

## Getting a job

### *Company commercial*

Terms and conditions of employment

Service contracts

Contracts for services

Restrictive covenants

Non-solicitation

## Losing your job

### *Company commercial*

Contractual rights

Compensation for loss of office

Compromise agreements

Unfair dismissal

Constructive dismissal

Wrongful dismissal

Redundancy claims

## Discrimination

### *Company commercial*

Sex discrimination

Race discrimination

## Starting up in business

### *Company commercial*

Sole trader or company

Memorandum and articles of association

Tax implications

Stationery requirements

Name protection

Banking

## Leasing premises

### *Commercial Property*

The premises

- Full definition

- Rights and reservations

Basic terms

- Rent

- Length of term

- Break clauses

- Authorised use

Landlord's covenant

- Quiet enjoyment

- Rights of entry

Tenant's covenant

- Payment of rent and outgoings

- Repair and decoration

- No alterations

- No nuisance

- Comply with statutory requirements

Repairing covenants

- State of condition

- Rights of entry

- Schedule of dilapidations

Rent reviews

- Relevant criteria

- Arbitration

Assignment or sub-letting

- Landlord's consent

- Guarantors

- Authorised guarantee agreements

- Notice of assignment

Insurance covenants

- Full reinstatement value

- Suspension of rent provisions

- Ultimate right to terminate

Forfeiture

- Non payment of rent

- Breach of covenant

- Relief from forfeiture

Termination

- Security of tenure under Landlord & Tenant Act 1954

- Contracting outside the Act

Licences

- To assign

- To make alterations

- To change use

- To occupy

## Doing business

### *Company commercial*

Terms and conditions of business

Competition law

Restrictive practices

Trade marks

Intellectual property rights

Commercial contracts

## Managing growth and expansion

### *Company commercial*

Investor agreements

Venture capital agreements

Bank finance

Debentures

## Taking on a partner

### *Company commercial*

Partnership agreements

Shareholder agreements

- Voting rights

- Minority protection rights

- Pre-emption rights

- Termination provisions

## Joint ventures

### *Company commercial*

Joint venture agreements

Termination provisions

Pre-emption rights

## Mergers and acquisitions

### *Company commercial*

Share sale agreements

Warranties and indemnities

## Sale of business

### *Company commercial*

Sale of business as a whole

Sale of business assets

Warranties and indemnities

Vendor protection clauses

## Offshore trusts and companies

### *Company commercial*

Foreign inward investment vehicles

Setup costs

Annual administrative costs

Offshore tax havens

Due diligence requirements

Nominee directors

Bearer shares

## Resolving commercial disputes

### *Mediation*

Mediation

Other alternative dispute resolution techniques

## Insolvency

### *Company commercial*

Voluntary liquidation

Compulsory liquidation by creditors

Schemes of arrangement

Administration orders

## Investing in property

### *Commercial property*

The contract for sale

- Auction particulars

- The Standard conditions of sale

- The National conditions of sale

- The Law Society conditions of sale

Pre-exchange

- Valuation and survey

- Commercial property standard enquiries protocol

- Other pre-contract enquiries

- Local authority searches

- Water and drainage searches

- Environmental searches

- Investigating title

Post-exchange

- The deposit

- Drafting deed of transfer

- The completion statement

- HM Land Registry and bankruptcy searches

Post-completion

- Stamp duty

- Registration at HM Land Registry

Funding

- The facility offer

- Reporting on title

- Mortgage documentation

- Registration at HM Land Registry

Foreign investment

- Offshore single purpose vehicles

- Inland Revenue clearance to receive rents gross

Property management

- UK agent

- Collection of rent

- Insurance arrangements

- Regular inspection

- Schedules of dilapidation