AUREUS
LAW CORPORATION
ADVOCATES & SOLICITORS
COMMISSIONER FOR OATHS
NOTARY PUBLIC

AUREUS LAW CORPORATION – PRIVACY POLICY

Aureus Law Corporation ("**ALC**", "**we**", "**us**", and "**our**") provides legal services in the areas of corporate law, succession, probate and administration of estates, Islamic law and family law, amongst others (the "**Services**"). This privacy policy (the "**Policy**") governs our collection, use, processing and disclosure of Personal Data in the provision of our Services.

We take your privacy seriously and are committed to protecting your privacy. This Policy sets out the basis of the collection, use, processing and protection of your Personal Data by us or on our behalf. "**Personal Data**" refers to personally identifiable information about you including your name, phone number, email address and contact details, and other personal information incidental to your interaction with us through the Services. In engaging our Services, you have consented for us to collect, use, process, retain and disclose such Personal Data in accordance with this Policy, in order for us to provide the Services to you effectively.

We collect Personal Data from you through our physical meetings, telephone calls, emails and other communication methods (e.g. WhatsApp). In other cases, we may also obtain Personal Data from third parties such as insurers, previous legal representative, opposing parties in litigation, regulators, public registers, publicly available court or legal records and screening providers (for example in relation to anti-money laundering, financial sanctions checks and credit screening).

We process Personal Data because we have a legitimate interest in managing and delivering Services to our clients, or because it is necessary for the performance of a contract we have with you. If you provide us with any Personal Data relating to a third party (e.g. information of your customers, partners and/or any associated organisations), by submitting such information to us, you represent and warrant to us that you have obtained the requisite consent of such third party and/or are authorized to provide us with such Personal Data for the relevant purposes contained in this Privacy Policy. You are to ensure that all Personal Data submitted to us is complete, correct and true. Failure to do so may result in our inability to fulfil your requests and/or delays in processing your requests.

Your Personal Data may be used by us for the following reasons, including without limitation:

(a) to operate the Services and provide the Services to you, which may include the sharing of your Personal Data within our organisation;
(b) to enable us to contact you;
(c) to improve the content and quality of our Services; and
(d) for our internal account handling, business and administrative purposes.

We also process Personal Data to enable compliance with legislation and regulations which govern the running of our business, which includes compliance with customer due diligence obligations. In some circumstances, we are legally required to report suspected criminal activity to relevant authorities. The Personal Data used for these purposes will depend on the nature of the legal obligation that applies and could include any Personal Data that we process.

We process Personal Data to perform quality control checks, prepare for and take part in internal and external audits, establish and defend legal claims, and prepare for and take part in audits/investigations by relevant regulatory bodies such as data protection supervisory authorities and legal regulatory bodies. The Personal Data used for these purposes will depend on the nature of the checks, audits, claims or investigations taking place and could include any Personal Data that we process. It is in our legitimate interests to process personal data for quality control, legal claims and audit purposes. Where we are required to comply with a regulatory investigation, we have a legal obligation to process Personal Data for this purpose.

Where we need to collect Personal Data by law (for instance, in relation to anti-money laundering or other "know your client" checks) or under the terms of a contract we have with you and you fail to provide the Personal Data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with Services). In this case, we may have to decline to provide or receive the relevant Services, but we will notify you if this is the case at the time the Personal Data is attempted to be collected.

We store the Personal Data in a combination of secure computer storage facilities and other records. For the purpose of cloud computing, cloud storage, hosting, data back-ups, or software-as-a-service (SaaS) solutions provided by our third-party service providers, we may transfer, store or process your Personal Data outside of Singapore. In such circumstances, we will take reasonable steps and implement appropriate technical, organizational, and contractual measures to ensure that the recipient organization outside Singapore provides a standard of protection to your personal data that is comparable to the protection provided under the Singapore Personal Data Protection Act 2012. To safeguard the Personal Data, all electronic storage and transmission of personally identifiable information are secured with appropriate security technologies. We will also take reasonable steps to securely destroy or permanently de-identify your personally identifiable information when we no longer need it.

We will retain your Personal Data for as long as reasonably necessary to fulfil the purposes we collected it for. This includes the purposes of satisfying any legal, regulatory, accounting and reporting requirements, to carry out legal work and for the establishment or defence of legal claims.

We will not share your Personal Data with any non-Government entities other than in limited circumstances including the following:

(a) where third party companies perform services for us, including but not limited to email delivery, hosting and payment processing, or for the purpose of providing you with the Services that you request from us. However, these companies will only be entitled to use your personal information in order to provide the services requested by us or as may be required by law; or
(b) where third parties require your Personal Data to provide their services which form part of the Services provided by us; or
(c) where necessary to protect the safety of our staff, to protect our rights and property and the rights and property of third parties, or in other cases if we believe in good faith that disclosure is required by law;
(d) with our professional advisers and consultants, including lawyers, bankers, auditors, accountants and insurers, including our professional indemnity insurers;
(e) with professional or regulatory bodies or authorities in connection with audits and other checks or investigations; or
(f) where your consent has been obtained for disclosure.

Where we are required and as permitted by applicable law to provide information to courts, regulators, law enforcement agencies, tax authorities or similar agencies, we shall do so. Please note that the Personal Data is shared only where such disclosure is lawful and necessary, and only following a proportionality assessment.

In accordance with the Personal Data Protection Act 2012, you have the right to access any of your Personal Data held by us. Accordingly, upon your request to retrieve any of your Personal Data, or your request for information regarding our use and relevant disclosure of your Personal Data, we will provide you with a copy of the abovementioned information, subject to a reasonable timeframe and administrative fee for the handling and processing of your request. For the avoidance of doubt, such reasonable administrative fee will be disclosed to you upon your request to access your Personal Data.

Please note that we are not obliged to respond to or fulfil your access request unless you have agreed to and paid the relevant administration fee.

We strive to ensure that all personal information collected and stored by us is accurate. If any of your personal information stored with us is incorrect, or if there are any updates to your personal information, you may update your personal information by contacting us at lynn@aureuslaw.com.sg.

We may anonymise your non-personally identifiable Personal Data for the purposes of internal statistics or research purposes ("**Reports**") to help us improve our Services. All information disclosed in the Reports shall only include non-personally identifiable data or anonymised data in which case we may use this information indefinitely without further notice to you. We may in turn pass these Reports onto third parties.

We may revise this Policy from time to time and at our sole discretion. Although most changes are likely to be minor, we encourage you to frequently check for any changes to the Policy. Your continued engagement of our Services after any changes are made imply that you are aware of the changes in this Policy and shall constitute your deemed acceptance of such changes.

This Policy shall be governed by and construed according to the laws of Singapore and subject to the exclusive jurisdiction of the Singapore Courts.

For more information about the Policy, or to advise us if you think your personal information is inaccurate, incomplete or out of date or to enquire generally about privacy matters, please contact: lynn@aureuslaw.com.sg.

20 August 2026