

# Griffinest Asia Securities, LLC

## Business Continuity Plan (BCP) 2021

This is the Business Continuity Plan (“BCP”) for Griffinest Asia Securities, LLC (the “firm”).

### **I. Emergency Contact Persons**

Our firm’s emergency contact persons are:

ChungPing Li

Email: cli@griffinasia.com  
Primary Phone: 626-243-4633  
Primary Fax: 626-792-3380  
Alternate Email: chrislius@gmail.com  
Alternate Phone: 909-632-3881

Victor Lin

Email: vlin@griffinasia.com  
Primary Phone: 626-243-4636  
Primary Fax: 626-792-3380  
Alternate Email: victorlin2001@yahoo.com  
Alternate Phone: 626-500-6589

Katie Tai

Email: ktai@ griffinasia.com  
Primary Phone: 626-243-4638  
Primary Fax: 626-792-3380  
Alternate Email: katietai58@hotmail.com  
Alternate Phone: 626-277-6478

As always, please try our number first at 626-792-1388, or go to our web site at [www.griffinasia.com](http://www.griffinasia.com) to obtain more details in order to assist you with the problems.

The firm will provide FINRA with the contact information for the two emergency contact persons through the FINRA Contact System (FCS). Griffinest Asia Securities, LLC will promptly notify FINRA of any change in this information through FCS (but no later than 30 days following the change) and will review, and if necessary update, this information within 17 business days after the end of each calendar year.

*Rule: FINRA Rule 4370(f); FINRA Rule 4517.*

### **II. Firm Policy**

Our firm’s policy is to respond to a Significant Business Disruption (SBD) by safeguarding employees’ lives 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. In the event that we determine we are unable to continue our business, we will assure customers prompt access to their funds and securities.

#### A. Significant Business Disruptions (SBDs)

Our plan anticipates two kinds of 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 firms, such as a terrorist attack, cyber-events, a city flood, earthquakes, or a wide-scale, regional disruption.

#### B. Approval and Execution Authority

Victor Lin, CEO, a registered principal of the firm, is responsible for approving the plan and for conducting the required annual review. Katie Tai, Chief Compliance Officer has the authority to execute this BCP.

#### C. Plan Location and Access

Our firm will maintain copies of its BCP plan and the annual reviews, and the changes that have been made to it for inspection. An electronic copy of our plan is located on Katie Tai's computer, in the folder name: BCP, file name: Business Continuity Plan.

*Rule: FINRA Rule 4370(b), (d) and (e).*

### **III. Business Description**

Griffinst Asia Securities, LLC is an introducing broker, a California Limited Liability Company that engages in the business activity of General Retail Securities Business. Our firm does not perform any type of clearing function for itself or others. Furthermore, we do not hold customer funds or securities. We accept and enter orders. All transactions are sent to our clearing firm which executes our orders, compares them, allocates them, clears and settles them. Our firm services individual and institutional customers.

Our clearing firm is: Pershing LLC Address: One Pershing Plaza, Jersey City, NJ 07399, U.S.A.  
Phone Number: 1-800-443-4342 website: www.pershing.com

### **IV. Office Locations**

Our Office is located at 3452 E. Foothill Blvd., Suite 100, Pasadena, CA 91107. Its main telephone number is (626) 792-1388. Our employees may travel to that office by means of foot, car, train, and bus. We engage in order taking and entry at this location.

### **V. Alternative Physical Location(s) of Employees**

In the event of an SBD during business hours, we will safely move our staff from affected offices to their homes, where they will be reachable by their cell phones. During an SBD outside of business hours, we will instruct staff to remain at home until further notice.

*Rule: FINRA Rule 4370(c)(6).*

## **VI. Customers' Access to Funds and Securities**

Our firm does not maintain custody of customers' funds or securities, which are maintained at our clearing firm. In the event of an internal or external SBD, if telephone service is available, our registered persons will take customer orders or instructions and contact our clearing firm on their behalf.

If SIPC determines that we are unable to meet our obligations to our customers or if our liabilities exceed our assets in violation of Securities Exchange Act Rule 15c3-1, SIPC may seek to appoint a trustee to disburse our assets to customers. We will assist SIPC and the trustee by providing our books and records identifying customer accounts subject to SIPC regulation.

