

Liberty Global Capital Services, LLC
Business Continuity Plan
Updated February 10, 2015

Rule 3510 and 3520 requires all firms to establish policies and procedures regarding the business continuity plan, in the event of an emergency or significant business disruption that is 'reasonably designed to enable the member to meet its existing obligations to customers.' These procedures may be reviewed annually, and updated in the event of any material change to the operations, structure, business, or location, The following are elements to the business continuity plan as it pertains to Liberty Global Capital Services, LLC (LGCS).

I. Emergency Contact Persons

1. Kevin Johnson, Senior Partner
Work Phone: 617-451-9595
Cell Phone: 617-794-4383
Home Phone: 617-795-2230
Email: kjohnson@liberty-global.com
Backup Email: kpjohnson131@gmail.com
2. Roger Berry, Senior Partner
Work Phone: 617-451-9595
Cell Phone: +1 (857) 207-5105
Home Phone: 617 714 3069
Email: rberry@liberty-global.com

II. Firm Policy

Liberty Global Capital Services' policy is to respond to a Significant Business Disruption (SBD) by safeguarding employees' lives and firm property, making a financial and operational assessment, quickly recovering and resuming operations, protecting all of the firm's books and records.

A. Significant Business Disruption

LGCS's plan anticipates two kinds of SBDs, internal and external. Internal SBDs affect only our firm's ability to communicate and do business, such as a fire in our building. External SBDs prevent the operation of a number of firms, such as a terrorist attack, a city flood, or a wide-scale, regional disruption. Our response to an external SBD relies more heavily on other organizations and systems.

Approval and Execution Authority

Kevin Johnson, Senior Partner, a registered principal, is responsible for approving the plan and for conducting the required annual review. *Roger Berry, Senior Partner*, has authority to execute this BCP.

Plan Location and Access

Our firm will maintain copies of its BCP plan and the annual reviews, and the changes that have been made to it for inspection. An electronic copy of our plan is located on the LGCS computer network and in the BCP Repository Service offered by FINRA.

III. Business Description

LGCS conducts business in private equity private placements. LGCS is a private equity advisory

firm that advises and raises capital for and on behalf of private equity fund managers (issuers) from institutional investors. Our firm is an introducing firm and does not perform any type of clearing function for itself or others. Furthermore, we do not hold customer funds or securities. We do not accept and enter orders. All transactions are sent directly from the investor to the issuer, therefore we do not maintain client cash or securities accounts. We do not engage in any public market transactions. We do not have a clearing firm.

IV. Office Locations

Our Firm has one office located in Location #1.

Office Location #1

LGCS' Location #1 Office is located at 131 Windsor Road, Waban, MA 02468. The main telephone number is 617-451-9595. Our employees may travel to that office by means of foot, car, subway, train or bus. We engage in the activities of conducting due diligence of potential issuers, following market trends, and soliciting interest from institutional investors in approved funds at this location.

V. Alternative Physical Location(s) of Employees

In the event of an SBD, we will move our staff from affected offices to our alternative office location, located at: 225 Franklin Street 26th Floor Boston, MA 02101, where the main telephone number is 617-794-4383.

VI. Customers' Access to Funds and Securities

Our firm does not maintain custody of customers' funds or securities, which are maintained directly at the issuers. In the event of an internal or external SBD, if telephone service is available, our registered persons will ensure that our clients are in direct contact with the issuers.

VII. Data Back-Up and Recovery (Hard Copy and Electronic)

Our firm maintains its book records primarily in electronic form on the computer of Senior Partner Kevin Johnson, which is backed up to the Cloud through back up services provided by Carbonite. All hard copy books and records are maintained at the main office, 131 Windsor Road, Waban, MA 02468. Kevin Johnson, *Senior Partner*, is responsible for the maintenance of these books and records. Our firm maintains the following document types and forms: New account forms for each client in hard and soft copy.

Our firm maintains its back-up electronic copy with Carbonite on line back up service. These records are backed up daily to the Carbonite external cloud base server. Kevin Johnson, Senior Partner, 617-451-9595 is responsible for overseeing the vendor relationship with Carbonite.

In the event of an internal or external SBD that causes the loss of our paper records, we will physically recover them from our back-up site. If our primary site is inoperable, we will continue operations from our back-up site or an alternate location. For the loss of electronic records, we will either physically recover the storage media or electronically recover data from the back-up maintained by Carbonite, or, if our primary site is inoperable, continue operations from our back-up site or an alternate location.

VIII. Financial and Operational Assessments

A. Operational Risk

In the event of an SBD, LCGS will immediately identify what means will permit us to communicate with our customers, employees, critical business constituents, critical banks, critical counter-

parties, and regulators. Although the effects of an SBD will determine the means of alternative communication, the communications options we will employ will include updates to the website of our affiliated firm, Liberty Global Partners, www.liberty-global.com, updates on our voicemail at LGCS headquarters and updates via secure email.

Financial and Credit Risk

In the event of an SBD, we will determine the value and liquidity of our assets to evaluate LGCS' ability to continue to fund our operations and remain in capital compliance. The risk of impact upon other entities is limited by that fact that LGCS is an introducing firm and does not perform any type of clearing function for itself or others and does not hold customer funds or securities.

