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## Planning Capital Management Corporation

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PCMC permits only authorized employees and affiliates who have signed a copy of the <u>PCMC Privacy Policy Acknowledgement</u> to have access to client information. Employees violating PCMC's Privacy Policy will be subject to PCMC's disciplinary process. Additionally, whenever PCMC hires other organizations to provide services to PCMC's clients, PCMC will require them to sign confidentiality agreements and/or the Privacy Policy Acknowledgement. Furthermore, PCMC utilizes a Letter of Authorization & Client Consent to Disclose Information form. This allows PCMC, with the client's authorized signature, to disclose the client's information and/or take instruction from to those persons or professionals specified on the document.

Should you have any questions regarding the above, please contact the PCMC office. Please note that you may obtain additional information regarding our obligation of confidentiality by visiting the SEC's website and viewing Regulation S-P (<a href="sec.gov/rules/final/34-42974.htm">sec.gov/rules/final/34-42974.htm</a>).