



CHARTERED FINANCIAL SOLUTIONS LTD.

Guiding Your Financial Future

Terms of Business

These Terms of Business set out the basis on which Chartered Financial Solutions Limited will provide insurance, pension, investment and deposit business services to you as a private client of the firm and the respective duties and responsibilities of both the firm and you in relation to these services.

Please take a few minutes to read through these, and if you have any queries please contact us at **Trinity House, Charleston Road, Ranelagh, Dublin 6, telephone 01 4972133 or e-mail info@cfsireland.com**. We will notify you if any material changes are made to these terms.

Chartered Financial Solutions Limited is regulated by the Central Bank of Ireland as an Insurance Intermediary registered under the European Communities (Insurance Mediation) Regulations 2005 and as an Investment Intermediary under the Investment Intermediaries Act 1995. Copies of our regulatory authorisations are available on request.

The Central Bank of Ireland holds a register 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. Chartered Financial Solutions Limited is registered in Ireland under company registration number 391544.

Codes of Conduct

The company is subject to the Central Bank of Ireland's Consumer Protection Code, Minimum Competency Code and Fitness and Probity Standards, which offers protection to consumers. A copy of these codes can be found on the Central Bank's website, www.centralbank.ie.

Our Services

Chartered Financial Solutions Limited may receive and transmit orders in insurance, pension, deposit and investment instruments to each product provider from whom a written letter of appointment is held. We provide professional advice on the principal regulated activities of the firm on the basis of a fair analysis of the market in the following areas:

- **Life Savings and Investment Products**
- **Pension Insurance Products**
- **Protection Products**
- **Tracker Bonds or Similar Instruments**
- **Deposits**

Terms of Business effective 2 January 2018

Chartered Financial Solutions Limited is regulated by the Central Bank of Ireland.

Directors: Shane Brennan MBA ACII QFA SIA RPA, Mark Haskins MSc CFP QFA FLIA

Registered in Ireland No. 391544: Registered Address: Trinity House, Charleston Road, Ranelagh, Dublin 6

- The principal regulated activities of the firm, (as detailed overleaf) are provided on the basis of a fair analysis of the market.
- 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 an intermediary to recommend a product that would be adequate to meet a client's needs. The number of providers that constitutes 'sufficiently 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 in the exercise of their business, taking into account the accessibility of information and product placement to intermediaries and the cost of the search.

The criteria for selecting the various financial instruments shall include all relevant aspects such as risks, costs and complexity as well as the characteristics of the investment firm's clients and shall ensure that the selection of the instruments that may be recommended is not biased.

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 product and service provided by the provider,
- costs and any other relevant consideration.

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 permanent health insurance 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.

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We provide professional advice on the non-principal regulated activities of the firm on the basis of a limited analysis of the market. Limited analysis of the market means providing services on the basis of a limited number of contracts and product providers available on the market.

The Product Producers, with whom Chartered Financial Solutions Limited holds written letters of appointment, and the nature of their services, are listed in Appendix 1.

Default on Premium Payments by Clients

Product producers may withdraw benefits or cover on default of any payments due under any products arranged for your benefit. Details of these provisions will be included in your product terms and conditions. Chartered Financial Solutions Limited will, if necessary, exercise its legal rights to receive any outstanding payments due to it, from clients for services provided.

Client Protection

Chartered Financial Solutions Limited maintains professional indemnity cover of €1,500,000.

The company is a member of the Investor Compensation Scheme, operated by the Investor Compensation Company Limited. 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 the Act. The Investor Compensation Company Limited (ICCL) was established under the 1998 Act to operate such a compensation scheme and our firm is a member of the 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 arise only:

- If the client is an eligible investor as defined in the Act;
- 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 purpose of the Act;

The maximum level of compensation payable is limited to 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, you can contact the Investor Compensation Company Limited at (01) 224 4955 or log onto www.investorcompensation.ie.

The company is also a member 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.

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Conflicts of Interest

We are committed to ensuring that our business is conducted in an honest and professional manner and to the principle of acting in the client's best interests at all times. All employees of the company are obliged to refrain from doing anything that could be reasonably regarded as creating a conflict of interest. However, where an unavoidable conflict of interest arises we will disclose the nature and/or source of the conflict of interest, advise you of the procedures we will follow in order to manage any such conflict of interest and request that you acknowledge in writing that you are aware of the conflict of interest and still wish to proceed with the service or product being recommended. A full copy of our conflicts of interest policy is available on request. If you have not been advised of any such conflict you are entitled to assume that none exists.

