**Business Continuity Policy**

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| **Document Name** | **Business Continuity Policy** |
| **Version** | **0.1** |
| **Created by** | **Anjaly TA** |
| **Approved by** | **Inderjit Singh Bedi** |
| **Released on** |  |

1. **Introduction**

This policy outlines the approach to business continuity management for Xtracap Fintech India Pvt Ltd. The policy applies to all employees, contractors, and any third-party vendors who work with Xtracap Fintech.

1. **Objectives**

The objectives of this policy are to ensure that:

* Xtracap Fintech can continue to operate in the event of a disruption to its normal business operations
* Xtracap Fintech can provide an acceptable level of service to its customers during a disruption
* Xtracap Fintech can recover its normal business operations as quickly and effectively as possible after a disruption
* All employees understand their roles and responsibilities in relation to business continuity

1. **Scope**

This policy covers all areas of Xtracap Fintech's operations, including but not limited to:

* IT systems and infrastructure
* Key business processes
* Communication systems
* Office facilities
* Human resources

1. **Responsibilities**

4.1 Executive Management

Executive management is responsible for:

* Approving and reviewing the Business Continuity Plan
* Providing the necessary resources for business continuity
* Ensuring all employees are aware of their roles and responsibilities

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| **Executive Management** | | | |
| **Sl.no** | **Name** | **Role** | **Contact Details** |
| 1 | Mohammed Riaz | CEO, Xtracap Fintech | 9911176980 |
| 2 | Inderjit Sigh Bedi | Director, Xtracap Fintech | 8882213028 |
| 3 | Nitin Verma | CTO, Xtracap Fintech | 8800997950 |
| 4 | Gopi Krishna U | Director, Xtracap Fintech | 8882213065 |

4.2 Business Continuity Management Team

The Business Continuity Management Team (BCMT) is responsible for:

* Developing and maintaining the Business Continuity Plan
* Testing and reviewing the Business Continuity Plan on a regular basis
* Ensuring all employees are aware of their roles and responsibilities
* Implementing the Business Continuity Plan in the event of a disruption

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| **Business Continuity Management Team** | | | |
| **Sl.no** | **Name** | **Role** | **Contact Details** |
| 1 | Inderjit Singh Bedi | Director, Xtracap Fintech | 8882213028 |
| 2 | Nitin Verma | CTO, Xtracap Fintech | 8800997950 |
| 3 | Pulkit Dham | Sr. Developer | 9634161986 |
| 4 | Anjaly TA | Business Analyst | 8086173161 |

4.3 Employees

All employees are responsible for:

* Understanding their roles and responsibilities in relation to business continuity
* Cooperating with the BCMT during a disruption
* Participating in regular testing and training

1. **Business Continuity Plan**

The Business Continuity Plan outlines the steps to be taken in the event of a disruption to Xtracap Fintech's normal business operations. Xtracap Fintech will implement the following business continuity planning process:

* Identify critical services and resources that are necessary for Xtracap Fintech to continue its operations
* Assess the impact of a disruption on these critical services and resources
* Develop and implement a business continuity plan that includes procedures and measures to ensure the continuity of critical services and resources
* Test and validate the business continuity plan on a regular basis
* Review and update the business continuity plan as needed to ensure its effectiveness

1. **Emergency Response**

In the event of an unplanned disruption, Xtracap Fintech will activate its business continuity plan and emergency response procedures.

* Notify all relevant parties, including employees, clients, vendors, and regulators
* Assess the impact of the disruption on critical services and resources
* Activate backup systems and alternate locations to ensure the continuity of critical services and resources
* Monitor the situation and provide regular updates to relevant parties
* Deactivate the business continuity plan and emergency response procedures once the disruption has been resolved

1. **Testing and Review**

The BCMT will conduct yearly testing and review of the Business Continuity Plan to ensure its effectiveness. Testing will include:

* Testing the emergency response procedures
* Testing the business recovery procedures
* Testing the communication procedures
* Testing the IT recovery procedures
* Testing the off-site backup and recovery procedures

1. **Conclusion**

Xtracap Fintech is committed to maintaining an effective Business Continuity Plan to ensure the continuity of its operations in the event of a disruption. All employees are expected to comply with this policy and participate in regular testing and training. The Business Continuity Plan will be reviewed and updated on a regular basis to ensure its ongoing effectiveness.