

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with Section 1 8n(1)(b) of the Privacy Act I authorise you to give information to and obtain information from all credit providers and references named in this application.

Applicant Signature _____

Date _____

Applicant Name _____

Date _____

PRIVACY STATEMENT

This privacy statement explains how the Agent and the Owner use and disclose personal information, which they hold about you and the privacy rights you have in relation to that information.

A reference is in this privacy statement to:

The Owner or Agent – is also a reference related to entities of the Owner or Agent (respectively)

The lease – is a reference to the lease between you and the Owner or Agent (or, if you are a guarantor, the lease between the Principal whose performance you are guaranteeing and the Owner or Agent)

The premises – is a reference to the premises leased under this lease; and

The building – is a reference to the building containing the premises.

How The Owner And Agent May Use Your Personal Information

The Owner and Agent may each use your personal information in connection with:

a) their business, including in connection with:

- the purchase, development, sale and leasing of land, including the building;
- the proposed sale of an interest of the Owner or Agents business;
- raising finance in the connection with the matters specified in paragraph (i);
- the management of the building and the Owners portfolio of land;
- internal reporting;
- reporting to related entities, financiers and advisors; and
- direct marketing (such as newsletters); and

b) the management and administration of the lease

To Whom Owner And Agent May Disclose Your Personal Information

The Owner and Agent may disclose your information, if they

consider it necessary to do so;

a) if required by law; or

b) to any one or more of the following

- their related entities;
- persons in connection with a proposed sale of an interest in the Owner or Agents business (including purchasers of the building);
- any agents engaged by the Owner and notified by you;
- contractors and service providers involved in the management and maintenance of the building or any works in connection with the building;
- service providers for the premises;
- professional advisors in connection with the lease, the premises or the building;
- the Owners financiers;
- the Owners corporation and, if relevant, the building management committee for the building; any of whom may be located outside Australia.

Your Rights

You need not give the Agent any of the personal information it requests. However, without this information, the Owner and Agent may not be able to provide you with the service you require.

You may request access at any time to personal information which the Owner or Agent hold about you and ask them to correct it if you believe it is incorrect or out of date.

Your Authority To The Owner

By entering into lease you;

- acknowledge having read and understood this privacy statement;
- authorise the Owner and Agent to collect, maintain, use and disclose your personal information in the manner set out in this privacy statement; and
- undertake to provide a copy of this privacy statement to each principal, company office or partner that you purport to represent.

Please email, fax or deliver completed forms to:

75 Archer Street Chatswood NSW 2067
realestate@shead.com.au | telephone 8448 1200 | facsimile 9411 2765

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