

TERMS OF BUSINESS

Effective from 17 January 2018

INTRODUCTION

These terms of business set out the general terms under which we, Ollie Moran Financial Services Limited will provide the following products and services to you and the respective duties of both the company and you in relation to such services:

- a) Life & Pensions
- b) Savings & Investments
- c) Mortgages & Protection
- d) General Insurance

Please ensure you read these terms thoroughly and if you have any queries we will be happy to clarify them. If any material changes are made to these terms, we will notify you as soon as possible.

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Ollie Moran, QFA, CFP

Date

AUTHORISED STATUS

Ollie Moran Financial Services Ltd C50349 is regulated by the Central Bank of Ireland as an insurance intermediary registered under the European Communities (Insurance Mediation) Regulations, 2005; as an investment intermediary authorised under the Investment Intermediaries Act, 1995 and as a Mortgage Intermediary authorised under the Consumer Credit Act, 1995 and as a Mortgage Credit Intermediary under the European Union (Consumer Mortgage Credit Agreements) Regulations 2016. Copies of our regulatory authorisations are available on request. The Central Bank of Ireland holds registers of regulated firms. You may contact the Central Bank of Ireland on 1890 777 777 or alternatively visit their website at www.centralbank.ie to verify our credentials.

CODES OF CONDUCT

Ollie Moran Financial Services Ltd is subject to the following Codes of Conduct issued by the Central Bank of Ireland. These codes offer protection to our clients and all of the Codes can be found on the Central Bank's website www.centralbank.ie. Consumer Protection Code, Minimum Competency Code, and Fitness & Probity Standards.

OUR SERVICES

Ollie Moran Financial Services Limited is a member of the Brokers Ireland. Our principal business is to provide advice and arrange transactions on behalf of clients in relation to Life & Pensions/ Mortgages / General Insurance products. A full list of insurers, product producers and lending agencies with whom we deal is available on request.

The principal regulated activities of the firm are provided on the basis of a fair analysis of the market and you have the option to pay in full for our services by means of a fee.

Fair Analysis

The concept of fair analysis is derived from the Insurance Mediation Directive. It describes the extent of the choice of products and providers offered by an intermediary within a particular category of life assurance, general insurance, mortgages, and/ or a specialist area. The number of contracts and providers considered must be sufficiently large to enable us to

recommend a product that would be adequate to meet a client's needs.

The number of providers that constitutes "significantly large" will vary depending on the number of providers operating in the market for a particular product or service and their relative importance in and share of that market. The extent of fair analysis must be such that could be reasonably expected of a professional conducting business, taking into account the accessibility of information and product placement to intermediaries and the cost of the search. In order to ensure that the number of contracts and providers is sufficiently large to constitute a fair analysis of the market, we will consider the following criteria;

- The needs of the customer;
- The size of the customer order;
- The number of providers in the market that deal with brokers;
- The market share of each of those providers;
- The number of relevant products available from each provider;
- The availability of information about the products;
- The quality of the products and services provided by the provider;
- Cost and any other relevant consideration.

Life, Pensions and Investments

Ollie Moran Financial Services Ltd provides life assurance, pensions and investments on a fair analysis basis i.e. providing service on the basis of a sufficiently large number of contracts and product producers available on the market to enable us to make a recommendation, in accordance with professional criteria, regarding which contract would be adequate to meet your needs. We will provide assistance to you for any queries you may have in relation to the policies or in the event of a claim during the life of the policies and we will explain to you the various restrictions, conditions and exclusions attached to your policy. However, it is your responsibility to read the policy documents, literature and brochures to ensure that you understand the nature of the policy cover, particularly in relation to PHI and Serious Illness policies.

Specifically on the subject of Permanent Health Insurance policies it is our policy to explain to you (a) the meaning of disability as defined in the policy (b) the benefits available under the policy (c) the general exclusions that apply to the policy and (d) the reductions applied to the benefit where there are disability payments from other sources.

For a Serious Illness policy, we will explain clearly to you the restrictions, conditions and general exclusions that attach to that policy.

