



Welcome to IMD's **Free Business Health Check Questionnaire**.

Thank you for your time to complete our questionnaire! It should only take about 5 minutes, and the information you provide will help us understand your business's needs more effectively.

- Don't worry if you are unsure of an answer, because we will go through everything with you during our call.
- All answers are strictly confidential and will be used solely to prepare your free Business Legal Health Check Report.
- If a question does not apply to your business, please feel free to leave it blank.

Company name:

Contact person:

Telephone:

Email:

1. Do you have any specific legal issues or concerns you would like legal advice on or assistance with?

Employment

2. How many employees do you currently have?

☐ None ☐ 1–10 ☐ 11–20 ☐ 21+

3. Do all employees have written contracts?

☐ Yes ☐ No ☐ Don't know ☐ Not applicable

4. If contracts are oral, have you provided written statements of particulars?

☐ Yes ☐ No ☐ Don't know ☐ Not applicable

5. Do you have an Employee Handbook?

☐ Yes ☐ No ☐ Don't know

6. Have you been involved in an employment dispute within the last 5 years?

☐ Yes ☐ No ☐ Don't know

7. Do you carry out Right to Work checks in line with legislation?

☐ Yes ☐ No ☐ Don't know

Immigration

8. Does your business employ anyone who requires permission to live/work in the UK (eg. visa holders)?

☐ Yes ☐ No ☐ Don't know

9. Do you hold a valid Home Office sponsor licence?

☐ Yes ☐ No ☐ Don't know

Data protection

10. Do you have Data Protection policies in place?

☐ Yes ☐ No ☐ Don't know

Commercial property

11. Are you planning to move or expand into new premises?

☐ Yes ☐ No ☐ Don't know

Commercial contracts

12. Do you have written contracts with suppliers?

☐ Yes ☐ No ☐ Don't know

13. Do you have standard terms of business for sales to customers?

☐ Yes ☐ No ☐ Don't know

Corporate & governance

14. Are you planning to buy or sell assets or a business?

☐ Yes ☐ No ☐ Don't know

15. Does your company have a Shareholders' Agreement?

☐ Yes ☐ No ☐ Don't know

16. Do directors have formal Director's Service Agreements or Letters of Appointment?

☐ Yes ☐ No ☐ Don't know

17. Are statutory books and registers maintained and up to date?

☐ Yes ☐ No ☐ Don't know

Financial

18. Do you have trade debtors who consistently pay late?

☐ Yes ☐ No ☐ Don't know

19. Are you experiencing cash flow issues due to delayed payments?

☐ Yes ☐ No

Disputes & risk

20. Are you currently involved in any legal disputes?

☐ Yes ☐ No ☐ Don't know

21. Have you received letters before claim, dispute resolution requests, or similar correspondence in the last 12 months?

☐ Yes ☐ No ☐ Don't know

Intellectual property

22. Have you received legal advice on protecting your business's intellectual property?

☐ Yes ☐ No ☐ Don't know