PROTECT THE BUSINESS

Asset register template

Name _____ Business _____ Date _____

You will finish with

A register of the 3 assets you cannot trade without, with proof, replacement cost, and the first missing proof to collect.

An **asset** is something the business owns or uses to earn money: tools, stock, a vehicle, a phone, a card machine, records. An **asset register** is a list of your important assets, with proof and what it would cost to replace them.

1. Find your 3 critical assets

Walk through a normal day, from the first customer to getting paid. Write each thing you use. Tick the columns that are true. The 3 assets with the most ticks are your **critical assets**.

What I use to earn

Asset (e.g. hair clippers)	Used every day	Work stops without it	Slow or costly to replace

TIP

Price is not the test

A cheap phone with your orders and banking app can matter more than an expensive machine you seldom use.

2. Record your 3 critical assets

Replacement cost means what it would cost to buy the same thing again today, not what you paid. Check a shop or online price.

My asset register

Asset	Serial number or ID (e.g. SN 4471-B)	Proof I have (receipt, photo, invoice)	Kept where, who has access	Replacement cost today (R)	Insured? (Yes / No / Not sure)
1.					
2.					
3.					
Total					

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Asset 1 + Asset 2 + Asset 3 = Total replacement cost: R _____

This total is the money you would need if all 3 were lost on one day.

3. Fill the gaps

Look at your register. Tick what is missing.

- **CHECKLIST**
  - ☐ Serial number not written down
  - ☐ No receipt or invoice
  - ☐ No photo of the asset
  - ☐ Proof kept only on the phone that could be lost

Keep proof safe

1. Photograph receipts and serial numbers.
2. Save copies in a second place, e.g. email them to yourself or save them in cloud storage.

Next step

Missing proof I will collect first (asset and what) _____

By when _____

When to redo this

Add a line each time you buy an important tool, device or vehicle. Once a year, update the replacement costs, because prices go up.

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