

Astor Ridge N.A. LLP
Business Continuity Plan Notification

Business Continuity Plan Disclosure

Astor Ridge N.A. LLP (“Astor Ridge”) has developed a Business Continuity Plan (“BCP”) to address how our firm will respond to events that significantly disrupt our business.

A. Business Continuity Plan

Since the timing and impact of disasters and disruptions are unpredictable, our firm has an obligation to prepare for unforeseen events as they occur. Our BCP is designed to permit our firm to resume operations in a reasonable amount of time at a secure, remote location given the scope and severity of a major event.

B. Varying Disruptions

If a business disruption affects only our firm or a specific building within our firm, we will transfer our operations to a local worksite and/or have our staff operate from their residences. In a disruption affecting our business district, city, or region, we will transfer our operations to an alternate worksite outside of the affected area. In either situation, we plan to continue conducting business and notify our clients on how to contact us through a voice message when our main phone number is called.

In order to accommodate our recovery time objective, telephone service will continue at the alternate worksite and normal work processes will resume at the alternate worksite. Recovery times may vary depending on the nature and severity of the disruption; however, our recovery time objective for mission critical operations is 0-72 hours. If the significant business disruption is so severe that it prevents us from conducting business, we will update our voice message.

C. Contacting Us

At a minimum, Astor Ridge’s business continuity plan is reviewed and updated on an annual basis. Additionally, our primary internal and external application providers periodically conduct testing of their own back-up capabilities to ensure that, in the event of an emergency or significant business disruption, they will be able to provide us with the critical information and applications necessary to continue or promptly resume our business. Our business continuity plan is designed to allow us to continue to provide the quality service you have come to expect from Astor Ridge.

Please contact us if you have any questions:

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