



SHAJARPAK  
SECURITIES

SHAJARPAK SECURITIES (PVT) LIMITED  
TREC Holder, Pakistan Stock Exchange Limited

Contingency Plan

## **Disaster Recovery/ Contingency Plan**

### **Introduction**

Information Technology (IT) and automated information systems are vital elements in most business processes. Because these IT resources are so essential to an organization's success, it is critical that the services provided by these systems be able to operate effectively without excessive interruption. Contingency planning supports this requirement by establishing thorough plans, procedures and technical measures to enable a system to be recovered quickly and effectively following a service disruption or disaster.

Contingency planning generally includes one or more of the approaches to restore disrupted IT services:

Restoring IT operations at an alternate location

Recovering IT operations using alternate equipment

Performing some or all of the affected business processes

### **Corporate Technology**

All **Shajarpak Securities (Private) Limited** businesses are dependent upon financial and non-financial information and must be able to access that information at any time. Since the Network facility is the major information repository for **Shajarpak Securities (Private) Limited**, Network facility environments and their Telecommunications must be protected.

This Contingency plan has been drawn to cover those functions critical to business and comprises of all the procedures and actions to be taken in case of contingency situations being invoked. These procedures and scenarios are discussed in the following sections with appropriate contingency authorizers mentioned in succession, impact analysis in case of different scenarios with appropriate staff responsibilities mentioned, action plans and references mentioned in case the scenarios refer to another procedure or section.

### **The Contingency Plan is to be activated if one or more of the following criteria are met:**

Any high priority resource will be unavailable

The resource is damaged and not functioning properly

Other criteria, as appropriate.



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**PROCEDURE TO EXECUTE / CANCEL PENDING ORDERS DURING SYSTEM FAILURE:**

In case of IBTS System failure due to any reason, Investor can call and talk to the KATS operator of the Broker to get update regarding his/her lined up orders, can give instructions to KATS Operator to cancel orders or to line up further orders on his/her behalf or any amendment thereof:

**On Site Storage**

All backups are stored on-site. Using Two different ways to take on-site backup 1) By taking backup in secondary database machine 2) Back Up on Secondary Storage Device

**Off Site Storage**

All backups are stored off-site. An accurate inventory is maintained and documented in the business continuity plan. Inventory lists need to be checked and kept up-to-date. Homes of staff are not acceptable off-site storage locations and will not be used for maintaining PC diskettes, hard drives, CDs, USBs or any other type of vital record.

**Disaster Terminal**

At alternate location Disaster Terminal (which provided by the PSX) is installed and ready to facilitate our clients in case of any Disaster. The alternate location address is written below:

4<sup>th</sup> Floor Alfalah Building, the Mall, Lahore Contact No.0323-8886944