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Dispute Readiness File

This Dispute Readiness File helps an organisation prepare for a commercial, governance, contractual or regulatory dispute before formal litigation or escalation. It organises the facts, documents, evidence, legal posture, commercial leverage, settlement options and briefing materials required for disciplined dispute management.

Dispute Snapshot

Item	Summary
Dispute Type	[Contract / shareholder / governance / regulatory / commercial]
Parties	[Insert parties and roles]
Forum Risk	[Court / arbitration / regulator / tribunal / internal process]
Commercial Objective	[Payment / performance / restraint / settlement / urgent relief / governance correction]
Urgency	[Immediate / High / Medium / Strategic]

Chronology

Date	Event	Document / Evidence	Legal Significance
[Date]	[Event]	[Email / contract / notice / minute]	[Breach / waiver / admission / notice / prejudice]
[Date]	[Event]	[Document]	[Significance]
[Date]	[Event]	[Document]	[Significance]

Evidence Map

Evidence Category	Available?	Gap / Risk	Action Required
Signed contracts and amendments	[Yes / No / Partial]	[Gap]	Locate final signed versions and annexures.
Correspondence	[Yes / No / Partial]	[Gap]	Export email chain and preserve metadata.
Invoices / payment records	[Yes / No / Partial]	[Gap]	Create payment schedule and reconcile amounts.
Board / governance records	[Yes / No / Partial]	[Gap]	Identify minutes, resolutions and approval records.
Witnesses / internal custodians	[Yes / No / Partial]	[Gap]	Prepare witness list and document custody map.

Legal Posture and Strategic Options

Option	Potential Benefit	Risk / Constraint	Recommended Use
Without prejudice engagement	Preserves settlement channel and commercial relationship	May delay urgent steps if mismanaged	Use where negotiated outcome is realistic.
Demand / breach notice	Creates formal record and triggers contractual rights	Must be accurate and strategically timed	Use where rights require preservation or escalation.
Urgent relief preparation	Protects immediate legal or commercial interests	Requires strong evidence and urgency	Use only where urgency and prejudice are clear.
Full litigation preparation	Preserves procedural readiness and leverage	Resource intensive	Use where dispute likely to escalate.

Counsel Briefing Pack

1. One page executive summary.
2. Chronology with document references.
3. Contracts, annexures and amendments.
4. Key correspondence and notices.
5. Board or governance records where relevant.
6. Evidence bundle and witness/custodian list.
7. Commercial objective and acceptable outcomes.
8. Known deadlines, risks, forum constraints and prior legal advice.

Immediate Action Checklist

9. Preserve all relevant documents and electronic communications.
10. Avoid admissions or informal settlement language without legal review.
11. Confirm contractual notice provisions and limitation periods.
12. Identify decision maker authority for settlement or litigation steps.
13. Prepare a consolidated chronology and evidence index.
14. Obtain instructions on commercial objective, risk tolerance and urgency.

This document is a structured advisory output and is not a substitute for matter specific legal advice unless prepared pursuant to a confirmed mandate, conflict check, document review and agreed scope of work. Any recommendations should be implemented with due regard to the organisation's constitutional documents, applicable law, governance framework, sector obligations and commercial objectives.