

## PRIVACY STATEMENT

HK SECURITIES PTY LTD  
ABN: 18 126 862 057  
AFSL: 320533

Date of Issue: 19<sup>th</sup> February, 2008

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### Privacy Statement

#### Our commitment to your privacy

This Privacy Statement is made by HK Securities Pty Ltd.

All references to "HKS", "we", "us", or "our" in this statement are references to HK Securities and its related bodies corporate.

HKS is fully committed to protecting your privacy and therefore has embraced the National Privacy Principles (NPP's) set out in the Privacy Amendment (Private Sector) Act 2000 (Cth). The following Privacy Statement has been produced to provide an outline of how HKS collects; stores and distributes personal information.

#### Collection of your personal information

We only collect personal information about individuals which is reasonably necessary to provide quality financial services.

The nature of personal information collected and maintained by HKS is determined by the financial services provided to the individual. Depending on the type of service you are requiring from HKS, failure to provide the personal information requested may expose you to higher risks in respect of the recommendations made to you and may affect the adequacy or appropriateness of advice we give you.

#### Use and Disclosure of your personal information

From time to time we may use the personal information collected to provide you with materials on products and services that may be of interest to you. However, you may request not to receive such information by contacting us using the methods detailed below.

In some instances third party financial service providers may have access to your information. These arrangements are in place to give effect to recommendations made by us or to enact your financial plan. We may also disclose your personal information where required to satisfy laws and regulations.

Personal information may be shared with related companies within HKS, unless you have instructed us not to do so. This can enable our firm to provide you with a more complete financial and investment service.

### **Accuracy of your personal information**

Our goal is to ensure that your personal information is accurate and complete. To assist us with this, please contact us if any of the details you have provided change. Further, if you believe that the information we have about you is not accurate or complete, contact us and we will correct the information.

### **Security of your personal information**

We have procedures in place to protect personal information from misuse and loss, and to destroy or permanently de-identify personal information that we no longer need.

### **Access to your personal information**

You may at any time, request access to your personal information and we will provide you with access to that information either by providing you with copies of the information requested, allowing you to inspect the information requested or providing you with an accurate summary of the information held. HKS may recover a reasonable cost of supplying the service. There may be some legal or administrative reason for us to refuse access to your personal information; however we will provide you with an explanation for that refusal.

### **Changes to our Privacy Statement**

We may amend our Privacy Statement as our business requirements or the law changes. Any changes to our Privacy Statement will be updated on [www.arkequities.com](http://www.arkequities.com) Please visit our website regularly to ensure you have our current Privacy Statement.

### **Complaints Resolution**

We are committed to providing clients, and other parties whose personal information we hold, a fair and responsible system for the handling of their complaints.

If at any time you have any complaints in relation to privacy please contact the Compliance Manager as detailed below. We will seek to address any concerns that you have through our complaints handling processes, but if you wish to take matters further you may refer your concerns to the Office of the Federal Privacy Commissioner.

### **Contact Details Compliance Manager**

Suite 202, 4 Clarke Street  
Crows Nest NSW 2065  
Tel: (02) 9460 8887  
Fax: (02) 9460 8857  
Email: [admin@hksecurities.com.au](mailto:admin@hksecurities.com.au)

#### **HK Securities Pty Ltd AFSL 320533**

Phone:(02) 9460 8887 Fax: (02) 9460 8857 Email: [admin@hksecurities.com.au](mailto:admin@hksecurities.com.au)  
Suite 202, 4 Clarke Street, Crows Nest NSW 2065