*Rules: FINRA Rule 4370(a); Securities Exchange Act Rule 15c3-1; see also 15 U.S.C. 78eee.*

## **VII. Data Back-Up and Recovery (Hard Copy and Electronic)**

Our firm maintains its primary hard-copy books and records and its electronic records at 3452 E. Foothill Blvd., Suite 100, Pasadena CA 91107. Katie Tai, FINOP, (626) 243- 4638, is responsible for the maintenance of these books and records. Our firm maintains the following document types and forms that are not transmitted to our clearing firm:

1. Order Tickets
2. Cash Receipt and Disbursement Blotters
3. Securities Received and Delivered Blotters

Our firm maintains back-up electronic copies of its hard-copy books and records. Katie Tai, the Chief Compliance Officer of the firm, is responsible for the maintenance of these back-up books and records, which are backed up monthly. These monthly back-up copies are stored on a portable hard drive and maintained at Katie Tai's personal residence in a locked and secure location.

In the event of an internal or external SBD that causes the loss of any hard-copy paper records, we will physically recover them from our back-up site. If our primary site is inoperable, we will continue operations from our back-up site or an alternate location. For the loss of electronic records, we will either physically recover the storage media or electronically recover data from our back-up site.

*Rule: FINRA Rule 4370(c)(1).*

## **VIII. Financial and Operational Assessments**

### **A. Operational Risk**

In the event of an SBD, we will immediately identify what means will permit us to communicate with our customers, employees, critical business constituents, critical banks, critical counter parties, and regulators. Although the effects of an SBD will determine the means of alternative communication, the communications options we will employ will include Web site, telephone voice mail, secure e-mail and/or Emergency contact Information. In addition, we will retrieve our key activity records as described in the section above, Data Back-Up and Recovery (Hard Copy and Electronic).

*Rules: FINRA Rules 4370(c)(3), (c)(4), (c)(5), (c)(7), (c)(9) & (g)(2).*

### **B. Financial and Credit Risk**

In the event of an SBD, the FINOP will determine the value and liquidity of our investments and other assets to evaluate our ability to continue to fund our operations and remain in capital compliance. The FINOP will contact our clearing firm, critical banks, and investors to apprise them of our financial status. If the FINOP determine that we may be unable to meet our obligations to those counter-parties or otherwise continue to fund our operations, we will request additional financing from our bank or other credit sources to fulfill our obligations to our customers and clients. If we cannot remedy a capital deficiency, The FINOP will file appropriate notices with our regulators and immediately take appropriate steps, including contact SIPC, take the steps necessary to assist customer in transferring their accounts to other brokers/dealers or ceasing to do business.

*Rules: FINRA Rules 4370(c)(3), (c)(8) & (g)(2).*

## **IX. Mission Critical Systems**

Our firm's "mission critical systems" are those that ensure prompt and accurate processing of securities transactions, including order taking, entry, execution, comparison, allocation, clearance and settlement of securities transactions, the maintenance of customer accounts, access to customer accounts, and the delivery of funds and securities. More specifically, these systems include: desktop computers and telephone systems.

We have primary responsibility for establishing and maintaining our business relationships with our customers and have sole responsibility for our mission critical functions of order taking and order entry (except for orders entered by customers directly into Pershing's NETXInvestor platform), the maintenance of customer accounts, access to customer accounts, and the delivery of the funds and securities. Our clearing firm provides, through contract, the execution, comparison, allocation, clearance and settlement of securities transactions.

Recovery-time objectives provide concrete goals to plan for and test against. They are not, however, hard and fast deadlines that must be met in every emergency situation, and various external factors surrounding a disruption, such as time of day, scope of disruption, and status of critical infrastructure—particularly telecommunications—can affect actual recovery times. Recovery refers to the restoration of clearing and settlement activities after a wide-scale

disruption; resumption refers to the capacity to accept and process new transactions and payments after a wide-scale disruption. Pershing's recovery time objective for business resumption, including those involving a relocation of personnel or technology is four (4) hours, depending upon the availability of external resources.

