



O'LEARY
INSURANCE GROUP
. Insurance Brokers & Consultants . Est. 1961 .



PART OF THE BROWN & BROWN TEAM

O'LEARY INSURANCES LIMITED

Terms of Business

COMPANY

O'Leary Insurances Limited is a Private Limited Company, trading from the following addresses in Ireland:

- Lough Mahon House Blackrock Cork, T12 C43C
- Unit D West Cork Business & Technology Park, Clonakilty Co. Cork, P85 EY90
- 128 Bank Place, Mallow, Co. Cork, P51 X530
- 16 Pembroke Road, Dublin 4, D04 DX66
- Europa House, Unit 9, Rosemount Business Park, Ballycoolin, Dublin 11, D11 X8PX
- 13 Liosban Business Park, Tuam Road, Galway, H91 DW01
- 96 Meagher's Quay, Waterford, X91 E094

We are registered in the Companies Registration Office under No. 18930. Our Registered Office and Principal trading address is Lough Mahon House, Blackrock, Cork, T12 C43C, Ireland. O'Leary Insurances Limited is part of Brown & Brown, Inc. one of the largest and most respected insurance intermediaries in the United States of America (NYSE BRO). You can find out more about us at www.olearyinsurances.ie

AUTHORISATIONS

O'Leary Insurances Ltd. (C1386) is regulated by the Central Bank of Ireland as an Insurance Intermediary registered under the European Union (Insurance Distribution) Regulations 2018. The Central Bank of Ireland holds registers of regulated firms which can be viewed on their website www.centralbank.ie.

STATUTORY CODES

O'Leary Insurances Ltd. is subject to and complies with the Consumer Protection Code, the Minimum Competency Code and the Fitness and Probity Standards. These Codes offer protection to consumers and can be found on the Central Bank of Ireland website www.centralbank.ie.

OUR SERVICES

As Insurance Intermediaries we provide advice in relation to General Insurance Products and Services on a fair and personal analysis basis. With the significant number of appointments we hold, we can offer our clients an extensive choice of suitable products that best serve their needs and circumstances. We do not guarantee nor make representations in regard to, and expressly disclaim responsibility for the financial security of Insurance Companies and Product Producers with which we place business. O'Leary Insurances Ltd. are members of Brokers Ireland. As Insurance Intermediaries we provide general information about legal matters. This information is not legal advice and should not be treated as such. You must not rely on this information as an alternative to legal advice from your solicitors or other professional legal services provider.

GENERAL INSURANCE SERVICES: INCEPTION & RENEWAL

Depending on your instructions we can advise you in relation to the products of the Insurance Companies and Product Producers who we deal with and a list of these is available on request. We will work on your behalf to negotiate competitive renewal terms on your insurance cover. We provide advice on Health 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 provide advice in relation to the following product producer: Irish Life Health DAC. In some cases we may be granted authority from an Insurance Undertaking to conduct tasks on their behalf, for which we will be remunerated. Where we place business with this undertaking under this authority you will be notified in advance of this placement. We will also offer assistance to you in relation to processing claims, on policies taken out with our firm. This assistance is provided either directly by our staff and/or with the assistance of an appointed loss assessor.

Important Notice

To ensure continuity of cover, where you have an existing policy which is due to expire and 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 the relevant insurer for the period of time between renewal and when we receive your instruction. You have the right not to avail of this service and should advise accordingly.

CREDIT FINANCE

If you require credit terms, we may be able to arrange premium finance on your behalf. As a Credit Intermediary we may be remunerated by the premium / credit finance provider on arranging this finance on your behalf.

CONFLICTS OF INTEREST

It is the policy of our firm to avoid conflicts of interest in providing you with insurance services. If this is not possible, we will notify you as soon as is practicable after we become aware of the conflict of interest and you may rest assured that you will be treated fairly where such a conflict is unavoidable. In some cases, we may be a party to a profit-share arrangement with product producers where we provide extra services for the provider. Any business arranged with these providers on your behalf is placed with them as they are at the time of placement the most suitable to meet your requirements taking all relevant information, demands and needs into account.

