

# **EDGE LINE CAPITAL, LLC**

## **Business Continuity Plan (BCP)**

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**January 1, 2022**

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

Our firm's two emergency contact persons are: Damon Fisher, President, 310-442-0589, [dfisher@edgelinecapital.com](mailto:dfisher@edgelinecapital.com) and Louie Ucciferri, Chief Compliance Officer, 818-481-7641, [lucciferri@edgelinecapital.com](mailto:lucciferri@edgelinecapital.com). Mr. Fisher and Mr. Ucciferri operate out of the firm's Los Angeles office at 11726 San Vicente Boulevard, Suite 610, Los Angeles, CA. These names will be updated in the event of a material change, and our Executive Representative will review them within 17 business days of the end of each quarter.

### **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. Louie Ucciferri has the authority to execute this plan. The plan will be provided to all employees via email and will be stored at each firm's office, both electronically and in hard copy.

#### **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, 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.

#### **B. Approval and Execution Authority**

Damon Fisher, President, is responsible for approving the plan and for conducting the required annual review. Louie Ucciferri, 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 the

desktop computers of Damon Fisher, President and Louie Ucciferri, Chief Compliance Officer and in hard copy format at each of our office locations and the homes of Damon Fisher and Louie Ucciferri. Additionally, a backup electronic copy is stored online at our [www.acronis.com](http://www.acronis.com).

### **III. Business Description**

Our firm primarily conducts business in private placements. Our firm is an introducing firm and currently does not maintain a clearing agreement. Furthermore, we do not hold customer funds or securities. We do not accept and enter orders on behalf of our customers nor do we process customer funds. Our firm services only institutional customers.

### **IV. Office Locations**

#### **A. Main Office**

Our Main Office is located at 11726 San Vicente Boulevard, Suite 610, Los Angeles, CA 90049. Its main telephone number is 310-442-0595. Its fax number is 310-442-0597. Our employees may travel to that office by means of foot, car, train, bus, boat or plane. This is our main office but since we do not currently maintain a clearing agreement, we do not engage in order taking and entry at this location.

#### **Other Office Locations**

The firm maintains a non-OSJ branch office location at:

875 N. Michigan Ave, Suite 3114  
Chicago, IL 60611

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

In the event of a SBD, we will move our staff from affected offices to the home of Damon Fisher at 6133 Ramirez Canyon Road, CA 90265. Its main telephone number is 310-871-7778.

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

Our firm does not maintain custody of customers' funds or securities, which are maintained at respective third party investment firms. 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 these third party firms on their behalf. The firm will make this information available to customers through its disclosure policy.

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.

## **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 the Main Office in Los Angeles, CA. Damon Fisher, President, is responsible for the maintenance of these books and records. Our firm maintains the following document types and forms: application based transactions such as limited partnerships and private placements.

Our firm will scan all hard copy books and records and maintain an electronic copy of the hard copy books and records. The firm's electronic records, including electronic copies of hard copy books and records will be backed up daily and stored on offsite servers at [www.acronis.com](http://www.acronis.com).

In the event of an internal or external SBD that causes the loss of our paper records, we will physically recover the electronic copies of the hard copy books and records from our offsite servers at [www.acronis.com](http://www.acronis.com). 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 and electronic copies of hard copy records, we will either physically recover the storage media or electronically recover data from our back-up site, or, if our primary site is inoperable, continue operations from our back-up site or an alternate location.

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

### **A. Operational Risk**

In the event of a 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 a SBD will determine the means of alternative communication, the communications options we will employ will include telephone, voice mail, and secure e-mail, and facsimile. In addition, we will retrieve our key activity records as described in the section above, Data Back-Up and Recovery.

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

In the event of a SBD, we 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. We will contact our critical banks, and investors to apprise them of our financial status. If we 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, we will file appropriate notices with our regulators and immediately take appropriate steps, including accessing outstanding lines of credit and personal capital contributions by officers of the firm.

## **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. However, since we currently do not maintain a clearing agreement, we do not have a mission critical system.

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, entry, and execution. We rely on third party investment firms to provide the execution and the maintenance of customer assets and accounts, access to customer accounts, and the delivery of funds and securities.

We rely on third party investment firms to maintain a business continuity plan and the capacity to execute that plan.

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.

### **A. Our Firm’s Mission Critical Systems**

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

Currently, the firms order processing consists of direct applications for private placement investments with third party investment firms via in person visits by the customer. During a SBD, either internal or external, we will continue to take orders through any of these methods that are available and reliable, and in addition, as communications permit, we will inform our customers when communications become available to tell them what alternatives they have to send their orders to us. Customers will be informed of alternatives by phone or email.

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

### A. Customers

We now communicate with our customers using the telephone, e-mail, fax, U.S. mail, and in person visits at our firm or at the customer's location. In the event of a 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.

### B. Employees

We now communicate with our employees using the telephone, e-mail, fax, and in person. In the event of a 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 a SBD. The call tree includes all staff home 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 Louie Ucciferri. Mr. Ucciferri will contact each OSJ manager who in turn will maintain the responsibility to contact each registered representative that he or she supervises. Please refer to Section IV for the phone list for each office location.

### C. Regulators

We are currently members of the following SROs: FINRA. We communicate with our regulators using the telephone, e-mail, fax, U.S. mail, and in person. In the event of a 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.

## **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. The firm's main critical business providers are various third party investment firms.

## **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: 1<sup>st</sup> Century Bank, 1875 Century Park East, Los Angeles, CA 90067, 310-270-9500, contact Scott Healy. If our banks and other lenders are unable to provide the financing, we will seek alternative financing immediately from officers of the firm.

## **C. Counter-Parties**

We have contacted our critical counter-parties, such as other broker-dealers 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 contact those counter-parties directly to make alternative arrangements to complete those transactions as soon as possible.

## **XII. Regulatory Reporting**

Our firm is subject to regulation by: FINRA, Securities and Exchange Commission, and the state securities commissions of the states the firm is registered in. We now file reports with our regulators using paper copies in the U.S. mail, and electronically using fax, e-mail, and the Internet. In the event of a SBD, we will check with the SEC, FINRA, and other regulators to determine which means of filing are still available to us, and use the means closest in speed and form (written or oral) to our previous filing method. In the event that we cannot contact our regulators, we will continue to file required reports using the communication means available to us.

The following is a list of the regulatory agencies that oversee EdgeLine Capital.

### **FINRA District 2, Los Angeles**

300 South Grand Ave., Suite 1600  
Los Angeles, CA 90071  
213-613-2600

### **Securities and Exchange Commission**

Pacific Regional Office  
Michele Wein Layne, Regional Director  
444 South Flower St., Suite 900  
Los Angeles, CA 90071  
323-965-3998  
[losangeles@sec.gov](mailto:losangeles@sec.gov)

A listing of state securities agencies and contact information can be found at:

[http://www.nasaa.org/nasaa/abtnasaa/find\\_regulator.asp](http://www.nasaa.org/nasaa/abtnasaa/find_regulator.asp)

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

We provide in writing a BCP disclosure statement to customers at account-opening and annually along with our Privacy Statement and other required annual disclosures. We also mail it to customers upon request. Our disclosure statement is attached.

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

Our firm will update this plan whenever we have a material change to our operations, structure, business or location. In addition, as part of the annual review required by FINRA Rule 3010, our firm will review this BCP annually, by December 31 of each year, to modify it for any changes in our operations, structure, business, or location or those of our sub-clearing or clearing firm.

### **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 a SBD.

Signed: 

Name: Damon Fisher

Title: President

Date: January 1, 2022