

Emergency Business Continuity Checklist

Quick Tips:

- Keep this document updated regularly
- Store a copy in a secure, accessible location (e.g. cloud storage)
- Share how to access with trusted team members, family or advisors.
- Keep it clear and simple and update contact details as needed.
- Review and check procedures annually.



If you need help any point or want to discuss working with us,
please feel free to reach out to us at office@varntige.co.nz
or call 07 870 1669.

ICE Contacts

Primary Contact Name & Phone:

Secondary Contact Name & Phone:

Accountant/Bookkeeper Contact Name & Phone:

IT Support Contact Name & Phone:

Login Credentials

Xero Login:

Payroll Name & Login:

Email Login:

Password Manager Name and Login:

Bank Access Details:

Other Key Notes

Other Critical Contacts or Information:
