

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

Auckland Emergency Management 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 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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