General Insurance

Household Insurance

Ollie Moran Financial Services Limited provides Household insurance on a limited analysis basis. (Providing services on the basis of a limited number of contracts and product producers available on the market) We hold licences with Aviva Household Insurance and are agents for Lloyds Insurance C/O Hickey Clarke Langan Ltd. We will offer assistance to you in relation to processing claims on policies taken out with us and in seeking renewal terms on cover. With regard to Household Insurance, to ensure continuity of cover, where you have an existing policy which is due to expire and where we have been unable to contact you, we may put continuing cover in force whilst awaiting your instruction. You will be liable for any premiums payable to your relevant insurer for the period of time between renewals and when

Registered in Republic of Ireland at Unit 5C, Whitethorns, Castletory Limerick. Registration No: 453739.

A private company limited by shares trading as Ollie Moran Financial Services Limited.

Directors: Ollie Moran & Lisa Quinlan. Member of PIBA since 2008.

Ollie Moran Financial Services Limited is regulated by the Central Bank of Ireland

we receive your instruction. You have the right not to avail of this service.

Mortgages

Through the lenders of other undertakings with which we hold an agency, Ollie Moran Financial Services Ltd, can provide advice on and arrange mortgage products from the following range; fixed-rate mortgages, variable rate mortgages, capital & interest mortgages, interest only mortgages, endowment mortgages, pension mortgages and residential investment property.

Ollie Moran Financial Services Ltd provides mortgage advice on a limited analysis basis. (Providing services on the basis of a limited number of contracts and product producers available on the market). We hold agencies with the following:

Haven Mortgages
Brokers Ireland Mortgage Services Ltd
PTSB
Ulster Bank

We will need to collect sufficient information from you before we can offer any advice on housing loans. This is due to the fact that a key issue in relation to mortgage advice is affordability. Such information should be produced promptly upon request.

Disclosure Notice

Any failure to disclose a material information may invalidate and render your policy void.

FEES AND CHARGES

Life, Pensions and Investments Fees

Ollie Moran Financial Services Limited is remunerated by commission and other payments from product producers or lenders on the completion of business. Where we receive recurring commission, this forms part of the remuneration for the initial and ongoing advice provided.

You may choose to pay in full for our services by means of a fee. Where fees are chargeable or where you choose to pay in full for our service by fee, we will notify you in writing in advance and agree the scale of fees to be charged if different from the fees outlined below.

In cases where the commission is greater than the fee due, the commission will become the amount payable to Ollie Moran Financial Services Ltd unless an arrangement to the contrary is made.

Our Schedule of Fees are as follows:

Initial Consultation	€100
Directors/Senior Advisers	€150 per hour thereafter
Administration/Secretarial	€75

In some instances we may offer a discount either on an upfront basis or as a rebate on first year premiums. We reserve the right to redeem this discount if it is cancelled or not paid fully within the agreed time frame.

General Insurance Fees

Ollie Moran Financial Services Ltd. is remunerated by commission from insurers on completion of business. Details of this remuneration are available on request. Where an override commission is received, this will be disclosed to you in general terms.

Mortgage Fees

We may receive up to 1% of the loan for arranging mortgage finance. This commission is paid by the mortgage lender. The actual amount of commission will be disclosed at a later stage in the ESIS (European Standardised Information Sheet) which will be forwarded to you. Information on the variation in levels of commission payable by the different creditors providing credit

agreements being offered are available on request. We also charge additional fees outlined below:

Our Schedule of Mortgage Fees are as follows:

Initial Meeting and Pre Application Queries	€100
Formal Application to Lenders	€300
Mortgage Approval	€300
Drawdown of Mortgage	€300

Please note that lenders may charge specific fees in certain circumstances and if this applies these fees will be specified in your loan offer. You have the right to pay a fee separately and not include it in the loan. Typically this situation arises in relation to specialist lending.

If we provide mortgage advice and obtain a Loan Offer for you and you subsequently do not proceed with your mortgage though our firm the fee we will charge you will be based on our schedule of mortgage fees outlined above for the work completed to date.

Regular Reviews

It is in your best interests that you review, on a regular basis, the products which we have arranged for you. As your circumstances change, your needs will change. You must advise us of those changes and request a review of the relevant policy so that we can ensure that you are provided with up to date advice and products best suited to your needs. Failure to contact us in relation to changes in your circumstances or failure to request a review, may result in you having insufficient insurance cover and/or inappropriate investments.

