

## **CAMBRIDGE LEGACY SECURITIES, LLC BUSINESS CONTINUITY PLAN**

Cambridge Legacy Securities, LLC (CLS) has developed a Business Continuity Plan on how we will respond to events that significantly disrupt our business. Since the timing and impact of disasters and disruptions is unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing you with this information on our business continuity plan.

**Contacting Us** – If after a significant business disruption you cannot contact us as you usually do at 972-267-8181 you should call our alternative number 972-535-1998 for Tom Fincher, CCO, or 281-851-0082 for Brian Koeppe, Principal or go to our web site at [www.clgsite.com](http://www.clgsite.com).

If you cannot access us through either of those means, you should contact our clearing firm. To contact Pershing LLC call customer service at 201.413.3635 for recorded instructions or in person at 213-424-6100, ext. 500, [www.pershing.com](http://www.pershing.com).

Customers of the firm who do not hold their funds at the clearing firms will be able to access their funds by contacting the mutual fund, variable annuity, insurance company or investment company where the funds are held. In the event a customer cannot reach the firm, the customer can secure this contact information from the most recent statements or account information they have received from the fund or investment company.

**Our Business Continuity Plan:** We plan to quickly recover and resume business operations after a significant business disruption and respond by safeguarding our employees and property, making a financial and operational assessment, protecting the firm's books and records, and allowing our customers to transact business. In short, our business continuity plan is designed to permit our firm to resume operations as quickly as possible, given the scope and severity of the significant business disruption.

**Our business continuity plan addresses:** Data back up and recovery; all mission critical systems; financial and operational assessments; alternative communications with customers, employees, and regulators; alternate physical location of employees; critical supplier, contractor, bank and counter-party impact; regulatory reporting; and assuring our customers prompt access to their funds and securities if we are unable to continue our business.

Our clearing firms back up their important records in a geographically separate area. While every emergency situation poses unique problems based on external factors, such as time of day and the severity of the disruption, we have been advised by our clearing firm that its objective is to restore its own operations and be able to complete existing transactions and accept new transactions and payments *within the same business day*. Your orders and requests for funds and securities could be delayed during this period.

**Varying Disruptions:** Significant business disruptions can vary in their scope, such as only our firm, a single building housing our firm, the business district where our firm is located, the city where we are located, or the whole region. Within each of these areas, the severity of the disruption can also vary from minimal to severe. In a disruption to only our firm or a building housing our firm, we will transfer our operations to a local site when needed and expect to recover and resume business **within the same business day**. In a disruption affecting our business district, city, or region, we will transfer our operations to a site outside of the affected area, and recover and resume business *within three business days*.

In either situation, we plan to continue in business, transfer operations to our clearing firm if necessary, and notify you through our web site [www.clgsite.com](http://www.clgsite.com) or our customer emergency numbers, 972- 535-1998 or 281-851-0082 on how to contact us. If the significant business disruption is so severe that it prevents us from remaining in business, we will assure our customer's prompt access to their funds and securities.

**For more information:** If you have questions about our business continuity planning, you can contact Tom Fincher at 972.267.8181 or by email at [tom.fischer@clgsite.com](mailto:tom.fischer@clgsite.com).