

## **Mid Atlantic Trust Company and Mid Atlantic Clearing and Settlement Corp Business Continuity Plan Disclosure**

Mid Atlantic Trust Company and Mid Atlantic Clearing and Settlement Corporation have developed a business continuity plan describing our response to events that significantly disrupt our business. Since the timing and impact of disasters and disruptions is unpredictable, we must 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** – You should first call our corporate offices at 412-391-7077, or go to our website at [www.macg.com](http://www.macg.com) as normal. If after a significant business disruption at our corporate offices, we will activate a conference bridge number for you to reach us. Please contact us at 412-745-7799 only if the corporate office phones are not working.

**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 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 business continuity plan addresses: data back-up and recovery; all mission critical systems; financial and operational assessments; alternative communications with customers, employees, and regulators; alternate physical location of employees; critical supplier, contractor, bank and counter-party impact; regulatory reporting; and assuring our customers prompt access to their funds and securities during a period of business disruption.

**Varying Disruptions** – Significant business disruptions can vary in their scope, such as only our firm, a single building housing our firm, the business district where our firm is located, the city where we are located, or the whole region. Within each of these areas, the severity of the disruption can also vary from minimal to severe. Regardless of the nature and significance of the disruption, we will immediately transfer critical operations to a remote site and attempt to resume those operations as quickly as possible. Once critical operations are secure, we will attempt to resume full operations within 1 to 2 business days. We plan to continue in business, and notify you through our web site [www.macg.com](http://www.macg.com), our conference bridge line, or other established media. If the significant business disruption is so severe that it prevents us from remaining in business, we will assure our customer’s prompt access to their funds and securities.

**For more information** – If you have questions about our business continuity planning, or to receive a copy

Of this disclosure by mail, please contact us at 1251 Waterfront Place, Suite 510, Pittsburgh, PA 15222 or [info@macg.com](mailto:info@macg.com).