Notice of Sightline Wealth Management LP’s Business Continuity Plans

At Sightline Wealth Management LP (“Sightline”), we recognize that our clients rely on our systems and services. Sightline is prepared for the unexpected – from minor disruptions to major outages. Our clients can be assured that Sightline has put in place extensive plans in an effort to safeguard and protect assets and account information in the event of a business disruption.

Sightline Wealth Management LP’s Continuity Planning Guidelines

Sightline has developed plans that provide for recovery from disaster scenarios that include (but are not limited to) the following: power outages, major water leaks, fire, severe weather, evacuation, intentional acts, data corruption and facilities failures. Our business Continuity Plans have been designed to manage business interruptions of various lengths and scope, so that Sightline can recover necessary critical functions in a timely fashion. In order to maintain the security of these plans, Sightline does not provide the specific details in this notice; however, you should be aware that the corporate disaster recovery planning includes the following:

- Identification of all mission critical systems and system backup and recovery for such systems
- A review of financial and operational risks
- Re-route calls to another office if our telephone system were to become unavailable for any reason
- Alternate communications between Sightline and its clients
- Employee safety strategies and communications
- Systems and telecommunications accessibility
- Alternate physical site location and preparedness

In the event of an outage, clients should experience minimal downtime in their ability to contact Sightline. There are pre-established, tested procedures for re-routing of our critical hotline numbers.

Below are Sightline's contact numbers. Clients with Advisors are asked to continue contacting their Advisors for queries they have on their accounts.

Sightline Wealth Management
Royal Bank Plaza, South Tower
200 Bay Street, Suite 2700, PO Box 27
Toronto, Ontario, M5J 2J1
T: 416-943-4383 (9am to 5pm EST)
Toll Free: 855-943-4383 (9am to 5pm EST)

Notification to Clients:

Procedures for notifying clients have been established for Sightline Advisors to follow in the event of an outage. Notification will include information regarding length of outage, instructions for contacting Sightline and support information (e.g. where to send faxes, issues pertaining to data transmissions and communications). Please note that Sightline's Business Continuity Plans are reviewed as necessary and at least annually, to ensure they account for technology, business, regulatory, operational, structural, and/or location changes. The plans are subject to change, and material changes will be reflected in an updated “Notice of Sightline Wealth Management LP’s Business Continuity Plans”. We may modify this notice at any time with such modifications becoming effective upon posting to our website. You may obtain a current written copy of this notice by contacting Sightline.

While no contingency plan can eliminate all risk of service interruption or temporarily impeded account access, we continually assess and update our plans in an effort to mitigate all reasonable risk.