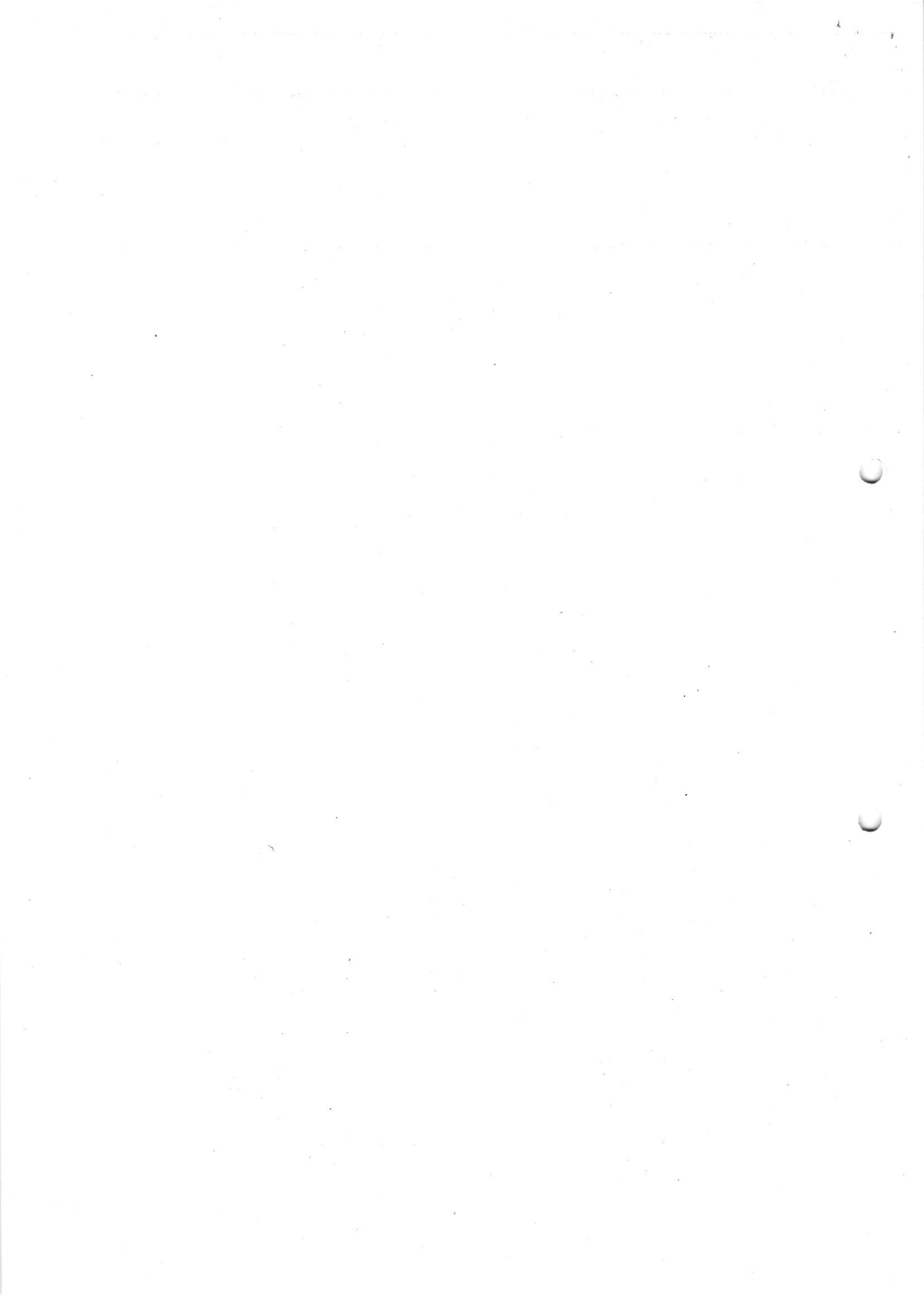


Retirement Solutions

UTI RETIREMENT SOLUTIONS LIMITED

Business Continuity Plan

(Version III - 2016)



Glossary of Terms

Term	Definition
Business Continuity Plan	This is supporting document.
Business Output	Primary business function, Key deliverable.
Business Processes	The process carried out to deliver a business output.
Business units	Branch, Branch regional office, division, department, corporate office.
Corporate service	Centralized unit based at Head office providing service to all divisions.
Critical Business Manager	Person(s) responsible for the over all management and decision-making regarding Critical Business processes for a department during an incident of major disruption.
Critical business Process	Business operations that must continue during an incident or major disruption to fulfill the UTI RSL's obligation to stakeholders.
Critical support function	Function/service that must be available during an incident or major disruption, to support the critical business processes for e.g. Operations, Finance, legal advice.
Critical resource	Resources/Supplies that must be available during an incident or major disruption to support the critical business processes and critical support functions for e.g. Power, water, office facilities and consumable supplies.
Exigency control and Recovery Team (ECRT)	<p>A team established within each department to direct operations in the event of an incident, either real or Impending, where that incident threatens to affect the staff safety or critical business operations of the business unit.</p> <p>The team will consist of CEO, CIO and CS who have authority to make decisions concerning business operations for the unit, and personnel who co-ordinate the emergency procedures for the department.</p>
Exigency Management Team (EMT)	<p>A team established to direct operations in the event of an incident either real or impending where that incident threatens to effect the critical business operations of the UTI RSL.</p> <p>The EMT will consist of senior staff from corporate office to make decision concerning business operations to coordinate damage recovery, staff affairs, communication, resources and operations.</p> <p>The Team shall consist of CEO, CIO and CS</p>
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