



## **BUSINESS CONTINUITY & DISASTER RECOVERY PLAN DISCLOSURE DECEMBER 2021**

### **BUSINESS CONTINUITY PLAN PURPOSE AND SCOPE**

In compliance with FINRA Rule 4370(e), C2M Securities, LLC ("C2M" or the "Firm") is disclosing to you this summary of our Business Continuity Plan ("BCP"). The Firm has a BCP to assess and manage the effects of a significant business disruption on its business operations and to provide continuity of critical business functions.

Significant business disruptions can vary in scope and type. For example, the disruption could affect only our Firm, a single building that houses our Firm, the business district within which we operate, the city in which we are located, or the entire region. Within each of these areas, the severity of disruption can vary from minimal to severe. Additionally the disruption can be physical, internal or cyber-related.

C2M considers the monitoring of the BCP to be an ongoing process that requires regular review and assessment of various risks and appropriate responses. As a result, the BCP is continually reviewed and tested to ensure effectiveness.

- (1) Procedures to back-up (duplicate and preserve) data in locations remote from our offices;
- (2) Facilities and procedures that permit us to replicate, supplement, and replace all mission-critical systems;
- (3) Procedures and facilities for alternative means of communications with customers and alternative locations and systems through which to conduct our business; and
- (4) Procedures to remain in contact with critical vendors, suppliers, regulators and business partners and counterparties.

### **CONTACTING OUR CLIENTS**

In the event of a significant business disruption, our employees will notify our clients by any means available, including telephone, e-mail, mobile phone or postings to our website. Our employees have been advised on procedures and will be able to assist clients during a time of disruption.

### **DATA BACK-UP AND RECOVERY (HARD COPY AND ELECTRONIC)**

Our firm maintains its primary hard copy books and records and its electronic records at the Firm's main office located at 7315 Three Chopt Road, Richmond, VA 23226. The Chief Executive Officer is responsible for the maintenance of these books and records.

In addition, C2M utilizes cloud backup services provided by Box Solution, which is a FINRA and SEC certified backup service.

### **FOR MORE INFORMATION**

Should you require additional information about C2M's business continuity arrangements, please feel free to contact:

[info@capital2market.com](mailto:info@capital2market.com)  
877-787-7017