

Critical Information List

Main topics

- BUSINESS DETAILS
- PERSONAL DETAILS

The basics:

Use this template to create a detailed file which can be used by someone else (e.g. your power of attorney) who needs to make decisions on your behalf.

BUSINESS DETAILS	
Business name & address	
Australian Business Number (ABN)	
Australian Company Number (ACN)	
Tax file number (TFN) for your business	
Business banker (Bank, name & contact details)	

Business Personnel Details		
	Name	Contact details
Partner(s) / Director(s)	(1)	
	(2)	
	(3)	
Accountant / Accounting firm		
Lawyer / Legal firm		
Power of attorney (business purposes)		

Insurance				
	Company	Policy No.	Renewal date	Location of policy
Building				
Contents				
Other insurance (e.g. – disability, trauma etc)	(1)			
	(2)			
	(3)			

(Note: If any insurance policy is paid by direct debit rather than by invoice, be sure to make a note of that.)

Critical Information List

Business Bank Details			
I have ___ business accounts			
(Security alert: make arrangements for PINs and passwords to be accessed only by the trusted person of your choice. Do not record them here unless you are absolutely confident they will be the only person seeing this document.)			
My business banker is		Contact details	
Bank			
	Name of account	Account Number	BSB Number
	Direct debits associated with this account (if any)		
	Company (& contact details)	Amount of debit	Date of debit
Bank			
	Name of account	Account Number	BSB Number
	Direct debits associated with this account (if any)		
	Company (& contact details)	Amount of debit	Date of debit
	My tax file number		
	My Australian Business (ABN) number		
	Company (& contact details) for EFTPOS transactions & machine maintenance		

Business Loan Details	
I have ___ business loans	
Who is the loan from?	
What is the account number (if loan is from a financial institution)	
What is the loan amount?	
When are payments due?	
How much is the minimum payment?	
How are payments made?	
Where is the loan agreement kept?	

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Business Credit Cards		
(Security alert: make arrangements for PINs and passwords to be accessed only by the trusted person of your choice. Do not record them here unless you are absolutely confident they will be the only person seeing this document.)		
Company		
	Card name	Card number
	Direct debits associated with this card (if any)	
	Amount of debit	Date of debit
Company		
	Card name	Card number
	Direct debits associated with this card (if any)	
	Amount of debit	Date of debit

Business Leases				
Building (Address of the building)				
Equipment (Describe the leased equipment)				
Cars (Registration number(s) of vehicle(s))				
Mobile phones (Describe the vendor or the service provider)				
	Building	Equipment	Cars	Mobile Phones
Who are the payments made to?				
When are payments due?				
How much is the minimum payment?				
How are payments made?				
When does the lease end?				

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Staff details		
Name	Position	Contact details
(1)		
(2)		
(3)		
(4)		
(5)		
Staff Salary details		
Where do you keep details of payments you make to staff and on behalf of staff? E.g. Payslips, superannuation payments, union dues etc.		

Key clients / customers	
Customer Name	Customer Details
(1)	
(2)	
(3)	
(4)	
(5)	

Supplier details		
Name	Nature of goods and/or services supplied	Contact details
(1)		
(2)		
(3)		
(4)		
(5)		

Critical Information List

Important documents	
(1) Financial Statements	
Within your business who prepares your financial statement?	
Where are copies of the statements kept?	
(2) Debtor & Creditors list	
Where is the debtors & creditors list kept?	
(3) Business plan	
Where is the current copy of the business plan kept?	
(4) Governance	
Where are minutes of meetings kept? E.g. – Meetings of the board, or the directors, or other governance requirements?	
(5) Trust	
Is your business run through a Trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where is the Trust deed kept?	
(6) Compliance obligations	
Does your business have any compliance obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they all lodged? If yes, where and when were they last lodged?	<input type="checkbox"/> Yes <input type="checkbox"/> No Where: When:
Account management / book keeping	
Who has the responsibility of preparing returns?	
Where are the copies of the returns kept?	

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PERSONAL DETAILS	
There is a copy of my will in this file	<input type="checkbox"/> Yes <input type="checkbox"/> No
The original copy of my will is held at	
The executor(s) of my will	Name: Address: Phone:
	Name: Address: Phone
	Name: Address: Phone
Funeral Arrangements	
I have prepaid my funeral (Details attached)	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have planned my funeral (Details attached)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Powers of attorney		
I have given my power of attorney to the following persons		
	Name	Original document is held at
General power of attorney		
Enduring power of attorney (financial)		
Enduring power of attorney (medical)		
Enduring power of guardianship		
The document is held at:		

Organ donation	
I wish to donate any of my organs that may be useful	<input type="checkbox"/> Yes <input type="checkbox"/> No
My name is on the Australian Organ Donor Register	<input type="checkbox"/> Yes <input type="checkbox"/> No Registration number:
I have donated my brain to science (Details attached)	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have donated my body to science (Details attached)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Critical Information List

Property			
I own the following property			
	Address	Name of owner / joint owners	If rented - Managing agent
Without mortgage	(1)		
	(2)		
With mortgage			
	(1)		
	Amount Due: _____ Minimum payment: _____ When: _____ How is it paid: _____		
	(2)		
	Amount Due: _____ Minimum payment: _____ When: _____ How is it paid: _____		
Where is the original titles deeds of your property			
(1)			
(2)			
(3)			
(4)			

Bank Details			
I have ___ personal accounts			
(Security alert: make arrangements for PINs and passwords to be accessed only by the trusted person of your choice. Do not record them here unless you are absolutely confident they will be the only person seeing this document.)			
Bank			
	Name of account	Account Number	BSB Number
Direct debits associated with this account (if any)			
	Company (& contact details)	Amount of debit	Date of debit
Bank			
	Name of account	Account Number	BSB Number
Direct debits associated with this account (if any)			
	Company (& contact details)	Amount of debit	Date of debit
	My tax file number		

Superannuation	
Institution name	
Policy number	
The policy is held at	

Critical Information List

Insurance				
	Company	Policy No.	Renewal date	Policy is held at
Life insurance				
Private health				
House & contents				
Income protection				
Mortgage protection or loan protection				
Car(s)	(1)			
	(2)			
	(3)			
	When is registration due on the car(s):			
	(1)			
	(2)			
	(3)			
	Where are the vehicle registration papers:			
	(1)			
	(2)			
	(3)			
(Note: If any insurance policy is paid by direct debit rather than by invoice, be sure to make a note of that.)				

Credit Cards	
(Security alert: make arrangements for PINs and passwords to be accessed only by the trusted person of your choice. Do not record them here unless you are absolutely confident they will be the only person seeing this document.)	
Company	Contact details
Card name	Card number
Direct debits associated with this card (if any)	
Amount of debit	Date of debit
Company	Contact details
Card name	Card number
Direct debits associated with this card (if any)	
Amount of debit	Date of debit

Valuables	
Where do you keep your passport?	
Do you have a bank security box	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Which bank is it at?
	Where is your key?
Do you have valuables anywhere else? (Give details)	

■ Critical Information List

Note: When you have completed the form, consider where you will lodge copies e.g. with your solicitor, your accountant, in a safe deposit box etc. Remember that the document will need to be reviewed / updated regularly. **DO NOT LEAVE THE DOCUMENT IN ANY PLACE THAT IS NOT COMPLETELY SECURE.**