

Terms of Business including Schedule of Fees and Charges

These Terms of Business including Schedule of Fees & Charges are valid from 30th March 2018 until further notice.

These Terms of Business including Schedule of Fees & Charges set out the basis upon Wealthwise Financial Planning will provide Financial Advisory services to you as a consumer of the firm. They also contain details of our regulatory and statutory obligations and the respective duties of both our firm and you in relation to such services. This is an important document so we would ask you to please read it carefully, if you are unsure of any of its terms please ask. If there are any material changes to the information in this document you will be issued with a revised copy as soon as possible.

Contact Details:

Wealthwise Financial Planning
Block C, Hartley Business Park
Carrick on Shannon
Co. Leitrim
Telephone: 071 96 50699
www.wealthwise.ie

Our Services

Wealthwise Financial Planning offer advice on a fair analysis basis in relation to Financial Services products and services. We provide impartial advice in the areas of Investment, Pre & Post Retirement Planning, Business & Family Protection. On your behalf we will carry out a fair analysis of the market available to us; taking account of a sufficiently large number Insurers/Product Producers to enable us to make a professional recommendation to meet your requirements. We act solely in the best interests of our clients at all times. The 'client experience' is paramount and we pride ourselves in building lasting professional client relationships.

Our firm does not have a 'tied' relationship with any institution. We offer our clients an extensive choice of suitable products that best serve their needs and circumstances as we hold agencies with most of the life companies in Ireland. We also hold agencies with a wide array of investment and pension product providers, ensuring we can give you a well-informed view on the different options available at all times. On receipt of your instructions we will transmit orders on your behalf to one or more Insurers/Product Producers with whom we hold a written appointment (a list of which is available on request), some examples are:

- New Ireland Assurance Co.
- Aviva Life & Pensions Ireland
- Royal London
- Davys Select
- Irish Life
- Merrion Capital Group
- Permanent TSB (Deposits)
- Standard Life
- Zurich Life
- Wealth Options
- BCP Asset Management
- Friends First
- Broker Solutions
- Investec

We do not guarantee nor make representations in regard to, and expressly disclaim responsibility for the financial security of the Insurance Companies and Product Producers with which we place business.

Authorised Status

Wealthwise Financial Limited T/A Wealthwise Financial Planning is regulated by the Central Bank of Ireland as an Investment Business Firm under Section 10 of the Investment Intermediaries Act 1995

(as amended) and as an Insurance Intermediary under the European Communities (Insurance Mediation) Regulations 2005

Our Central Bank registration number is C166141. You may verify our authorisations by contacting the Central Bank on 1890 77 77 77.

Alternatively the Central Bank of Ireland holds registers of regulated firms which can be viewed on their website www.centralbank.ie.

Statutory Codes

Wealthwise Financial Planning is subject to and complies with the Consumer Protection Code, Minimum Competency Code and Fitness & Probity Standards. These Codes offer protection to consumers and can be found on the Central Bank of Ireland website www.centralbank.ie

Life, Pensions & Investments

Wealthwise Financial Planning provide Life Assurance and Pension Products on a fair analysis basis. We will provide assistance to you for any queries you may have in relation to these 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 Income Protection and Serious Illness Policies. Specifically on the subject of Income Protection Cover, 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.

Investments & Deposits

Wealthwise Financial Planning provide Investment Products on a fair analysis basis.

We provide professional advice in relation to Deposit Options and can arrange Deposits with the Deposit Provider(s) with whom we have a written appointment.

We can provide advice on Investments and Structured Products in the event of considering an Investment or Reinvestment; we will outline the various options available to you, particularly in relation to the nature of the Investment risk and/or other restrictions.

Disclosure of Information

It is your responsibility to provide complete and accurate information for Insurers/Product Producers when arranging a policy. Failure to disclose any material information to your Insurers/Product Producer may invalidate your cover and could mean that all or part of a claim will not be paid.

Complex Investments Instruments (MiFID*) & Periodic Assessment of Suitability:

Where we provide an investment service that involves a periodic suitability assessments, we will provide you with a report annually outlining any changes in the services or instruments involved &/or the circumstances of you, our client. *Markets in Financial Instruments Directive

Schedule of Fees & Charges:

Remuneration Financial Services

Wealthwise Financial Planning will be remunerated for business services we offer you our client by one or a combination of the following means:

- By commission earned from Insurers and Product Producers to whom orders are transmitted, for new business and/or based on quality of business introduced. Summary details of these payments will be included in a product information document which you will receive both from us and the Insurer/Product Producer.
and/or
- By the Investment Managers as a shared management fee deducted from your investment.
and/or
- By you directly in the form of a fee which we will discuss and agree in advance of all transactions

Fee Table for Advisory and Financial Planning Services

Fees may be charged on an hourly rate and/or on a project basis. This will always be discussed and agreed in writing in advance of any work being undertaken on a client's behalf.

