



# BUSINESS CONTINUITY PLAN

OF

COPA GESTÃO DE INVESTIMENTOS LTDA.

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## 1. INTRODUCTION

### 1.1. Purpose

The activities undertaken by Copa Gestão de Investimentos Ltda. (“Copa Investimentos”) do not depend on electronic securities trading systems or real time information systems. Therefore, it is not necessary to maintain a redundant physical site capable of supporting a dealing room.

The purpose of Copa Investimentos’s Business Continuity Plan (“Plan”) is to establish the procedures for the backup of the information contained in its information systems in order to prevent loss of data that are important for its activities.

### 1.2. Definitions

- 1.2.1. Backup: copy of data from one device to another one so that such data can be restored in case of loss of the original data, which may result from accidental erasures or data corruption.
- 1.2.2. Database: group of data with a regular structure that organizes information.
- 1.2.3. Email: electronic mail, a method that allows one to compose, send and receive messages by means of electronic communication systems.
- 1.2.4. Internet: conglomerate of networks on a global scale of millions of interconnected computers that allows access to information and transfer of data.
- 1.2.5. Profile: group of characteristics, attributes and permissions.
- 1.2.6. System: group of harmonically interconnected elements to make up an organized whole.
- 1.2.7. Internal Systems: systems, applications and software for internal use (Microsoft Office, Database, Drives, Outlook...).
- 1.2.8. External Systems: systems accessed over the internet.
- 1.2.9. User: employee of the Company that uses its Internal and External Systems.

## 2. CONTENTS

### 2.1. General Considerations

It is determined that any and every information that is material to the activities should be part of Backup system and for this to occur, each user has to duly file the information handled and stored by him or her in the corporate network of Copa Investimentos.

Data stored in a local disk, in the workstations, will not be considered applicable for Backup purposes as this is a decentralized storage that prevents daily backup in view of the large number of equipment and slow transfer rate, in addition to creating an excessive network traffic.

The company does not recommend the storage of information in the local disk and exceptions to this rule have to be approved by an officer in view of the operational risk of loss of information.

### 2.2. Systems and information that should be subject to backup

Server	Type	Systems	Frequency	Media
Copa 1	Physical	Files	Friday - Complete Monday to Thursday – Incremental	DAT Tape
Copa 2	Physical	ERP database and Forest Management System	Friday - Complete Monday to Thursday – Incremental	DAT Tape
Copa 2	Physical	Firewall	Friday - Complete Monday to Thursday – Incremental	DAT Tape
Google Apps	Virtual	Google Exchange (emails)	Daily	Cloud

### 2.3. File recovery request

Should a User need to recover files from his or her workstation such User should contact Compliance.

The User shall be requested the following information:

- » Description of the file to be recovered;
- » Directory in which the file was;
- » Day of the week or month in relation to which a version is to be recovered;
- » Place in which it was saved.

The research will be conducted based on the information above, informing the result of the research providing the document to the User.