COMPLAINTS

We have a written complaints procedure for the effective handling of all complaints. We will acknowledge receipt of your complaint in writing within 5 working days. 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 once we have fully investigated your complaint. In the event of failure to resolve your complaint you may raise the matter with the Financial Services and Pensions Ombudsman (FSPO) Lincoln House, Lincoln Place, Dublin 2, D02 VH29, Tel +353 1 567 7000.

DEFAULT

Our firm will exercise its legal rights to receive payments due to it from clients for business 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. Insurers and other 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. Central Bank Regulations prohibit O'Leary Insurances Ltd. from paying premiums to Insurers which have not been paid to us.

PREMIUM HANDLING AND RECEIPTS

When receiving and transmitting orders in relation to insurance policies O'Leary Insurances Ltd. may accept payment from clients payable to itself where an insurance undertaking has invited renewal of a policy of insurance, or the proposal for insurance has been accepted by an insurance undertaking. A receipt is issued for all monies received. We normally accept payment in cash, by cheque or bank transfer, credit card or debit card in respect of all classes of insurance. All payments made by bank transfer must be to the appropriate bank account as reflected on the invoice or statement of account and in accordance with the instructions thereon. E-mail may be susceptible to data corruption, interception and unauthorized amendment, and we do not accept liability for any such corruption, interception or amendment or for the consequences thereof. On that basis we strongly advise that you telephone us to confirm the bank details that we have sent and that you have received are correct.

REMUNERATION AND CHARGES

O'Leary Insurances Ltd. may be remunerated by the Insurance Companies and Product Producers to whom orders are transmitted for new business, and on renewal of existing business. The firm may charge you a fixed fee or a commission which is a percentage of the insurance premium and levies for the services provided.

Professional Fee for Personal, Commercial & Health Insurance Customers

Product	Minimum Fee	Maximum Fee
Private Motor	€35	20% of the premium
Small Commercial Motor (up to 3.5 tonne GVW)	€35	20% of the premium
Household	€25	20% of the premium
Other Personal Insurance products	€25	20% of the premium
Commercial Insurance	5% of the premium	20% of the premium
Health insurance	€50	€500

These are standard fees and O'Leary Insurances Ltd. reserves the right to charge a higher fee should the complexity of the product require it.

Fees for Processing Return Premiums

Up to 10% of the Return Premium amount may be charged. In accordance with the Consumer Protection Code, this Fee will not be charged without the customer's prior written agreement. We may also charge a Claims Handling Fee by negotiation.

Fees for Advisory Services

Senior Advisor Personal Lines up to	€150.00 per hour
Senior Advisor Commercial up to	€350.00 per hour
Support Staff up to	€150.00 per hour

On occasion we may need to charge rates different to the above depending on the complexity of the case in question; we shall advise you of these changes in advance and before business is transacted. A summary of the details of all arrangements for any fee, commission or other reward or remuneration paid is available on our website at www.olearyinsurances.ie. On settlement of your account, we will forward to you all documents showing ownership of your policy, i.e. Motor Certificate and Disc and Policy Schedules. Where a series of transactions are involved, we will normally hold each document until the series is complete and then forward them to you.

DATA PROTECTION

O'Leary Insurances Ltd. complies with the requirements of the General Data Protection Regulation 2018 and the Irish Data Protection Act 2018. O'Leary Insurances Ltd is committed to protecting and respecting your privacy. We wish to be transparent on how we process your data and show you that we are accountable with the GDPR in relation to not only processing your data but ensuring you understand your rights as a client. The data will be processed only in ways compatible with the purposes for which it was given and as

outlined in our Privacy Notice. We will ensure that this Privacy Notice is easily accessible. To see a copy of our Privacy Notice, please refer to our website www.olearyinsurances.ie. If this medium is not suitable we will ensure you can easily receive a copy by post. Please contact us at dataprotectionoffice@oli.ie if you have any concerns about your personal data. Please note that all phone calls to and from our offices may be recorded and monitored for quality, training and verification purposes.