DEFAULT ON PAYMENTS BY CLIENTS

Our firm will exercise its legal rights to receive payments due to it from clients (fees and insurance premiums) for services provided. In particular, without limitation of the generality of the foregoing, the firm will seek reimbursement for all payments made to insurers on behalf of clients where the firm has acted in good faith in renewing a policy of insurance for the client.

Product producers may withdraw benefits or cover in the event of default on payments due under policies of insurance or other products arranged for you. We would refer you to policy documents or product terms for the details of such provisions.

Mortgage lenders may seek early repayment of a loan and interest if you default on your repayments. Your home is at risk if you do not maintain your agreed repayments.

Ollie Moran Financial Services Limited reserves the right to charge a retrospective fee where our commission payment has been clawed back by a financial or lending institution as a result of a mortgage/investment / pension / life policy / general insurance product being cancelled / redeemed / switched / paid up.

COMPLAINTS

Whilst we are happy to receive verbal complaints, it would be preferable that any complaints are made, in writing. We will acknowledge your complaint within 5 business days and we will fully investigate it. We shall investigate the complaint as swiftly as possible, and, the complainant will receive an update on the complaint at intervals of not greater than 20 business days starting from the date on which the complaint is made. On completion of our investigation, we will provide you with a written report of the outcome. In the event that you are still dissatisfied with our handling of or response to your complaint, you are entitled to refer the matter to the Financial Services Ombudsman or the Pensions Ombudsman. A full copy of our complaints procedure is available on request.

DATA PROTECTION

Ollie Moran Financial Services Limited complies with the Data Protection Acts 1988 and 2003 and is bound by the data protection responsibilities set out in the Acts. The data which you provide to us will be held on computer database and paper files for the purpose of arranging transactions on your behalf. The data

will be processed only in ways compatible with the purposes for which it was given. We would also like to keep you informed of mortgage, insurance, investment and any other services provided by us or associated companies with which we have a formal business arrangement; which we think may be of interest to you. We would like to contact you by way of letter, email or telephone call. If you do not wish to receive such marketing information please tick the box in the Terms of Business acknowledgement letter.

We may receive referrals from such firms and may advise them of any transactions arranged for you.

CONFLICTS OF INTEREST

It is the policy of our firm to avoid conflicts of interest in providing services to you. However, where an unavoidable conflict of interest arises we will advise you of this in writing before providing you with any service.

INVESTOR COMPENSATION SCHEME

Ollie Moran Financial Services Ltd is members of the Investor Compensation Scheme operated by the Investor Compensation Company Ltd.

The Investor Compensation Act, 1998 provides for the establishment of a compensation scheme and the payment, in certain circumstances, of compensation to certain clients (known as eligible investors) of authorised investment firms, as defined in that Act. The Investor Compensation Company Ltd (ICCL) was established under the 1998 Act to operate such a compensation scheme and our firm is a member of this scheme.

Compensation may be payable where money or investment instruments owed or belonging to clients and held, or in the case of investment instruments, administered or managed by the firm, cannot be returned to those clients for the time being and there is no reasonably foreseeable opportunity of the firm being able to do so.

A right to compensation will only arise:

- If the client is an eligible client as defined in the Act; and
- If it transpires that the firm is not in a position to return client money or investment instruments owed or belonging to clients of the firm; and
- To the extent that the client's loss is recognised for the purposes of the Act;

Where an entitlement to compensation is established, the compensation payable will be the lesser of:

- 90% of the amount of the client's loss which is recognised for the purposes of the Investor Compensation Act, 1998; or
- Compensation of up to €20,000.

For further information, contact the Investor Compensation Company Ltd at (01) 224 4955.

BROKERS IRELAND COMPENSATION FUND

We are also members of the Brokers Ireland Compensation Fund. Subject to the rules of the scheme the liabilities of its members firms up to a maximum of €100,000 per client (or €250,000 in aggregate) may be discharged by the fund on its behalf if the member firm is unable to do so, where the above detailed Investor Compensation Scheme has failed to adequately compensate any client of the member. Further details are available on request.

Once these Terms of Business have been agreed, they shall remain in place unless subsequently altered and agreed in writing by both parties.

The Terms of Business shall be construed in accordance with Irish Law. The Courts of Ireland shall have exclusive jurisdiction in relation to any claim, dispute or difference concerning the terms of business and any matter arising as between the client and the company.