	<b>POLICY AND PROCEDURE</b>  <b>DISASTER RECOVERY PLAN</b>	Doc. No. : CG-09
		Rev. No. : 1
		Effective Date : 30 Oct 2017
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## 1. INTRODUCTION

Chip Ngai Engineering Works Sdn Bhd's Disaster Recovery Plan ("DRP") Policy and Procedure sets out the requirements for effective solutions that can be used to recover all vital business processes within the required time frame using vital records that are stored off-site.

## 2. OBJECTIVES

The objective of this DRP is to ensure the continuation of vital business process in the event that a disaster occurs. It is crucial that the Company is able to respond to a disaster or other emergency that affects information systems and minimize the effect on the operation of the business. When the information described in this topic collection prepared, store the document in a safe, accessible location off site.

## 3. DESIGNATED PERSONS

The designated persons of the Company responsible for ensuring compliance, overseeing and coordinating this DRP are as follows:-


<u>No</u>	<u>Name</u>	<u>Position</u>	<u>Email</u>	<u>Contact No</u>
i)	Ho Cheng San	Managing Director	<a href="mailto:cs@cnasia.com">cs@cnasia.com</a>	+603-8942 6888
ii)	Lim Paik Goot	Financial Controller	<a href="mailto:kathy@cnasia.com">kathy@cnasia.com</a>	+603-8942 6888
iii)	Angeline Chan	Executive Director	<a href="mailto:angie@cnasia.com">angie@cnasia.com</a>	+603-8942 6888
iv)	Loi Liong Hui	Head of Production	<a href="mailto:loill@cnasia.com">loill@cnasia.com</a>	+603-8942 6888

The Head of Production will serve as the primary contact person for the disaster recovery plan and will engage other persons as stipulated above as necessary and appropriate to the matter at hand. In his or her absence, other persons can be contacted for matters referred to in this DRP.

## 4. RECOVERY STRATEGY

The disaster recovery scenario that will be specifically addressed, within the scope of this plan, is the loss of access to the computer centre and the data processing capabilities of those systems and the network connectivity. Although loss of access to the facility may be more probable, this Disaster Recovery Plan will only address recovery of the critical systems and essential communications.

This scenario also assumes that all equipment in the computer room is not salvageable and that all critical telecommunications capability has been lost.

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## 5. RECOVERY PHASES

### 5.1 Phase I

Move operations to the Disaster Recovery Backup Site and the Emergency Operations Center. This activity will begin with activation of the Disaster Recovery Plan. There is a period of up to 24 hours allowed for organization and the turnover of the disaster recovery backup site.

### 5.2 Phase II

To recover critical business functions, restoration of the critical applications and critical network connectivity. The goal here is to recover the systems and network so that our customers can continue business.

### 5.3 Phase III

Return data processing activities to the primary facilities or another computer facility.

## 6. DEVELOPMENT OF DISASTER RECOVERY PLAN

The following are the steps in developing a disaster recovery plan:-

- i. Plan Scope and Objectives
- ii. Business Recovery Organization (BRO) and Responsibilities
- iii. Major Plan Components - format and structure
- iv. Scenario to Execute Plan
- v. Escalation, Notification and Plan Activation
- vi. Vital Records and Off-Site Storage Program
- vii. Personnel Control Program
- viii. Data Loss Limitations
- ix. Plan Administration (general)

## 7.0 REVIEW OF POLICY AND PROCEDURE

This DRP shall be reviewed by the Company at least once a year to ensure it remains consistent with the Company's objectives and responsibilities and in line with the relevant laws and legislations.

*This Disaster Recovery Plan Policy and Procedure was adopted on 30 October 2017.*