



PREPARE FOR SETBACKS

Key documents organiser

Create clear folders and a backup. This page starts you – it is not your filing cabinet.

Create these folders

• CHECKLIST

- ☐ Registration / identity
- ☐ Tax / SARS
- ☐ Banking / proof of payment
- ☐ Contracts / quotes / invoices
- ☐ Insurance / assets
- ☐ Licences / permits (if any)
- ☐ Staff / helpers (if any)

WHERE THE FOLDERS LIVE + WHERE THE BACKUP LIVES

TRUSTED PERSON WHO KNOWS WHERE EMERGENCY DOCUMENTS ARE

• NOTE

Document needs vary by business type. This is an organising guide, not legal advice.

Filing sprint

FIRST FOLDER TO
FINISH

TARGET DATE