IX. Mission Critical Systems

"Mission critical system" means any system that is necessary to ensure prompt and accurate processing of securities transactions, including, but not limited to, order taking, order entry, execution, comparison, allocation, clearance and settlement of securities transactions, the maintenance of customer accounts, access to customer accounts and the delivery of funds and securities.

Because LGCS's does not process securities transactions, or take or execute orders, or maintain customer accounts, our "mission critical systems" are limited to the maintenance of records relating to the solicitation of interest in limited partnerships.

A. Our Firm's Mission Critical Systems

1. Services Currently Provided to Customers

LGCS provides analysis and capital raising advisory services to private equity firms (issuers) and institutional investors. In the event of an internal or external SBD, we would continue these services from our alternative office location listed above where we maintain a personal home office equipped with laptops, faxes, email and telephones. If this location was unavailable, we would likely temporarily cease operations until such time as it became operational again.

X. Alternate Communications Between the Firm and Customers, Employees, and Regulators

A. Customers

We now communicate with our customers using the telephone and e-mail and in person visits at our firm or at the client's location. In the event of an SBD, we will assess which means of communication are still available to us, and use the means closest in speed and form (written or oral) to the means that we have used in the past to communicate with the other party. For example, if we have communicated with a party by e-mail but the Internet is unavailable, we will call them on the telephone and follow up where a record is needed with paper copy in the U.S. mail.

B. Employees

LGCS now communicates with our employees using the telephone, e-mail, and in person. In the event of an SBD, we will assess which means of communication are still available to us, and use the means closest in speed and form (written or oral) to the means that we have used in the past

to communicate with the other party. We will also employ a call tree so that senior management can reach all employees quickly during an SBD. The call tree includes all staff home and office phone numbers. We have identified persons, noted below, who live near each other and may reach each other in person:

The person to invoke use of the call tree is: Kevin Johnson, Senior Partner

Caller	Call Recipients
Kevin Johnson	Roger Berry, Laura Crosby Brown, Bryan Stewart

C. Regulators

We are a member of FINRA. We will communicate with our regulators using the telephone, e-mail, fax, U.S. mail, and in person. In the event of an SBD, we will assess which means of communication are still available to us, and use the means closest in speed and form (written or oral) to the means that we have used in the past to communicate with the other party.

XI. Critical Business Constituents, Banks, and Counter-Parties

1. Business constituents

We have contacted our critical business constituents (businesses with which we have an ongoing commercial relationship in support of our operating activities, such as vendors providing us critical services), and determined the extent to which we can continue our business relationship with them in light of the internal or external SBD. We will quickly establish alternative arrangements if a business constituent can no longer provide the needed goods or services when we need them because of a SBD to them or our firm. Our major suppliers are:

IT Services:
Tom Harney
Arkendale Consulting
781 608 1283

IT Backup
Carbonite, Inc
177 Huntington Ave., Boston, MA 02115
617-587-1100

Accountant:
Brian Korby
CPA
22A Summer St
Medford, Ma 02155
Email: bk23@comcast.net
Phone & Fax: (781) 396-2422

2. Banks

We have contacted our banks and lenders to determine if they can continue to provide the financing that we will need in light of the internal or external SBD. The bank maintaining our operating account is:

Sovereign Bank

1 Beacon Street
Boston, MA 02108
Phone: 617-557-4890

We do not have a Proprietary Account of Introducing Brokers/Dealers (PAIB account).

3. Counter-Parties

We have contacted our critical counter-parties, such as issuers and institutional investors, to determine if we will be able to carry out our services with them in light of the internal or external SBD. Where the services cannot be completed, we will work with them to make alternative arrangements to complete those services as soon as possible.

XII. Regulatory Reporting

Our firm is subject to regulation by: the Commonwealth of Massachusetts State Division of Securities and the U.S. Securities and Exchange Commission Boston District Office. We now file reports with our regulators using paper copies in the U.S. mail, and electronically using fax, e-mail, and the Internet. In the event of an SBD, we will check with the SEC, FINRA, and other regulators to determine which means of filing are still available to us, and use the means closest in speed and form (written or oral) to our previous filing method. In the event that we cannot contact our regulators, we will continue to file required reports using the communication means available to us.

Commonwealth of Massachusetts
Securities Division
One Ashburton Place
Room 1701
Boston, MA 02108
Bryan Lantagne
Director
(617) 727-3548
(617) 248-0177 (Fax)

U.S. Securities Commission Boston District Office
Boston District Office
Walter G. Ricciardi, District Administrator
73 Tremont Street, Suite 600
Boston, MA 02108-3912
(617) 573-8900
e-mail: boston@sec.gov

XII. Disclosure of Business Continuity Plan

Our business continuity plan is available on our website

XIV. Updates and Annual Review

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 this BCP annually, on January 15th, to

modify it for any changes in our operations, structure, business, or location.

XV. Senior Manager Approval

I have approved this Business Continuity Plan as reasonably designed to enable our firm to meet its obligations to customers in the event of an SBD.

Signed:

A handwritten signature in black ink, appearing to be 'AJ', written over a horizontal line.

Title:

Managing Partner

Date:

Feb. 10, 2016