

Business Guest Non-Disclosure Agreement (NDA)

Instructions: Please fill out this form before entering the premises. Once completed, print the form, sign, and date it at the bottom.

1. Guest & Visit Information

Guest Full Name:

Representing (Company/Organization):

Host Name (Employee visiting):

Date of Visit:

2. Non-Disclosure Agreement Terms

During your visit to our premises, you may be exposed to confidential and proprietary information, including but not limited to business plans, technology, product designs, customer data, and internal processes.

By signing below, you agree to the following terms:

- You will keep all confidential information strictly secret and private.
 - You will not disclose, share, or use any confidential information for any purpose other than the authorized purpose of your visit.
 - You will not take photographs, screenshots, or audio/video recordings during your visit unless explicitly authorized in writing.
 - Your obligation to maintain confidentiality shall remain in effect indefinitely or until the information becomes publicly known through no fault of your own.
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3. Acknowledgment & Signature

I have read, understood, and agree to be bound by the terms of this Non-Disclosure Agreement.

Print Name:

Signature:

Date: