

**WEBSITE**

Domain Registration Name

Domain ID

Domain Registrar Name

Domain Renewal Month

Web Host Platform or Creator

Other Contact, Edit/Access Rights  
(If applicable)

Notes

**IP**

Intellectual Property

Trademark Registration

Patents

Design Rights

# BRAIN VAULT

**BUSINESS DETAILS**

Business Name

ABN

ACN

Directors Name

Business Phone

Business Email

Business Name Renewal Date

**Notes**

**VITAL INFORMATION**

Location Access/Entry Code

Spare Keys Held

Safe/Vault Codes Stored

Digital Backups/Data Storage Held

How to Access Backups/Online Storage

Notes

**ACCOUNTANT**

Business Name

Accountant Name

Business Phone

Business Email

Notes



**EMERGENCY CONTACT DETAILS**

**Emergency Contact Name**

**Contact Phone**

**Relationship**

Secondary Emergency Contact Name

Contact Phone

Relationship

**Notes**

Type of Loan

Contract #

Loan Provider

Contact Name

Contact Phone

Contact Email

Start Date & Length of Contract

Details

Type of Loan

Contract #

Loan Provider

Contact Name

Contact Phone

Contact Email

Start Date & Length of Contract

Details

# BRAIN VAULT

## Page 2

**SIGNATORIES**

**Signatory 1 Name**

Contact Phone

Position/Role

Notes

**Signatory 2 Name**

Contact Phone

Position/Role

Notes

**LEASE**

Lease Property Address

Duration of Lease

Contact Name

Contact Phone & Email

Details

**EVENTS/ COMMITMENTS**

**Event/or Commitment**

Date

Primary Contact

Contact Phone

Details

Reoccurring - how often?

**Event/or Commitment**

Date

Primary Contact

Contact Phone

Details

Reoccurring - how often?

**EVENTS/ COMMITMENTS**

**Event/or Commitment**

Date

Primary Contact

Contact Phone

Details

Reoccurring - how often?

**Event/or Commitment**

Date

Primary Contact

Contact Phone

Details

Reoccurring - how often?



Type of Insurance

Insurance Policy #

Insurance Provider

Contact Name

Contact Phone

Contact Email

Renewal Date

Notes

Type of Insurance

Insurance Policy #

Insurance Provider

Contact Name

Contact Phone

Contact Email

Renewal Date

Notes

Notes

BRAIN VAULT Page 3

Type of Insurance

Insurance Policy #

Insurance Provider

Contact Name

Contact Phone

Contact Email

Renewal Date

Notes

Type of Insurance

Insurance Policy #

Insurance Provider

Contact Name

Contact Phone

Contact Email

Renewal Date

Notes

Type of Insurance

Insurance Policy #

Insurance Provider

Contact Name

Contact Phone

Contact Email

Renewal Date

Notes

Type of Insurance

Insurance Policy #

Insurance Provider

Contact Name

Contact Phone

Contact Email

Renewal Date

Notes



Membership Name

Membership ID

Contact Person

Contact Phone

Contact Email

Other Information

Membership Name

Membership ID

Contact Person

Contact Phone

Contact Email

Other Information

Membership Name

Membership ID

Contact Person

Contact Phone

Contact Email

Other Information

# BRAIN VAULT

## Page 4

Membership Name

Membership ID

Contact Person

Contact Phone

Contact Email

Other Information

Membership Name

Membership ID

Contact Person

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Other Information

Membership Name

Membership ID

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Other Information

Membership Name

Membership ID

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Other Information

Membership Name

Membership ID

Contact Person

Contact Phone

Contact Email

Other Information



**INVESTORS**

**Investor Organisation**

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Contact Name

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Contact Phone

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Contact Email

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Investment Amount

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Notes

**Investor Organisation**

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Contact Name

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Contact Phone

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Contact Email

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Investment Amount

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Notes

**INVESTORS**

**Investor Organisation**

-----  
Contact Name

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Contact Phone

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Contact Email

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Investment Amount

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Notes

**Notes**

**BRAIN VAULT**  
Page 5

**LICENCE**

**Licence Type**

-----  
Licence ID

-----  
Contact Organisation

-----  
Contact Phone

-----  
Renewal Date

-----  
Other Information

**Licence Type**

-----  
Licence ID

-----  
Contact Organisation

-----  
Contact Phone

-----  
Renewal Date

-----  
Other Information

**LICENCE**

**Licence Type**

-----  
Licence ID

-----  
Contact Organisation

-----  
Contact Phone

-----  
Renewal Date

-----  
Other Information

**Licence Type**

-----  
Licence ID

-----  
Contact Organisation

-----  
Contact Phone

-----  
Renewal Date

-----  
Other Information



MAJOR SUPPLIERS

Supplier - Business Name

Contact Person

Contact Phone & Email

Products/or Services

Length of Contract (if applicable)

Notes

Supplier - Business Name

Contact Person

Contact Phone & Email

Products/or Services

Length of Contract (if applicable)

Notes

Supplier - Business Name

Contact Person

Contact Phone & Email

Products/or Services

Length of Contract (if applicable)

Notes

# BRAIN VAULT

## Page 6

MAJOR SUPPLIERS

Supplier - Business Name

Contact Person

Contact Phone & Email

Products/or Services

Length of Contract (if applicable)

Supplier - Business Name

Contact Person

Contact Phone & Email

Products/or Services

Length of Contract (if applicable)

Supplier - Business Name

Contact Person

Contact Phone & Email

Products/or Services

Length of Contract (if applicable)

CONSULTANTS

Consultant - Business Name

Consultant Name

Contact Phone

Consultant Email

Products/or Services

Contract Details/Notes

Length of Contract (if applicable)

Consultant - Business Name

Consultant Name

Contact Phone

Consultant Email

Products/or Services

Contract Details/Notes

Length of Contract (if applicable)

CONSULTANTS

Consultant - Business Name

Consultant Name

Contact Phone

Consultant Email

Products/or Services

Contract Details/Notes

Length of Contract (if applicable)

Consultant - Business Name

Consultant Name

Contact Phone

Consultant Email

Products/or Services

Contract Details/Notes

Length of Contract (if applicable)



SUBSCRIPTIONS

Website address or App

Subscription length

Amount of subscription

Other people who have access

Notes

Website address or App

Subscription length

Amount of subscription

Other people who have access

Notes

Website address or App

Subscription length

Amount of subscription

Other people who have access

Notes

SUBSCRIPTIONS

Website address or App

Subscription length

Amount of subscription

Other people who have access

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Website address or App

Subscription length

Amount of subscription

Other people who have access

Notes

Website address or App

Subscription length

Amount of subscription

Other people who have access

Notes

# BRAIN VAULT

Page 7

PASSWORDS

Website

Login

Password

Website

Login

Password

Website

Login

Password

Website

Login

Password

Website

Login

Password

PASSWORDS

Website

Login

Password

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Login

Password



Notes

Lined area for additional comments on a teal background.

BRAIN VAULT Page 8

Notes

Lined area for notes on a light grey background.

Notes

Lined area for notes on a teal background.

Notes

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