

DIY LEGAL TEMPLATES

PARTNER SUBMISSION GUIDELINES

1. PURPOSE

These Partner Submission Guidelines set out the requirements applicable to lawyers and approved Partners submitting legal-document templates (“Templates”) to DIY Legal Templates.

The purpose of these Guidelines is to maintain a consistent, professional and user-friendly collection of legal-document Templates for customers of the Platform.

2. ELIGIBILITY

Only Partners who have completed the registration and approval process may submit Templates.

3. DOCUMENTS THAT MAY BE SUBMITTED

Templates should address a genuine legal, commercial, personal or business requirement and should be suitable for use by the intended customer group.

Templates may include, without limitation:

- agreements and contracts;
- notices and letters;
- declarations and statutory documents;
- business documents;
- employment documents;
- property documents;
- wills and estate-planning documents;
- commercial documents;
- corporate documents; and
- other legal-document templates approved by DIY Legal Templates.

Templates must be prepared for use as templates and must not contain confidential client-specific information.

4. DOCUMENTS THAT MUST NOT BE SUBMITTED

A Partner must not submit:

- a. confidential or privileged client documents unless the Partner has the legal right and all necessary permissions to do so;
- b. documents containing unnecessary personal data relating to identifiable clients, employees or third parties;

- c. documents which the Partner does not own or have the legal right to reproduce, license or distribute;
- d. documents containing passwords, bank-account details, identification information or other confidential information;
- e. documents containing confidential client instructions, negotiations or other information that should not be made publicly available; or
- f. material copied from another lawyer, law firm, publisher, website or other source without the necessary rights.

5. JURISDICTION

DIY Legal Templates is initially a Malaysia-focused platform.

Templates presented as Malaysian legal documents should be drafted with Malaysian law and practice in mind.

The Partner must identify the applicable jurisdiction where this is relevant.

A Template must not be described as suitable for Malaysia unless the Partner has prepared or reviewed it with Malaysian legal requirements in mind.

6. FILE FORMAT

Unless otherwise agreed, Templates must be submitted in editable Microsoft Word (.docx) format.

Templates should generally follow the layout and presentation of the existing DIY Legal Templates document library.

Documents should use:

- a. clear headings;
- b. numbered clauses;
- c. consistent paragraph formatting;
- d. a professional and readable font;
- e. appropriate page numbering; and
- f. clearly labelled schedules, annexures and appendices where applicable.

7. CUSTOMER INPUT FIELDS

All information that the customer is required to provide must be clearly identified.

Appropriate placeholders should be used, including:

[FULLNAME]

[IDENTIFICATION NO.]

[ADDRESS]

[DATE]

[COMPANY NAME]

[PURCHASE PRICE]

or other formats approved by DIY Legal Templates.

Where the customer must select between alternatives, the alternatives must be clearly identified. Important customer-input fields must not be concealed within ordinary text.

8. DRAFTING STANDARD

Templates must be professionally drafted and reasonably easy for a customer to complete.

Legal terminology may be used where appropriate, but unnecessary complexity should be avoided.

Clauses must be logically arranged and internally consistent.

Definitions must be used consistently throughout the document.

All cross-references must be checked before submission.

9. CUSTOMER INSTRUCTIONS

Where a customer is required to provide information that may not be readily understood, concise instructions should be provided.

Instructions should explain what information is required without unnecessarily turning the Template into a legal commentary.

Where a Template is unsuitable for particular circumstances, the relevant limitation should be identified.

10. QUALITY CONTROL

Before submitting a Template, the Partner must ensure that the Template is complete and ready for customer use.

The Partner must check, where applicable:

- spelling and grammar;
- clause numbering;
- cross-references;
- defined terms;
- dates;
- schedules;
- annexures;
- page breaks;
- placeholders;
- formatting; and
- internal consistency.

All tracked changes must be accepted or removed.

All comments, annotations and internal drafting notes must be removed unless specifically requested by DIY Legal Templates.

11. TEMPLATE DESCRIPTION

Each submission must include a short customer-facing description explaining:

- a. what the document is for;
- b. who may use it; and
- c. the principal circumstances in which it may be useful.

Descriptions must not contain misleading claims or suggest that a Template is suitable for every circumstance.

12. PARTNER INFORMATION

The Partner must provide the information reasonably required by DIY Legal Templates for publication and verification.

This may include:

- Partner name;
- professional designation;
- law firm or business name;
- areas of practice;
- professional profile; and
- other information reasonably required for the Partner Programme.

DIY Legal Templates may edit the presentation of Partner information for consistency across the Platform.

13. PRICING

The Partner may propose a retail price within the pricing ranges established by DIY Legal Templates. DIY Legal Templates retains final authority to determine the retail price of each Template, including promotional pricing, discounts and bundled offers.

14. REVIEW AND APPROVAL

Every Template is subject to review and approval by DIY Legal Templates.

DIY Legal Templates may request amendments, clarification or a revised version before publication.

DIY Legal Templates may reject a submission where:

- a. an equivalent or substantially similar Template already exists;
- b. the Template does not meet the required quality standard;
- c. the Template is unsuitable for the Platform;
- d. the Template contains legal, technical or formatting deficiencies;
- e. the Partner does not have the necessary rights; or
- f. publication is otherwise considered inappropriate.

Approval of a Template does not transfer ownership of copyright from the Partner.

15. UPDATES

Partners should notify DIY Legal Templates if a Template becomes materially outdated as a result of changes in legislation, regulations, case law or accepted legal practice.

DIY Legal Templates may suspend or remove a Template while an update is being considered.

Partners should submit revised versions promptly where material legal changes affect the Template.

16. COPYRIGHT

The Partner must have the legal right to submit each Template.

Copyright in an accepted Template remains with the Partner, subject to the licence granted to DIY Legal Templates under the applicable Partner Terms & Conditions.

Submission of a Template constitutes confirmation by the Partner that the Partner has the necessary rights and permissions.

17. SUBMISSION PROCESS

The Partner must submit the Template through the designated Partner submission facility.

The Partner must provide the information requested by DIY Legal Templates, including the document title, category, description, intended use, applicable jurisdiction and proposed price.

DIY Legal Templates may contact the Partner through the Partner's registered communication channel if further information or amendments are required.

18. COMPLIANCE

By submitting a Template, the Partner confirms that the Template complies with these Guidelines and the applicable Partner Terms & Conditions.

DIY Legal Templates may amend these Guidelines from time to time.