

## **GALWAY CAPITAL, LP**

### **2015 BUSINESS CONTINUITY PLAN (BCP)**

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

Our firm's two emergency contact persons are: H.J. Miller, 713-952-0186, cell # 832-483-6350, e-mail hmliller@galwaycapital.com; and Robert Stibolt, cell # 713-295-0976, e-mail rstibolt@galwaycapital.com. These names will be updated in the event of a material change.

#### **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, and protecting all of the firm's books and records. In the event that we determine we are unable to continue our business, we will assure customers of prompt return of any sensitive or confidential records or other data.

##### **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.

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

Jeffrey R. Pendergraft, a registered principal, is responsible for approving the plan and for conducting the required annual review, and 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 Server in the Galway Capital Business Continuity Plan folder.

#### **III. Business Description**

Our firm is engaged in investment banking activities including private placements of debt and equity securities, as well as oil and gas interests. We do not receive or hold customer funds or securities.

#### **IV. Office Location**

Effective June 8, 2015, our office will be located at 3009 Post Oak Blvd., Suite 950, Houston, Texas 77056. Its main telephone number is 713-952-0186. Our employees may travel to that office by means of foot, car or public transportation systems.

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

In the event of an SBD, we will move our staff from affected office\* to 315 Park Laureate Drive, Houston, Texas 77024. Its main telephone number is 713-647-6670.

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

Our firm does not receive or maintain custody of customers' funds or securities. Therefore, the usual provisions of this section of a BCP do not apply.

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

Our firm maintains its hard copy books and records and its electronic records at our office location listed above. H.J. Miller is responsible for the maintenance of these books and records.

Our firm maintains its back-up hard copy books and records utilizing Microsoft Office 365 offsite back-up system. H.J. Miller, Managing Partner, 713-952-0186, is responsible for the maintenance of these back-up books and records. Our firm backs up its paper records by scanning them to our server.

The firm maintains our electronic records on Microsoft Office 365. The Cloud base office 365 is maintained by Microsoft and is constantly backed up a redundant to several servers.

If our primary site is inoperable, we are able to continue operations from an alternate location. For the loss of electronic records, we will either physically recover the storage media or electronically recover data from our cloud base site, or, if our primary site is inoperable, continue operations from alternate location.

## **VII. 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 our Web site, telephone voice mail and secure e-mail. In addition, we will retrieve our key activity records as described in the section above, Data Back-Up and Recovery (Hard Copy and Electronic).

### **b. Financial and Credit Risk**

In the event of an 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 banks 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 owners, bank or other credit sources to fulfill our obligations. If we cannot remedy a capital deficiency, we will file appropriate notices with our regulators.

## **VIII. Mission Critical Systems**

Our firm does not have any "mission critical systems"; therefore, the provisions that are normally contained in a BCP are not applicable.

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

### **a. Customers**

We now communicate with our customers using the telephone, e-mail, our Web site, U.S. mail, and in person visits at our firm or at the other's location. 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.

#### **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. With only three principals, such principals will communicate with each other, and then one of the principals will communicate with Molly Plant, and then she will communicate with other employees as required.

#### **C. Regulators**

We are currently members of the following SROs: FINRA and Texas State Securities Board. We communicate with our regulators using the telephone, e-mail, 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.

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

We have no critical business constituents, banks or counter-parties in the context normally described in a BCP; therefore, the usual provisions of this section are not applicable.

### **XI. Regulatory Reporting**

Our firm is subject to regulation by: the FINRA, SEC, and Texas State Securities Board. We now file reports with our regulators using paper copies in the U.S. mail, and electronically using e-mail and the Internet. 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, 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.

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

We provide in writing a BCP disclosure statement to customers at account Opening. We intend to post it on our website and will also mail it to customers upon request. Our disclosure statement is attached.

### **XIII. 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, in November or December, to modify it for any changes in our operations, structure, business, or location.

### **XIV. Senior Manager Approval**

