

KAIZEN 改 CAPITAL 善

PRIVACY POLICY

Kaizen Capital Pty Limited ACN 137 114 160 (the **Company, us or we**) is committed to managing your personal information in an open and transparent way, and in a manner compliant with the *Privacy Act* 1988 (Cth) (**the Act**).

Personal information we collect and hold

The type of information we may collect and hold about you includes your:

- name, address, telephone number and email address;
- unitholding;
- tax file number or ABN (or FATCA status); and/or,
- IP address.

How we collect your personal information

We collect your personal information when you:

- (a) apply for units in the Kaizen Capital Recapitalization Fund I (the **Fund**) by completing and lodging an Application Form; and,
- (b) contact us via our website or by telephone/email.

The Company may use tracking technologies such as cookies to recognize your browser each time it visits our website, and to track which pages you visit. Although these technologies do not personally identify you, they do identify your browser. You may, however, set your browser to refuse cookies.

Why we collect and use your personal information

The purposes for which we collect, hold, use and disclose your personal information include:

- an assessment by our fund administrator of your application for units in the Fund;
- the ongoing administration of the Fund and unitholder register;
- processing your request to reinvest distributions;
- the provision of administrative, advisory and other associated actions by the Company's lawyers, accountants, auditors, and other advisers.

What if we can't collect your personal information?

If you do not provide us with your personal information, we may not be able to:

- process your application;
- provide you with information about our investments, services or other investor news and communications;
- tailor the contents of our website to better suit your preferences and make it more enjoyable or useful.

Disclosing your personal information

We may disclose your personal information to our employees, related bodies corporate, contractors or service providers for the purposes of issuing units in the Fund, complying with your request to reinvest distributions, improving our website for you, and communicating with you.

From time-to-time we may disclose your personal information to overseas recipients who are likely to be in the United States of America or Sri Lanka. We will endeavour to ensure that any overseas recipients adhere to privacy principles and laws akin to those contained in the Act.

Accessing and correcting personal information

You may find out what personal information we hold about you by contacting the Company's privacy officer by telephone on **02 790 30007**, or by using the Contact Us option on our website www.kaizencapital.com.au. Where we hold information that you are entitled to access, we will try to provide you with access (via mail or email). There may be instances where we refuse access, for example where access would interfere with the privacy of others. The reasons for any refusal will be provided to you in writing. If you believe that the information we hold is incorrect or incomplete, then you may request that we correct it. We may correct the information or add a notation. We will not charge you for responding to a request or making a correction.

Complaints

If you suspect that your privacy has been breached, or if you have a complaint in relation to the collection, handling and storage of your personal information please contact our privacy officer by telephone or email (details above). We will endeavour to investigate and deal with any potential breach or complaint as soon as possible.

For further information about Privacy please see www.oaic.gov.au.

From time-to-time we will update and make changes to this statement. This policy was last updated on 23 March 2016.