

Business Name:

Sensitive Business Information



Key Instructions for opening and running this business:

For example:

- Instructions for accessing the workplace (location of keys, lock box, and alarm codes)

Bank account and investments - access information

Accounts:

Account numbers

Login details:

Customer database - access instructions

Disclaimer

Emergency Management Otago takes no responsibility for any information recorded in this template.

Software - access instructions



Other Instructions

For example:

- Links to any key sales and purchase agreements
- Links to any any key operating procedures
- Links to any supply agreements

Inland Revenue & Companies House Information

IRD Number _____ Companies registration number _____

IRD Online login details _____ Companies registration key _____

Websites:

Login details:

Passwords:

Follow the 12 easy steps in the business continuity planning guide to identify the essential actions required to ensure your organisation is prepared to get through a disruption.

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