



How to sign our NDA

A one-page guide. It takes about ten minutes.

We want this to be easy for you. Both of us sign by hand, in pen. Nobody has to learn new software, and you will not have to redo anything because of a small slip, because we check what you send us and tell you.

- 1 Print the NDA.** It is four pages. No printer? Any print shop or library can print it for you.
- 2 Complete Schedule 1** on page 4 (an example is below). Use the details of whoever is signing: a company, or you personally.
- 3 Initial and sign.** Initial the footer of every page. Sign on the last page, and add the date and place.
- 4 Photograph or scan every page.** A phone photo is fine: flat, in good light, all four corners visible. Attach the pages to the Contact form on our website, together with your info pack, or email them to info@collectiveinc.co.za.
- 5 We check it and sign.** Within 2 working days we tell you if anything is missing. If all is well, Milano signs our block by hand and sends you the fully signed copy. Keep it safe.

The slips we will catch for you

- A page without your initials, or the signature page sent on its own.
- A missing date or place, or the wrong year.
- A company name or registration number that is incomplete.
- Signing as yourself when the party is a company. Add your capacity, for example "Director".
- A typed or electronic signature. For NDAs we only accept hand-signed pages.

Example of a completed Schedule 1 (invented details, for illustration only)

Counterparty full legal name	Example Foods (Pty) Ltd
Registration / ID number	2025/000000/07
Physical address	12 Sample Street, Durban, KwaZulu-Natal, 4001
Email address for notices	hello@examplefoods.example
Representative and capacity	Thandi Example, Director
Purpose (what we will discuss)	Discussing a product idea and a possible working relationship with CollectiveInc
Effective date	The date of the last signature

Questions about any of this? Write to info@collectiveinc.co.za. Nobody will mind you asking.