

## BCP Disclosure Statement for Introducing Firms with a Clearing Arrangement



### **Business Continuity Planning**

Compass Securities Corporation (CSC) 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 781-535-6083 or [Principals@compasssecurities.com](mailto:Principals@compasssecurities.com), you should call our alternative number 617-435-3966 or go to our website at [www.CompassSecurities.com](http://www.CompassSecurities.com). If you cannot access us through either of those means, you should contact the firm where your assets are custodied for instructions on how it may provide prompt access to funds and securities, enter orders and process other trade-related, cash and security transfer transactions for your customers.

Firm Name	Phone number	Web address
SEI (managed accounts)	800-734-1003	<a href="https://www.porfolioaccess.com/">https://www.porfolioaccess.com/</a>
FOLIOfn (managed accounts)	888-485-3456	<a href="http://www.folioinstitutional.com">www.folioinstitutional.com</a>
Alerus Retirement Solutions	800-795-2697	<a href="https://www2.alerusfinancial.com">https://www2.alerusfinancial.com</a>
Fidelity Advisor	800-544-6666	<a href="https://www.fidelity.com">https://www.fidelity.com</a>
Northeast Retirement Services	781-938-6559	<a href="https://www.your-retirement.com">https://www.your-retirement.com</a>
Paychex Retirement Solutions	877-283-9520	<a href="https://online.paychex.com">https://online.paychex.com</a>
Verisight, Inc.	925-328-4425	<a href="http://www.verisightgroup.com">www.verisightgroup.com</a>

**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** – 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 4 hours. 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 1 business day.

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.compasssecurities.com](http://www.compasssecurities.com) or our customer emergency number, 617-435-3966 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 us at 781-535-6083 or Principals@CompassSecurities.com