently developed by the other party, or received from a

4

## A Defined Term (Duration)

Specify how long the obligation lasts. Two to five years is typical for business NDAs. For trade secrets, "indefinitely" or "perpetual" is

5

## Governing Law and Remedies

Identify which state's law governs the agreement and confirm that injunctive relief is available as a remedy — critical for stopping a

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