

## **Business Continuity Plan VIPB Asset Management**

VIPB Asset Management Company Limited (“VIPB AMC”) has developed a Business Continuity Plan for how it will respond to events that significantly disrupt its 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, you should call the company that issues your account statements directly or check our website at <http://www.vipbamc.com/> or visit our Facebook page “VIPB Asset Management”.

**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 properties, making a financial and operational assessment, protecting VIPB AMC’s books and records, and allowing our customers to transact business. In short, our Business Continuity Plan is designed to permit us to resume operations as quickly as possible, given the scope and severity of the disruption. Our Business Continuity Plan addresses: data backup and recovery, financial and operational assessments; alternative communications with customers, employees and regulators; alternate physical location for employees; regulatory reporting, and assuring our customers prompt access to their funds and assets if we are unable to continue our business.

In a disruption to only a building where our office is located, we will transfer our operations to a local site when needed, and we expect to recover and resume business within 3-5 business days. 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 7-10 business days. In either situation, we plan to continue in business and will notify you through email, social media or our website, and will provide information on how to contact us. If the disruption is so severe that it prevents us from remaining in business, we will assure our customers’ prompt access to their funds and securities.

You may contact us at-

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