

# **Business Continuity Plan Disclosure Statement**

## **Industrial and Commercial Bank of China Financial Services LLC**

The Firm is committed to safeguarding the interests of our clients and customers in the event of an emergency or significant business disruption (“SBD”). The Company has developed a Business Continuity Plan (“BCP”) to respond to events that significantly disrupt our business. Since the timing and impact of disasters and disruptions are unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing you with the following information regarding our BCP.

### **Contacting Us**

If after a significant business disruption, if you cannot contact us via the normal processes, you should go to our web site at [www.icbcfs.com](http://www.icbcfs.com) for information or contact the Firm at our alternate number 212-993-7300 or via email at [info@icbkfs.com](mailto:info@icbkfs.com).

### **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 backup 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.

## **Varying Disruptions**

SBDs can vary in scope, such as industry wide, only our firm, a single building housing our firm, the business district where our firm is located or industry wide, 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 either situation, we plan to continue our business operations or transfer operations to our clearing firm(s) if necessary, and notify you through our web site at [www.icbcfs.com/distaster-recovery/](http://www.icbcfs.com/distaster-recovery/) or our customer emergency number (212) 993-7300 or [info@icbkfs.com](mailto:info@icbkfs.com)

## **Disclaimers**

Industrial and Commercial Bank of China Financial Services LLC's BCP is designed to be prepared for SBDs and to resume our business operations as quickly as possible if an event does occur. The information contained within is a summary of that plan. Because of the confidential nature of the plan, it is not possible to distribute the entire plan to clients, customers, or other external entities.

Recovery-time objectives provide concrete goals to plan for and test against. They are not, however, fixed deadlines that will be met in every emergency, also various external factors surrounding a disruption, such as time of day, scope of disruption, and status of critical infrastructure—particularly telecommunications—can affect actual recovery times.

The Business Continuity Plan Disclosure is subject to change without notice. We may modify this disclosure at any time with such modifications becoming effective upon posting to our web site.