
Business Continuity Plan

Summary for Consumers



Common Purpose. Uncommon Commitment.

CUNA Brokerage Services, Inc. (CBSI) has developed a Business Continuity Plan (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 be flexible in responding to events as they occur. The Plan complies with regulatory rules and requirements set by the Financial Industry Regulatory Authority (FINRA) Rule 4370. Following is a summary of our business continuity plan.

The Plan anticipates two kinds of Significant Business Disruptions (SBDs), internal and external. Internal SBDs affect only our firm's ability to communicate and do business, such as a fire in our building. External SBDs prevent the operation of the securities markets or several firms, such as a terrorist attack, or a wide-scale, regional disruption. Our response to an external SBD relies more heavily on other organizations and systems that maintain their own business continuity plans. We will rely on the capabilities of our clearing firm Pershing LLC, and other product providers with whom we have agreements. Our firm does not maintain custody of clients' funds or securities, they are maintained at our clearing firm or other product providers.

In the event of an SBD, either external or internal, CBSI shall begin immediately communicating pertinent information with our clients, employees, critical business partners, critical banks, critical counter-parties, and regulators. The communication options we will employ may include but are not limited to: our website, telephone voice mail, secure email, and US postal mail service.

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 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 suppliers, contractors, 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. All mission-critical systems are backed up and a copy is stored offsite. In the event of an SBD, these backups will be obtained and restored as necessary.

The unpredictable nature of disasters precludes absolute preparedness for any plan. Certain situations may arise that affect outside entities upon which we rely for some service or collaboration. It is possible for circumstances to arise outside of what has been defined within the Plan.

For more information – *This plan is subject to modification, without notice. An updated summary will be promptly posted on our website and customers may alternatively obtain updated summaries by requesting a written copy by mail at 2000 Heritage Way, Waverly, Iowa 50677.*