



BUSINESS CONTINUITY PLAN SUMMARY

Courtlandt 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 (949) 251-6901, you should call our customer emergency number: 800-994-3604. In addition, securities brokerage customers may contact the custodians directly as indicated on their respective account statement and for instructions on how they may provide prompt access to funds and securities, enter orders and process other trade-related, cash, and security transfer transactions relating to CSC or CWM brokerage accounts. Customers invested directly at mutual fund, annuity, insurance, real estate companies, and/or, third party retirement plan custodians should refer to their investment specific account statement for contact information.

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.

Our brokerage custodial relations, TD Ameritrade and Charles Schwab, backs up our important records in a geographically separate area. While every emergency situation poses unique problems based on external factors, such as time of day and the severity of the disruption, we have been advised that it is their objective to restore its own operations and be able to complete existing transactions and accept new transactions and payments immediately. Your orders and requests for funds and securities may be delayed.

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 24-72 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 24 hours. In either situation, we plan to continue in business, transfer operations to our clearing firm if necessary, and notify you through our customer emergency number, (800)-994-3604, on 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 further questions about our business continuity planning, you can contact us at (949) 251-6901. This form will remain available on the company website at www.courtlandtgroup.com. Additionally, you may request a copy by calling 800-994-7094 or by writing to the address below.

Courtlandt Securities Corporation
Attn: Compliance Department
P.O. Box 11929
Newport Beach, CA 92658
949-251-6901 (Phone)
949-251-6911 (Fax)