Third-party exit plan template

One plan per material or critical arrangement. Supports CBUAE Regulation C 1/2026, Articles 13.11 and 13.12. Review yearly and after any major change.

1. The arrangement

Third party and contract reference	
Service provided	
Critical Operation(s) supported	
Business owner	
Contract end date and notice period	
Plan version and date	

2. Exit triggers

Tick each event that would start this plan:

- ☐ Instruction from the Central Bank to discontinue the arrangement (Article 13.12)
- ☐ Serious or repeated service failure
- ☐ Insolvency or severe financial distress of the provider
- ☐ Sanctions, regulatory or reputational event affecting the provider
- ☐ Material breach of contract, data or security obligations
- ☐ Strategic decision or contract expiry

3. Substitutability

How hard is the provider to replace? ☐ *Easy* ☐ *Moderate* ☐ *Hard*	
Estimated time to move to an alternative	
Alternative providers considered (name, status of discussions)	
Option to bring the service in-house?	

4. Transition steps

#	Step	Owner	Target time
1	Notify the provider and invoke exit terms		
2	Secure continuity of the Critical Operation (interim arrangements)		
3	Onboard the replacement (due diligence, contract, non-objection if needed)		
4	Migrate data and services; reconcile		
5	Remove access; recover equipment and documents		
6	Obtain certified return and deletion of data		

#	Step	Owner	Target time
7	Close the contract and update the register		

5. Data and records

Data held by the provider and its location	
Format and method for return	
Deletion certificate required from	

6. Testing

Last test date and type (desk review, walkthrough, live)	
Findings and actions	
Next test due	

7. Approval

Business owner	
Risk	
Date	