Katie Tai will periodically review our clearing firm's capabilities to perform the mission critical functions the clearing firm has contracted to perform for our firm.

#### A. Our Firm's Mission Critical Systems

##### **1. Order Taking**

Currently, our firm may receive orders from customers via telephone, fax and e-mail, although most orders are entered by customers directly into Pershing's NETXInvestor platform. During an SBD, either internal or external, we will continue to take orders via these same methods, provided they are available and reliable, and in addition, as communications permit, we will inform our customers what alternatives they have to send their orders to us should any of the standard methods become inoperable. Customers will be informed of alternatives via the firm's web site.

##### **2. Order Entry**

Currently, orders are primarily entered by customers directly into Pershing's NETXInvestor platform and secondarily by phone through the Firm, which in turn are sent to our clearing firm electronically or by phone. In the event of an internal SBD, we will enter and send records to our clearing firm by the fastest alternative means available, which include electronic and phone. In the event of an external SBD, we will maintain the order in electronic or paper format, and deliver the order to the clearing firm by the fastest means available when it resumes operations.

##### **3. Order Execution**

We do not currently execute orders for our customers. This function is provided by our clearing firm. We rely on their systems and back-ups for all order execution.

##### **4. Checks and Securities Receipt and Delivery**

Our firm may receive checks and securities directly from our customers and promptly forward them to our clearing firm for deposit. In the event of an internal or external SBD, we will instruct customers to send all checks and/or securities directly to our clearing firm.

#### B. Mission Critical Systems Provided by Our Clearing Firm

Our firm relies, by contract, on our clearing firm to provide order execution, order comparison, order allocation, delivery of funds and securities, and access to customer accounts.

*Rules: FINRA Rules 4370(c)(2) & (g)(1).*

#### **X. Alternate Communications Between the Firm and Customers, Employees, and Regulators**

## A. Customers

We now communicate with our customers using the telephone, e-mail, web site, fax, U.S. mail, and in person visits at our firm. In the event of an SBD, we will assess which means of communication are still available to us, and use the means closest in speed and form (written or oral) to the means that we have used in the past to communicate with the other party. For example, if we have communicated with a party by e-mail but the Internet is unavailable, we will call them on the telephone and follow up where a record is needed with paper copy in the U.S. mail.

Rule: FINRA Rules 4370(c)(4).

## B. Employees

We now communicate with our employees using the telephone, e-mail, and in person. In the event of an SBD, we will assess which means of communication are still available to us, and use the means closest in speed and form (written or oral) to the means that we have used in the past to communicate with the other party.

We will also employ a call tree so that senior management can reach all employees quickly during an SBD. The call tree includes all staff mobile and office phone numbers. We have identified persons, noted below, who live near each other and may reach each other in person: The person to invoke use of the call tree is/are: Katie Tai or Victor Lin

<b>Caller</b>	<b>Call Recipients</b>
Katie Tai	Victor Lin, ChungPing Li
Victor Lin	Wan Lin Liao, ShanShan Wang, Xinyi Wang, Adele Lun
ChungPing Li	Fansheng Wu, SuiSing Cheng, Yilei Wu
Xinyi Wang	Tisa Wang, Ming Yang

Rule: FINRA Rule 4370(c)(5).

## C. Regulators

We are currently member of FINRA. We communicate with our regulators using the telephone, e-mail, fax, U.S. mail, and in person. In the event of an SBD, we will assess which means of communication are still available to us, and use the means closest in speed and form (written or oral) to the means that we have used in the past to communicate with the other party.

Rule: FINRA Rule 4370(c)(9).

## **XI. Critical Business Constituents, Banks, and Counter-Parties**

### A. Business constituents

We have contacted our critical business constituents (businesses with which we have an ongoing commercial relationship in support of our operating activities, such as vendors providing us critical services), and determined the extent to which we can continue our business relationship

with them in light of the internal or external SBD. We will quickly establish alternative arrangements if a business constituent can no longer provide the needed goods or services when we need them because of a SBD to them or our firm.

Rules: FINRA Rule 4370(c)(7).

