

Terms of Business Letter (Version 13)

Regulatory Status

Eamon Porter trading as Aspire Wealth Management is regulated by the Central Bank of Ireland as an Authorised Adviser and Mortgage Intermediary. A copy of the firm's Statements of Authorised Status is attached and is also available by accessing our website www.aspire-wealth.com. Aspire Wealth Management is authorised to provide the following services:

- Broad based advice in relation to life assurance products (life assurance policies, income protection policies, serious illness policies, pensions, PRSAs and savings) as well as investments and mortgages.
- Receive and transmit orders on your behalf for a product(s) to one or more of the producers listed below.

In addition to these regulated activities, Aspire Wealth Management provides services in the area of financial planning, expert witness work and expert opinion, all of which are financial services that are not regulated by the Central Bank of Ireland and for which specific fees will be quoted in advance of any work undertaken.

Consumer Protection

This firm is a member of the Investor Compensation Scheme established under the Investor Compensation Act, 1998. This legislation provides for the establishment of a compensation scheme and to the payment, in certain circumstances, of compensation to clients of firms covered by the Act. However, you should be aware that a right to compensation will only arise in respect of regulated products which the firm is authorised to advise and deal in and where money or investment instruments held by this firm on your behalf cannot be returned either for the time being or in the foreseeable future and where the client falls within the definition of eligible investor as set out in the Act. In the event that a right to compensation is established, the amount payable is the lesser of 90% of your loss which is recognised as being eligible for compensation or " 20,000. Your legal rights against the firm are not effected by this scheme.

Aspire Wealth Management also holds Professional Indemnity Insurance to the value of " 1,500,000.

Conflict of Interest and Complaints

This firm does not have any ~~tie~~+ relationships with any institution that would compromise our ability to offer you independent advice and choice. It is the policy of the firm to avoid any conflicts of interest when providing business services to its clients. However, where an unavoidable conflict may arise we will advise you in writing before providing any such service. If you have not been advised of any conflict you may assume that none arises.

The firm has written procedures in place for the effective consideration and handling of complaints. This procedure ensures that complaints will be recorded and acknowledged in writing within 14 days. Any complaints that you may have should be addressed to the Compliance Officer, Aspire Wealth Management, 207 New Street Mall, Malahide, Co. Dublin. All complaints will be fully investigated and the outcome of the investigation will be communicated to the complainant. In the event of the complainant remaining dissatisfied with the firm's handling of and response to the complaint, you may refer your complaint to the **Financial Services Ombudsman, Lincoln Place, Dublin 2**. The office of the FSO can be contacted at:

Lo Call: 1890 88 20 90
Tel: +353 1 6620899
Fax: +353 1 6620890

Suitability Statement

The suitability of all financial products depends on many factors and Aspire Wealth Management undertakes to use its experience and expertise in considering all relevant factors before recommending to any party the purchase of any product.

Before purchasing any product you will be advised of such suitability and then given a statement of why, in our opinion, such product is suitable for your needs. All advice given will be based on our understanding of current law and Revenue Commissioner practice. It may be that subsequent changes might effect the validity of recommendations that may have been made and the use of any such product might need to be reviewed as a result.

Handling Clients' Money

Other than fees due to the firm, Aspire Wealth Management will only accept payments by cheque in respect of those classes of business listed below on which it is authorised to advise and where the premium / investment is in respect of either a renewal of a policy which has been invited by an Insurer or a proposal / new investment accepted by an Insurer or investment company and provided the payment is made out to that institution.

Receipts

Aspire Wealth Management will issue a receipt for each non-negotiable or negotiable instrument or payment received. This is pursuant to Section 30 of the Investment Intermediaries Act, 1995. These are issued with your protection in mind and should be stored safely.

Clients Duty of Disclosure to Insurers and Duty of Utmost Good Faith And The Responsibilities Of Clients

The law in the Republic Of Ireland deems insurance to be a special class of contract which imposes onerous duties upon prospective Insureds and their agents, who are obliged to act with utmost good faith towards Insurers at all times. In addition they are obliged to disclose to Insurers, before the contract is concluded, all material information that is known to them. This obligation of disclosure extends to those matters of which they ought to be aware in the ordinary course of their business.

If there is any breach of these duties the Insurers will be entitled to cancel the policy of insurance from inception, if the breach induced the making of the contract on the relevant terms, as well as seeking the recovery of all claims already paid under the policy. These duties of utmost good faith and disclosure also apply to the claims process. In completing a proposal form or claim form or other documentation relating to an insurance policy, the accuracy of all answers, statements and / or information is the Insured's sole responsibility.

Insurer or Investment Company Security

Aspire Wealth Management seek mortgages, insurance and investment contracts for our clients from Institutions that meet our minimum financial guidelines for usage, unless we receive instructions in writing from our clients to the contrary. However, we cannot and do not guarantee the solvency or continuing solvency of any Institution used and clients should note that the financial position of an Institution could change after a mortgage, insurance cover or investments have been accepted.

Remuneration Policy

Aspire Wealth Management is a financial planning business which is remunerated by fees and/or commissions. Where we put in place a financial product that generates a payment to us by commission summary details of such receipts will be included in a product disclosure document which you are legally entitled to receive before an application for a product is completed and full details will be provided to you with your contract document.

Fees are charged on a time spent and disbursements basis, but specific fees for a project or process may be quoted for particular circumstances. Other than these said projects or processes, our current basic hourly rate is " 350 for Principal and Consultants and " 80 for support staff. In determining the rate, any additional charges factors such as specialist skills, complexity, value, risk and urgency will be taken into account. The rate of fees may be increased over time in line with inflation. In the event of a client defaulting on any payment of fees, the firm will, if necessary, exercise its legal rights to recover such monies due. Fees may be charged for advice given irrespective of whether a product purchase is initiated by the client.

You or we may terminate our authority to act on your behalf with immediate effect at any time, but the termination must be communicated in writing and cannot be backdated. The termination will be without prejudice to the completion of any transactions already initiated and you will remain responsible for the payment of any fees and expenses incurred up to the date of termination, or to the date of completion of any transactions in progress, whichever is the later.

Data Protection

We keep records of our business transactions for at least six years, including personal data defined as sensitive under the Data Protection Act 1998. You have the right to inspect copies of all entries in our books or computerised records relating to transactions with you.

