

PERSONAL INFORMATION COLLECTION STATEMENT

For the purposes of the Personal Data (Privacy) Ordinance (Cap 486)

1. Jefferies Hong Kong Limited (the **Company**) collects personal data from its employees, prior to and at the commencement of an employee's employment and from time to time thereafter throughout an employee's employment.
2. The Company may transfer that personal data both inside and outside of Hong Kong, to the following classes of transferees:
 - 2.1 a body corporate controlled by Jefferies Group LLC, the parent of the Company (**Jefferies Group**);
 - 2.2 a third party which provides services to the Company or the Jefferies Group;
 - 2.3 an actual or proposed purchaser of the business or shares of the Company or a member of the Jefferies Group;
 - 2.4 a regulatory, statutory or governmental body with oversight of any of the functions of the Company or the Jefferies Group;
 - 2.5 a third party involved in potential or actual litigation with the Company or the Jefferies Group; and
 - 2.6 any other entity under a duty to treat the personal data confidentially.
3. Personal data of an employee will be used for purposes related to the employment of the employee and for the conduct of the Company's and the Jefferies Group's business. Such use includes, but is not limited to:
 - 3.1 commencement of the employment relationship;
 - 3.2 calculating, processing and handling payroll, taxation and entitlements;
 - 3.3 reviewing and considering salaries, bonuses and benefits;
 - 3.4 managing work allocation, performance, promotions, training and secondments;
 - 3.5 managing absences and fitness for work;
 - 3.6 considering actual or potential misconduct, discipline and dismissal of a Company or Jefferies Group representative;
 - 3.7 providing employee references;
 - 3.8 liaising and interacting with and responding to regulatory, statutory or governmental bodies;
 - 3.9 participating in potential or actual litigation, including preparation for potential litigation and conduct of actual litigation;
 - 3.10 data processing and storage; and
 - 3.11 receipt by the Company or the Jefferies Group of professional advice or any other services.
4. Failure to provide personal data to the Company as required may prevent the Company from being able to provide an employee with certain employment-related benefits or from continuing to employ the employee.
5. Requests by an employee for access to or correction of their personal data should be directed to Human Resources at HR_Asia@jefferies.com.

I acknowledge that I have read and understood the contents of this Personal Information Collection Statement and agree that its terms will apply in relation to personal data that I have provided to the Company both prior to and after the date of this Personal Information Collection Statement.

Employee name

Employee signature and date