

CL King & Associates, Inc.
Business Continuity Plan Disclosure
November 1, 2024

CL King & Associates (“CL King” or the “Firm”) has developed a Business Continuity Plan (“BCP”) addressing 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 reach us by normal means, you should call our main number at (518) 431-3555 or go to our website at <https://www.clking.com>. If you cannot reach us through either of those means, you should contact our clearing firm, RBC Clearing & Custody, at (312) 371-2811 or by visiting their website at <https://www.rbcclearingandcustody.com/en-us/legal/business-continuity-plan> for instructions on how it may process limited security transactions, transfers, and cash disbursements during business disruptions.

The CL King BCP is intended to ensure the uninterrupted operations of the Firm’s business and/or restoration of the Firm’s operations in the most efficient and timely manner in case of a significant business disruption. The plan is designed to address the following key areas:

- Financial and operational requirements
- Alternate physical location of employees
- Critical business constituent, bank, and counter-party impact
- Communications with customers, employees, and regulators
- Data back-up and recovery
- Support for mission critical systems
- Regulatory reporting
- Assuring customers prompt access to funds and securities in the event the Firm is not able to continue its business

The BCP is reviewed annually and in the event of material changes in the Firm’s business, operational, IT, financial and physical environment.

Our 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 a number of securities firms, such as a terrorist attack, a city flood, or a wide-scale, regional disruption. Our response to an external SBD relies more heavily on other organizations and systems, especially on the capabilities of our clearing firm.

An SBD can be caused by any accidental, natural, or human-caused event which threatens to or does disrupt normal operations for sufficient time to significantly affect the Firm’s ability to continue business. The scope of a disruption can be local, affecting the main or branch offices or a major application system, or regional or industry-wide, affecting the securities markets in part or as a whole. The Firm’s response to a disruption will depend upon the scope and estimated timeframe of restoration.

CL King’s policy is to respond to an SBD by safeguarding employees’ and Firm property, making a financial and operational assessment, quickly recovering and resuming operations, protecting all of the Firm’s books and records, and allowing our customers to transact business.

Alternative Physical Location(s) of Employees

In the event of an SBD, we will continue operation at an alternate working location. Alternate locations will be determined by Firm management based on the type and severity of business interruption. Alternative locations may include having personnel work remotely from home or placing personnel in one or more branch offices.

Critical Business Constituent, Bank and Counter-Party Impact

Contact information for all critical business partners, banks, and counterparties are listed in the appendices to this BCP. In the event of an SBD, we will use the most expedient method to communicate with these parties. We will always keep all parties updated with the status of the disruption to the extent appropriate.

All critical business partners, banks, and counterparties maintain business continuity plans of their own in the event of a significant disruption to their businesses.

The BCP provides for maintenance of phone, e-mail, and internet service in the event of a disruption. Communications with critical business partners, banks, and counterparties will continue from alternate locations.

Communications with Customers, Employees and Regulators

In the event of an SBD, we will use the most expedient method to communicate with our customers, employees, and regulators. We will always keep all parties updated as to the status of the disruption to the extent appropriate.

Data Back-Up and Recovery (Hard Copy and Electronic)

CL King maintains a copy of all relevant documents either on site, at our email retention vendor, Proofpoint, or in our offsite storage facility, Vital Records Control, in Ballston Spa, New York. Access to records through our email retention vendor and in our offsite storage facility is available at any given time, so records can be recovered in the event of an SBD. Business critical applications and data are resident in the Microsoft Azure Cloud. Email and servers are backed up daily. Data files are backed up several times per day.

Mission Critical Systems

CL King's mission critical systems are those that ensure prompt and accurate processing of securities transactions and the maintenance of customer accounts. These systems and their associated data are either maintained by an outside vendor in their own secure environment or, to the extent data is stored in the Firm's Microsoft Azure Cloud environment, data files, including this BCP, are backed up several times per day.