Professional Advisor	Professional Fee (Hourly Rate Ex VAT)
Directors	€145.00
Accounts Executive/ Qualified Financial Advisers	€95.00
Support Staff	€60.00

- Additional fees may be payable for complex cases to reflect expertise or urgency. The basic hourly rate as outlined may be subject to change should these additional factors arise. This will always be discussed and agreed in advance of any work taking place.
- Professional Fees are non-refundable in the event that a policy is cancelled.

Handling Clients' Money

Wealthwise Financial Planning will accept payments by cheque in respect of all classes of insurance in the circumstances permitted under Section 25G of the Investment Intermediaries Act, 1995 (as amended). The Company is not authorised to accept negotiable instruments in any other circumstances.

Receipts

Our firm will issue a receipt for each negotiable or non-negotiable instrument or payment received pursuant to Section 30 of the Investment Intermediaries Act 1995 (as amended).

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. A copy of our Conflicts of Interest Policy is available on request.

Default on payments by clients

Our firm will exercise its legal rights to receive payments due to it from clients for services provided. Insurers/Product Producers may withdraw benefits or cover in the event of default on payments due under policies of insurance arranged for you. We would refer you to policy documents or product terms for the details of such provisions.

Cancellation

You, the customer can cancel your policy at any time by giving notice in writing subject to the terms and conditions of the applicable policy.

Complaints

We ask that you make any complaint against our firm, relating to services provided by us, preferably in writing however, verbal complaints will also be accepted. We will acknowledge your complaint within 5 business days and we will fully investigate it. A written update will be issued to you every 20 days by a nominated individual within our firm. A comprehensive response to your complaint will be issued within 8 weeks of receipt of your initial complaint. You are entitled to refer the matter to the Office of the Financial Services & Pensions Ombudsman (01-5677000 or info@fspo.ie). A full copy of our complaints procedure is available on request.

Compensation Scheme

We are members of the Investor Compensation Scheme established under section 30 of the Investor Compensation Act 1998. 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, administered or managed by the firm cannot be returned to those clients for the time being and where 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; and
- if it transpires that the firm is not in a position to return client money or investment instruments owned or belonging to the clients of the firm; and
- To the extent that the client's loss is recognised for the purposes of the Act.
- Where the 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.

Professional Indemnity Insurance Cover

We have Professional Indemnity Insurance Cover to the levels of €1.25m per claim, with €1.85m in aggregate, as required under the E.U. Insurance Mediation Directive.

Governing Law and Language

The laws of Ireland form the basis for establishing relations between you and our firm. All contracts, terms, conditions and communications relating to any policies you may enter into with this firm will be in English.

Anti - Money Laundering/Countering the Financing of Terrorism

Our firm reserves the right to request any facts about a client which it reasonably believes it needs to know in order to comply with the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010 (as amended)

Data Protection – Data Sharing Consent

Wealthwise Financial Planning complies with the Data Protection Acts 1988 and 2003 and the EU General Data Protection Regulation. We collect your personal details on a ‘need to know’ basis in order to provide the highest standard of service to you. We take great care with the information provided; taking steps to keep it secure and to ensure it is used only for legitimate purposes. 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.

In order to provide a seamless service to you, Wealthwise Financial Planning may transfer any data we have received from you and any data we hold on you to our Business Partners located in Ireland. You have a right of access to and the right to rectify the data concerning you held by Wealthwise Financial Planning. You also have to right to request transfer of your personal data to a new provider. Any requests should be forwarded to the Compliance Officer. Our data ‘Privacy Policy’ is available on our website www.wealthwise.ie

Direct Marketing

We would like to keep you informed of various Pension, Insurance, Investment and any other services provided by us or with which we have a formal business arrangement, and which we think may be of interest to you.

Client Acknowledgement

Terms of Business including Schedule of Fees & Charges

I acknowledge that I have been provided with a copy of the Terms of Business including schedule of Fees and Charges from Wealthwise Financial Planning and confirm that I have read and understand them.

Direct Marketing

I confirm having read the paragraphs in relation to Data Protection and Direct Marketing in the Terms of Business, and consent to Wealthwise Financial Planning making contact with me by the following methods in relation to the range of services provided by Wealthwise Financial Planning or its

- Letter
- Phone
- Email, or
- Newsletter

Signed: _____ Date: _____

Signed: _____ Date: _____