

PERSONAL INFORMATION COLLECTION STATEMENT

For the purposes of the Personal Data Protection Act 2012

1. Jefferies Singapore 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 Singapore, to the following classes of transferees for the purposes set out in paragraph 4:
 - 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. Where personal data is transferred to the Jefferies Group companies outside of Singapore, the Company will ensure that suitable binding corporate rules are put in place to ensure that the Jefferies Group companies provide a standard of protection to personal data so transferred that is comparable to the protection under the Personal Data Protection Act 2012 ("**PDPA**").

Where personal data is transferred to other third parties outside of Singapore, the Company will ensure that suitable contracts between the Company and the third parties are put in place to ensure that such third parties provide a standard of protection to personal data so transferred that is comparable to the protection under the PDPA.

Through the above-said binding corporate rules or contracts, Jefferies Group companies and/or third parties will be legally compelled to comply with the personal data protection principles and obligations. Specifically, these obligations are:
 - (a) to collect, use and disclose personal data only pursuant to the purpose that the personal data was collected for;
 - (b) to take reasonable efforts to ensure that the personal data is complete and accurate;
 - (c) to take reasonable security measures to protect the personal data from unauthorized access, collection, use, disclosure, modification, copying and other similar risks;
 - (d) to only retain the personal data if there is a business or legal purpose to do so, and to destroy or anonymize any personal data that is no longer needed;
 - (e) to maintain a set of policies and procedures on personal data protection; and
 - (f) to provide individuals with access and correction rights in relation to their personal data.
4. 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:
 - 4.1 managing or terminating the employee's employment and/or working relationship with the Company, including for recruitment and training, employment benefits and payroll administration, processing taxation, performance appraisal, personal and career development;
 - 4.2 facilitating communication with the employee or the employee's nominated contacts in an emergency;
 - 4.3 reviewing and considering salaries, bonuses and benefits;
 - 4.4 carrying out of data analysis including benchmarking of salary scales;
 - 4.5 managing work allocation, performance, promotions, training and secondments;
 - 4.6 managing absences and fitness for work;

- 4.7 considering actual or potential misconduct, discipline and dismissal of a Company or Jefferies Group representative;
- 4.8 carrying out due diligence or other monitoring or screening activities (including background checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by the Company;
- 4.9 providing employee references;
- 4.10 complying with legal or regulatory bodies, including liaising and interacting with and responding to regulatory, statutory or governmental bodies, or complying with the Company's internal policies and procedures;
- 4.11 participating in potential or actual litigation, including preparation for potential litigation and conduct of actual litigation;
- 4.12 carrying out and performing the Company's obligations in its contracts with current / potential project partners and/or customers, which may require exchanging of personal information with staff with such counter-parties;
- 4.13 administrative purposes such as to process the delivery of parcels to employees or the sending of cheques to past employees;
- 4.14 dealing with conflict of interests;
- 4.15 record-keeping purposes, data processing and storage, hosting back-up and disaster recovery; and
- 4.16 receipt by the Company or the Jefferies Group of professional advice or any other services.

The Company will seek the employee's separate consent for any other purposes which do not fall within the categories stated above.

5. In addition, it is the Company's policy to retain personal information of employees when employees cease to be employed by the Company. Such information may be required for any residual employment-related activities in relation to a former employee including, but not limited to: provision of references, processing applications for re-employment, matters relating to retirement benefits and allowing the Company to fulfil contractual or statutory obligations.
6. The Company may require an employee to provide from time to time, the personal data of other individuals such as the employee's next of kin or dependents, for administering and/or managing the employee's employment relationship with the Company, such as but not limited to contacting such individuals for emergency purposes; declaration of conflict of interest or processing any corporate group insurance scheme. The employee hereby represents and warrants that where the employee provides the personal data of such individuals to the Company, that the employee is validly acting on their behalf and has obtained their consent to disclose their personal data to the Company for the purposes for which the Company is collecting and will be using and retaining their personal data.
7. The employee undertakes to provide complete and accurate personal data to the Company (including, but not limited to personal data provided to the Company pursuant to paragraph 6 above) and keep the Company updated on any changes to the employee's personal data. Failure of an employee to provide complete and accurate personal data to the Company as and when it is required may have an impact on the employee's relationship with the Company.
8. 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.

- 9. Requests by an employee for access to or correction of their personal data should be directed to Human Resources at HR_Asia@jefferies.com.
- 10. Notwithstanding an employee's withdrawal of consent to any of the above purposes, the Company reserves its rights to rely on any statutory exemptions and/or exceptions to collect, use and disclose the employee's personal data.

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