

## **Business Continuity Plan Disclosure Statement**

Burnham Sterling Securities LLC recognizes that significant disruptive incidents can interrupt its normal business operations, which are highly dependent upon its automated systems and processes creating risks that need to be mitigated. Burnham Sterling Securities LLC further recognizes that it must recover from disruptive incidents as quickly as possible and that this necessity to ensure a speedy restoration of services requires a significant level of advance planning and preparation.

Burnham Sterling Securities LLC Business Continuity Plan (BCP) has been prepared to assist its management and staff in handling a serious disruptive crisis in a controlled and structured manner. The BCP contains information on emergency contact details, strategies to mitigate impact, procedures to be implemented and communication processes to be followed in response to a serious disruptive event. Major points addressed in the BCP are detailed below:

- A major disruption to our headquarters facilities would result in a relocation of key personnel to an alternate location, where equipment and communication infrastructure is available for them to continue the business of the firm.
  - Our back office electronic storage is provided to us by EVault, Inc. The company has its headquarters located in California. We currently use a single server that is provided continuous backup by EVault, Inc.
  - Our email archiving service is provided by Global Relay Communications Inc. of New York City. The company provides email archiving of all the emails emanating from and received at the Burnham Sterling Securities LLC email addresses.

Both the third-party vendors have given a written undertaking to operate under the guidelines established under SEC rule 17a-4.

- We have procedures in place to redirect our primary telephone number to another location, so that, in the event of personnel relocation, our customers, vendors and employees can continue to contact us, without having to be notified in advance of different telephone numbers.

If an event was to materially affect Burnham Sterling Securities LLC operations, the BCP would allow our registered representatives to communicate with you, our clients, as well as with Burnham Sterling Securities LLC support personnel. If clients are, for any reason, unable to contact their registered representative during a disruptive incident, they may email [info@burnhamsterling.com](mailto:info@burnhamsterling.com) for support.

While Burnham Sterling Securities LLC believes the above statements to be a fair and accurate representation of its BCP, it may, from time to time, amend or revise the plan as necessary to support current business requirements.