

# Actavest

## Business Continuity Notice

Actavest 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. The Plan addresses the following areas:

1. The protection, backup, and recovery of books and records.
2. Alternate means of communications with customers, key personnel, employees, vendors, service providers (including third-party custodians), and regulators, including, but not limited to, providing notice of a significant business interruption or the death or unavailability of key personnel or other disruptions or cessation of business activities.
3. Office relocation in the event of temporary or permanent loss of a principal place of business.
4. Assignment of duties to qualified responsible persons in the event of the death or unavailability of key personnel.
5. Otherwise minimizing service disruptions and client harm that could result from a sudden significant business interruption.

The plan takes into consideration the fact that we are a sole proprietorship with key personnel risk. In the event that we are unable to continue our business, we will assure customers prompt access to their funds and securities

### **Contacting Us**

If after a significant business disruption you cannot contact us as you usually do at 310-303-9747 or jonathan@actavest.com, you should call our alternative number [firm emergency number] or go to our website at actavest.com. If you cannot access us through either of those means, you should contact our clearing firm, Interactive Brokers at (877) 442-2757 Toll free or (312) 542-6901 direct dial for instructions on how you receive prompt access to funds and securities, if needed.