

**Matco Financial Inc. Business Continuity Planning**

Matco Financial Inc. (the “Firm”) has developed a Business Continuity Plan (“BCP”) that outlines how we will respond 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 BCP.

**Contacting Us** — If, after a significant business disruption you cannot contact us at (403) 539-5740 or via email at [info@matcofinancial.com](mailto:info@matcofinancial.com), you can contact the following individuals:

1. Lindsay Bryant, Manager, Client Service & Operations – mobile: 403-710-9234
2. Jason Vincent, President & COO – mobile: 403-680-9964

If you are unable to reach either of these individuals and you need access to your account and/or funds/securities, you should directly contact the custodian(s) which hold your assets. Your monthly statement will detail the custodian holding your assets. Below are the Relationship Managers for each custodian.

**RBC Investor & Treasury Services**

Shiroma Wickremasinghe

[P] 416-955-6671

[E] [shiroma.wickremasinghe@rbc.com](mailto:shiroma.wickremasinghe@rbc.com)**National Bank Correspondent Network**

Calin Neagu

[P] 1-844-451-3505 option 1, ext 78860

[E] [calin.neagu@nbc.com](mailto:calin.neagu@nbc.com)**Aviso Wealth**

Lise Franklin

[P] 604-317-7038

[E] [lfranklin@aviso.ca](mailto:lfranklin@aviso.ca)**Fidelity Clearing Canada**

Relationship Manager

[P] 416-216-2698

[E] [fcc.client.experienc@fidelity.ca](mailto:fcc.client.experienc@fidelity.ca)**RBC Recordkeeping**

Zipporah Malemo

[P] 416-955-5335

[E] [Zipporah.malemo@rbc.com](mailto:Zipporah.malemo@rbc.com)

**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 our own property, protecting the firm’s books and records and assisting our investors in contacting the custodian(s) holding their assets. Our BCP is designed to allow our firm to resume operations as quickly as possible, given the scope and severity of the significant business disruption.

Our BCP addresses data backup and recovery, access to critical systems, financial and operational assessments, alternative communications with investors, employees, and regulators, alternate physical office location, critical suppliers, contractors, bank and counter-party impact, regulatory reporting and ensuring our clients have access to their investments.

**Varying Disruptions** — Significant business disruptions can vary in their scope, such as disruptions which impact only our firm, our office building, the city of Calgary or the province of Alberta. Within each of these areas, the severity of the disruption can vary from minimal to severe. In a disruption which impacts only our firm or our office building, we will transfer our operations to an alternate office location when needed and expect to recover and resume business generally within 24 hours. In a disruption affecting our city or province, we will recover and resume business generally within 24-48 hours. However, depending on the extent of the affected area, we may be unable to do so. In any situation, to the extent possible, we plan to continue business and notify you by telephone or email with further information on how to contact us. In the highly unlikely event the significant business disruption is so severe that it prevents us from remaining in business, to the extent possible, we will assist you in making sure that you have the appropriate contact information for your investments.

**For more information** — If you have questions about our Business Continuity Plan, you can contact us at (403) 539-5740.