Disclosure of Information

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

Commission and Fees

Chartered Financial Solutions Limited may receive commission and other payments from the product producer to whom orders are transmitted on the completion of business. Summary details of these payments will be included in a customer information document, which you are legally entitled to receive before an application for a product is completed, and full details will be included with your cooling-off letter.

Where renewal commission is received from a product producer in respect of a product or service being provided, an annual update will be provided to you on the product. We are available to answer any queries you may have on the contract and its ongoing suitability for you. Where applicable, we will inform you of any actions which need to be taken with regard to the relevant product. Typically this will include such actions as; indexation of benefits, payment of premiums due, the impending maturity of a contract or the drawdown of any benefits provided under the contract.

Some companies provide Chartered Financial Solutions Limited with marketing support for items such as mail shots, printing of brochures and advertising. These costs are included in the sales remuneration figures provided in your customer information notice/preliminary disclosure certificate. The rate of uplift is not volume related and is fixed on a year by year basis.

Fee Schedule

It is common to distinguish the level of fees payable on the basis of the seniority and expertise of the advisor and between support staff and suitably qualified advisors.

Principals / Directors	€215 per hour
Senior Advisors	€140 per hour
Support Staff	€95 per hour

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Where fees are charged, an invoice will be issued to you. Should you instruct us to act on your behalf in an area not included in our fee schedule; we will provide you with an estimate of the expected fee in advance of any work to be undertaken. This fee will be based on the complexity of the task, the personnel involved and the expected time required to complete the task. Our fee schedule may vary from time to time and you will be given advance notice of any changes in fees before we provide a follow up or repeat service. These fees may be charged in conjunction with, or instead of commission we may receive from the product provider. As a client of the firm and as per the Consumer Protection Code, you may request the option to pay in full for our services by means of a fee.

If we receive commission from a product provider, this may be offset against the fee which we will charge you. Where the commission is greater than the fee due, the commission may become the amount payable to the firm unless an arrangement to the contrary is made.

Regular Review

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 these 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.

Ongoing suitability assessments form part of the service we provide to clients. On an annual basis the firm will issue a client report outlining changes in the services or instruments involved and/or the circumstances of the client.

Complaints Policy

We aim to deliver excellent service to our customers at all times. In the event that you have cause for complaint, we ask that you make any complaint against our firm, relating to services provided by us, in writing. We will acknowledge your complaint within 5 business days and we will fully investigate it.

It is the policy of Chartered Financial Solutions Limited to ensure that any complaint will be dealt with fairly and in a timely fashion, and that any problems are resolved as quickly as possible. On completion of our investigation, we will provide you with a written report of the outcome.

Where it is has not been possible to resolve a problem, it is our aim that our customer's will feel that we handled the problem in a courteous, fair and prompt manner. Where a customer remains dissatisfied with the outcome of our efforts to resolve their complaint, they will be notified of their rights to refer their dispute to the Financial Services and Pensions Ombudsman. Our objective in dealing with complaints is to respond fully to the issues raised and at the same time endeavour to bring the case to a conclusion with our first letter, call, or meeting.

A complaint will be defined as any expression of dissatisfaction by a consumer whether justified or not. Complaints may come from a number of different sources, (consumer, legal representative or other third party) and may be received in writing, by telephone or by personal visit. All such complaints will be treated fairly and in line with our set procedures. A copy of our complaints procedure is available on request.

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Data Protection

Chartered Financial Solutions Limited complies with the requirements of the Data Protection Acts, 1988 and 2003. The data which you provide to us will be held on a 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 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 on our Terms of Business acknowledgement letter.

We will keep your personal data confidential, but may disclose it to third parties, (including your other advisors, financial institutions and other parties with whom we have a contractual agreement) where necessary for the purpose of providing the agreed service to you. If you do not wish us to use your personal data in this way, we will be unable to provide our services. You have the right to request a copy of the personal data which we hold about you. To request such details, simply write to Mark Haskins, Compliance Officer at the company address.

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Appendix 1 - Appointments Held

List of Product Producers from whom Chartered Financial Solutions Limited holds written letters of appointment.

Life, Pension and Investments

Aviva Life and Pensions Limited
BCP Asset Management Limited
Davy
Friends First Life Assurance Company Limited
Independent Trustee Company Limited
Irish Life Assurance Plc
KBC Bank Ireland
Merrion Stockbrokers Limited
New Ireland Assurance Company Plc
Royal London
Phoenix Life Limited T/A Phoenix Ireland
Standard Life Assurance Company Limited
Wealth Options Limited
Zurich Life Assurance Company of Ireland Limited

Deposit

Investec Bank Plc
Permanent TSB
KBC Bank Ireland

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