#### **B. Banks**

We have contacted our banks and lenders to determine if they can continue to provide the financing that we will need in light of the internal or external SBD. The bank maintaining our operating account is First Commercial Bank USA, 200 E. Main Street, Alhambra, CA 91801, (626) 300-6000. If our banks and other lenders are unable to provide the financing, we will seek alternative financing immediately from our Chairman, James Hsu.

Rules: FINRA Rule 4370(c)(7).

#### **C. Counter-Parties**

We have contacted our critical counter-parties, such as other broker-dealers or institutional customers, to determine if we will be able to carry out our transactions with them in light of the internal or external SBD. Where the transactions cannot be completed, we will work with our clearing firm or contact those counter-parties directly to make alternative arrangements to complete those transactions as soon as possible.

Rules: FINRA Rules 4370(c)(7).

### **XII. Regulatory Reporting**

Our firm is subject to regulation by the SEC and FINRA. We now file reports with our regulators electronically using Firm Gateway. In the event of an SBD, we will check with the SEC, FINRA, and other regulators to determine which means of filing are still available to us. In the event that we cannot contact our regulators, we will continue to file required reports using the communication means available to us.

SEC – Los Angeles Regional Office, 444 South Flower Street, Suite 900, Los Angeles, CA 90071, (323) 965-3998, e-mail: [losangeles@sec.gov](mailto:losangeles@sec.gov)

FINRA District 2 – Los Angeles 300 South Grand Avenue, Suite 1600 Los Angeles, CA 90071-3126 (213) 229-2300 Fax: (213) 617-3299

Rule: FINRA Rule 4370(c)(8).

### **XIII. Disclosure of Business Continuity Plan**

Attached is our written BCP disclosure statement to customers at account opening. We also post the disclosure statement on our website and mail it to customers upon request.

Rule: FINRA Rule 4370(e).

#### **XIV. Updates and Annual Review**

Our firm will update this plan whenever we have a material change to our operations, structure, business or location or to those of our clearing firm. In addition, our firm will review this BCP annually to modify it for any changes in our operations, structure, business, or location or those of our clearing firm.

Rule: FINRA Rule 4370(b).

#### **XV. Senior Manager Approval**

I have approved this Business Continuity Plan as reasonably designed to enable our firm to meet its obligations to customers in the event of an SBD.

Rule: FINRA Rule 4370(d).

Signed: Victor Lin

Title: CEO

Date: May 18, 2021



## Griffinest Asia Securities, LLC

### Business Continuity Planning Disclosure Statement

Griffinest Asia Securities, LLC has developed a Business Continuity Plan on 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 contact us as you usually do at 626-792-1388, you should go to our web site at [www.griffinasia.com](http://www.griffinasia.com) to find out the details. If you cannot access us through either of those means, you may contact Pershing directly to process limited trade-related transactions, cash disbursements, and security transfers. Instructions to Pershing must be in writing and transmitted via facsimile at (201)413-5368 or by postal service as follows:

Pershing LLC, P.O. Box 2065, Jersey City, New Jersey 07303-2065, U.S.A.

For additional information about how to request funds and securities, please visit the Customer Support section or call (201) 413-3635 for recorded instructions.

If you cannot access the instructions from the web site or the previously noted telephone number, you may call (213) 624-6100, extension 500, an alternate Pershing number for recorded instructions.

**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 if we are unable to continue our business.

Our clearing firm, Pershing LLC, backs up our important records in a geographically separate area. While every emergency situation poses unique problems based on external factors, such as time of day and the severity of the disruption, we have been advised by our clearing firm that its objective is to restore its own operations and be able to complete existing transactions and accept new transactions and payments within 4 hours. Your orders and requests for funds and securities could be delayed during this period.

**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. In a disruption to only our firm or a building housing our firm, we will transfer our operations to a local site when needed and expect to recover and resume business within 24 hours. 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 3 days, and notify you through our web site at [www.griffinasia.com](http://www.griffinasia.com), or by mail. 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, you can contact us at 626-792-1388, Griffinest Asia Securities, LLC, 3452 E. Foothill Blvd., Ste. 100, Pasadena, CA 91107, or email us at [ops@griffinasia.com](mailto:ops@griffinasia.com).