

AMI Asset Management Corporation
Business Continuity Plan Summary

AMI Asset Management Corporation (AMI) has developed and implemented a Business Continuity Plan (“BCP”) that includes redundant data centers and alternate facilities to protect its business processes and technology environment in the event of a significant business disruption. AMI’s policy is to respond to a significant business disruption (SBD) in an effort to safeguard employees’ lives and firm property, make a financial and operational assessment, quickly recover and resume operations, protect the firm’s books and records, and allow our customers to transact business.

The plan addresses business disruptions that may be caused by a local incident or by a regional or market related disaster that applies to many companies. The Plan covers our critical business processes and related employees essential for AMI to continue to conduct business for an interim or temporary period during a business interruption. Every important aspect of AMI’s securities business, including data backup and recovery; all mission critical systems; financial and operational assessments; alternative communications with customers, employees, and regulators; alternate physical location of employees; critical supplier, contractor, bank and counter-party impact, regulatory reporting; and assuring our customers prompt access to their funds and securities if we are unable to continue our business is addressed in this plan.

AMI’s goal is to recover its Critical Business Processes with minimal interruption, depending on the nature of the disruption. In a disruption to only our firm or a building housing our firm, we will transfer our operations to a local site when needed and expect to recover and resume business within 2 hours. In a disruption affecting our business district, city or region, we will transfer our operations to a site outside of the affected area, and presume to recover and resume business within 24 hours. If the significant business disruption is so severe that it prevents us from remaining in business, we will assure our clients prompt access to their funds and securities.

If there is a significant business disruption, you can continue to contact us as you usually do at (424) 320-4000. These phone lines will be forwarded to a cell phone for an AMI access person who will be able to assist you, or you can go to our website (www.amiassestmanagement.com) for contact instructions. If you cannot access us through either of those means, and you have a brokerage account carried by Charles Schwab, you should contact the Charles Schwab Alliance Team by telephone at 800-515-2157 for instructions on how they may provide prompt access to your funds and securities, including accepting buy and sell orders and issuing checks and wires from your account. If your relationship with AMI is through a financial consultant or other primary advisor, contact the company directly for information on access to your securities.

Please be advised that our business continuity plan is subject to change and modification. Our firm will update this plan whenever we have a material change to our operations, structure, business or location. In addition, our firm will review our plan annually to modify it for any changes. If the plan is modified, we will promptly post the revised summary on our Website (www.amiassestmanagement.com).

If you have any questions about our business continuity plan, or would like a written copy of the summary of our BCP, please contact our Chief Compliance Officer, Katharine Kim at (424) 320-4003, or email Katharine@amiassestmanagement.com.