	<b>POLICY AND PROCEDURE DISASTER RECOVERY PLAN</b>	Doc. No. : CG-09
		Rev. No. : 5
		Effective Date : 21 November 2024
		Page No. : 1 of 2

## 1. INTRODUCTION

Chip Ngai Engineering Works Sdn Bhd’s Disaster Recovery Plan (“DRP”) Policy and Procedure sets out the requirements for an 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 that vital business process can be retrieved in the event that a disaster occurs. It is crucial that the Company is able to respond to a disaster or any other emergency that affects and/or impacts its information systems to minimize the effect on the continuous operation of the business. When the information described in this topic are collected, and prepared and the document stored in a safe and 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)	Chang Chee Ching	Executive Director	<a href="mailto:chang@cnasia.com">chang@cnasia.com</a>	+603-8942 6888
ii)	Chai Shim Yee	HR & Admin Manager	<a href="mailto:chaisy@cnasia.com">chaisy@cnasia.com</a>	+603-8942 6888
iii)	Wilson Ngan Kai Chuan	Operation Manager	<a href="mailto:wilsonngankc@cnasia.com">wilsonngankc@cnasia.com</a>	+603-8942 6888

The HR & Admin Manager 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 handle the matter at hand. In his or her absence, any other authorised 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 server and the data processing capabilities of the system and 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 server room is not salvageable and that all critical telecommunications capability has been lost.

	<b>POLICY AND PROCEDURE DISASTER RECOVERY PLAN</b>	Doc. No. : CG-09
		Rev. No. : 5
		Effective Date : 21 November 2024
		Page No. : 2 of 2

## 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 doing business with the Company.

### 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. 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.