

# Disclosure Brochure

**NOVEMBER 8, 2013**

## **Arlene Advisors, LLC**

*A Registered Investment Adviser*

This brochure provides information about the qualifications and business practices of Arlene Advisors, LLC (hereinafter “Arlene”). If you have any questions about the contents of this brochure, please contact Scott M. Brown at (201) 705-1200. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority. Additional information about Arlene Advisors, LLC is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

Arlene Advisors, LLC is an SEC registered investment adviser. Registration does not imply any level of skill or training.

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## **Item 2.      Material Changes**

This Item discusses only the material changes that have occurred since Arlene's last annual update. Since this is Arlene's initial Disclosure Brochure, there are no material changes to report.

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### Firm Disclosure Brochure

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## Item 4. Advisory Business

Arlene has been formed to provide investment advisory services. Arlene is under common control and shares a principal office and place of business with PKS Advisory Services, LLC ("PKSA"), an investment adviser that is registered with the SEC (SEC File Number 801-62147). At the time of this filing, Arlene does not conduct any advisory business. It is anticipated that Arlene will be purchased by an individual(s) interested in utilizing the services of PKSA or one of its affiliates, and owning an independent investment adviser. At that time, this Disclosure Brochure will be amended.

Arlene has been in business since October, 2013 and is owned by Interim Holdings, LLC and its manager is Pro Tem Holdings, LLC, which is under common control with PKSA. Since Arlene has not begun to provide any advisory services, it does not yet have any assets under management.

This Disclosure Brochure describes the business of Arlene. Certain sections will also describe the activities of *Supervised Persons*. *Supervised Persons* are any of Arlene's employees, officers, partners, directors (or other persons occupying a similar status or performing similar functions), or any other person who is subject to Arlene's supervision or control.

## Item 5. Fees and Compensation

Arlene does not currently provide advisory services. In the future, however, Arlene expects to offer its services on a fee basis, which may include hourly and/or fixed fees, as well as fees based upon assets under management. Prior to engaging Arlene to provide any services, the client would be required to enter into a written agreement with Arlene setting forth the terms and conditions of the engagement.

## Item 6. Performance-Based Fees and Side-by-Side Management

Arlene does not currently provide advisory services. Therefore, Arlene does not provide any services for performance-based fees.

## Item 7. Types of Clients

Arlene does not currently provide advisory services. Therefore, Arlene does not have any clients.

## Item 8. Methods of Analysis, Investment Strategies and Risk of Loss

Arlene does not currently provide advisory services. Therefore, Arlene does not have any methods of analysis, investment strategies or risks of loss to disclose.

## Item 9. Disciplinary Information

Arlene is required to disclose the facts of any legal or disciplinary events that are material to a client's evaluation of its advisory business or the integrity of its management. Arlene does not have any required disclosures to this Item.

## Item 10. Other Financial Industry Activities and Affiliations

### Related Investment Adviser

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Arlene is under common control and ownership with PKSA. It is anticipated that Arlene may recommend the services of PKSA in the future. If at that time there is any common control between Arlene and PKSA, such conflict will be disclosed to clients.

### Related Broker Dealer

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Arlene is under common control and ownership with Purshe Kaplan Sterling Investments, Inc. ("PKS"), an SEC registered broker-dealer and member of FINRA. It is anticipated that the individuals providing advisory services through Arlene in the future may be registered representatives of PKS. Arlene will disclose this to clients as a conflict of interest and explain that clients have the option to purchase investment products through other brokers or agents not affiliated with Arlene.

### Receipt of Insurance Commission

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Arlene is also affiliated with PKS Financial Services, Inc. ("PKSFS"). PKSFS is an insurance agency licensed in all states in which it conducts business. It is anticipated that the individuals providing advisory services through Arlene in the future may be licensed insurance agents with PKSFS and other various insurance companies. Arlene will disclose this to clients as a conflict of interest, if necessary.

## Item 11. Code of Ethics

Arlene and persons associated with Arlene ("Associated Persons") are permitted to buy or sell securities that it also recommends to clients consistent with Arlene's policies and procedures.

Arlene has adopted a code of ethics that sets forth the standards of conduct expected of its associated persons and requires compliance with applicable securities laws ("*Code of Ethics*"). Arlene's *Code of Ethics* contains written policies reasonably designed to prevent the unlawful use of material non-public information by Arlene or any of its associated persons. The *Code of Ethics* also requires that certain of Arlene's personnel (called "*Access Persons*") report their personal securities holdings and transactions and obtain pre-approval of certain investments such as initial public offerings and limited offerings.

When Arlene is engaging in or considering a transaction in any security on behalf of a client, no *Access Person* may effect for themselves or for their immediate family (i.e., spouse, minor children, and adults living in the same household as the *Access Person*) a transaction in that security unless:

- the transaction has been completed;
- the transaction for the *Access Person* is completed as part of a batch trade (as defined below in Item 12) with clients; or
- a decision has been made not to engage in the transaction for the client.

These requirements are not applicable to: (i) direct obligations of the Government of the United States; (ii) money market instruments, bankers' acceptances, bank certificates of deposit, commercial paper, repurchase agreements and other high quality short-term debt instruments, including repurchase agreements; (iii) shares issued by mutual funds or money market funds; and (iv) shares issued by unit investment trusts that are invested exclusively in one or more mutual funds.

This *Code of Ethics* has been established recognizing that some securities trade in sufficiently broad markets to permit transactions by *Access Persons* to be completed without any appreciable impact on the markets of such securities. Therefore, under certain limited circumstances, exceptions may be made to the policies stated above.

While Arlene does not currently provide advisory services, in the future clients and prospective clients will be able to contact Arlene to request a copy of its *Code of Ethics*.

### **Item 12. Brokerage Practices**

Arlene does not currently provide advisory services. Therefore, Arlene does not select or recommend any broker-dealers to clients.

### **Item 13. Review of Accounts**

Arlene does not currently provide advisory services. Therefore, Arlene does not review any accounts or provide reports.

### **Item 14. Client Referrals and Other Compensation**

Arlene is required to disclose any relationship or arrangement where it receives an economic benefit from a third party (non-client) for providing advisory services. In addition, Arlene is required to disclose any direct or indirect compensation that it provides for client referrals. Arlene does not have any required disclosures to this Item.

### **Item 15. Custody**

Arlene does not currently provide advisory services. Therefore, Arlene does not have custody of any client funds or securities.

### **Item 16. Investment Discretion**

Arlene does not currently provide advisory services. Therefore, Arlene does not accept discretionary authority to manage securities on behalf of clients.

### **Item 17. Voting Client Securities**

Arlene is required to disclose if it accepts authority to vote client securities. Arlene does not vote client securities on behalf of its clients.

### **Item 18. Financial Information**

Arlene is not required to disclose any financial information pursuant to this Item due to the following:

- The firm does not require or solicit the prepayment of more than \$1,200 in fees six months or more in advance;
- The firm does not have a financial condition that is reasonably likely to impair its ability to meet contractual commitments to clients; and
- The firm has not been the subject of a bankruptcy petition at any time during the past ten years.

**Arlene Advisors, LLC**

**A** *Registered Investment Adviser*

Prepared by:



**MARKETCOUNSEL®**  
*The Adviser's Advisor®*