

# Alpaca Business Continuity Plan Summary

## Summary Business Continuity Plan Disclosure

### Overview

**ALPACA Securities, LLC** (“ALPACA”; “the Firm”) has created and implemented a Business Continuity Plan (“BCP”) in an effort to mitigate the effects related to unforeseen business interruptions. The BCP is designed to enable the Firm to continue or resume trading operations as soon as possible in the event of an emergency or significant business disruption (“SBD”).

### Communications and Locations of Employees During a Disruption

In the event of an SBD, ALPACA can communicate with its employees in several different ways. The Firm continuously uses telephone, email, web dashboards, and electronic messaging systems, which would continue to be used in the event of an SBD. If one or more of the applications is unavailable, other methods can be used. Recovery of all applications is expected to range from immediate to 24 hours.

### Communications with Customers

ALPACA is currently able to communicate with its customers using the telephone, email, and US Mail. In the event of an SBD, ALPACA will assess which means of communication are still available and use the means closest in speed to the means used in the past. Additionally, if all traditional means of communication are not available, ALPACA will post emergency contact information and instructions on an alternative web site, such as that of its parent's social media site(s) - regarding access to ALPACA.

### Books & Records

ALPACA maintains its records primarily as electronic records on cloud based storage. Certain hard-copy books and records are at its Main Office and backed up electronically on cloud based storage. If records are lost as the result of a business disruption or for any other reason, ALPACA has the means to physically recover data from electronic back-up locations.

### Vendors and Counter parties

ALPACA's BCP may need to rely upon the recovery and restoration of services provided by various critical business constituents at both its primary and alternate business locations. ALPACA has considered the extent to which the Firm may be able to depend upon these business relationships during an SBD as a part of its decision to do business with the constituent. Where possible the Firm has engaged and/or vetted alternate arrangements in order to avoid business disruptions in the case of a business constituent not being able to provide needed goods or services in an emergency.

### Disclosure

ALPACA's BCP is designed to address the continued operation of the Firm in the event of an emergency situation or SBD. However, all risks of business interruption cannot be eliminated and ALPACA cannot guarantee that systems will always be available or recoverable following an SBD. Furthermore, ALPACA has no control over and must rely upon the disaster recovery plans of its various critical business constituents and vendors. In the event that material changes are made to this BCP, ALPACA will send an updated copy to all of its clients.

The information contained in this disclosure is provided by ALPACA for informational purposes only, and nothing contained herein shall be construed to amend, supplement or otherwise modify any of the terms and conditions set forth in any customer agreement between you and ALPACA.