INVESTOR COMPENSATION SCHEME

We are members of the Investor Compensation Scheme established under Section 38 of the Investor Compensation Act 1998. The Act provides that compensation shall be paid to eligible investors (as defined in the Act) to the extent of 90% of an investor's net loss or compensation of up to €20,000, whichever is the lesser and is recognised as being eligible for compensation. Further details are available on request.

BROKERS IRELAND COMPENSATION FUND

As a member of the Brokers Ireland, we are also a member of the Brokers Ireland Compensation Fund Ltd. Subject to the rules of the scheme the liabilities of its member firms up to a maximum of €100,000 per client (€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 (established by law) has failed to adequately compensate any client of the member.

LIMITATION OF LIABILITY

We do not limit our liability in respect of personal injury, death, fraudulent acts or wilful default, however, our aggregate liability for breach of contract, negligence, breach of statutory duty will be limited to €10 million. This limit represents our liability in relation to direct losses only and O'Leary Insurances Ltd. expressly excludes indirect and consequential losses.

YOUR OBLIGATIONS

You will not instruct us to provide services which would cause us, nor use our services in any way to violate applicable laws including without limitation bribery, anti-corruption, money laundering, sanctions or data protection laws. 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 which may result in you having insufficient insurance cover. We would therefore advise that you contact us to ensure that you are provided with up-to-date advice and products best suited to your needs.

There are number of new duties applying to our "Consumer" clients as defined under the Consumer Insurance Contracts Act 2019 (the Act). There are also a number of new duties for insurers under the Act. Your insurance policy's Terms and Conditions will set out both you and your insurer's responsibilities under the Act.

For new business, renewals, and mid-term adjustments, you are under a duty to answer all questions posed by us or your insurer honestly and with reasonable care. The answers in any proposal, statement of fact, declaration and any other document provided by you to us must be true and complete. Specific questions will be asked. Where you do not provide additional information (after being requested to do so) it can be presumed that the information previously provided remains unchanged. Completed proposal forms or Statements of Facts will be provided to you. These are important documents as they form the basis of insurance contract between the insurer and you the consumer. You should review and confirm that the answers contained within are true and accurate. An insurer may repudiate liability or limit the amount on foot of the contract of insurance, only if it established that non-disclosure of material information was an effective cause of the insurer entering into the relevant contract of insurance on the terms on which it did.

Please note - if you are not a consumer under the Act, the following duty also applies. In addition to the above, you must also tell us about any other facts, which are likely to affect whether your Insurance Provider agrees to provide cover, or how we assess the risks proposed for insurance. It is essential that you should bring to our attention any material alteration in risk such as changes of address or use of premises. Any failure to disclose material information may invalidate your claim and render your policy void.

CLAIMS

It is essential that we are notified immediately of any claims or circumstances which could give rise to a claim. When you notify us you must include all material facts concerning the claim. The Policy wordings will describe in details the procedures and conditions in connection with making a claim.

It should be noted that there is no cover for defence costs incurred without Insurers prior approval.

ANTHONY F. O'LEARY, B.COMM,

DIARMUID NOLAN, MBS, Dip IoD, HDip

Joint Managing Directors

11th April 2023



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www.olearyinsurances.ie

Terms of Business Acknowledgement Letter

Terms of Business Effective Date: 11th April 2023

Client Name: Test Tested

O'Leary Insurances Ltd.

Status

O'Leary Insurances Ltd. ('the Company') is regulated by the Central Bank of Ireland.

Terms of Business

Attached are the Company's Terms of Business, which outline the basis on which we provide services to our clients. Please ensure that you read this document carefully. These Terms of Business apply to all business transactions undertaken for you or services provided to you and will remain in force until further notice. Should we make any material changes to our Terms, we will advise you in advance of providing any further services to you.

Customer Signature: _____

Date: _____

Consent to Contact

Here at O'Leary Insurances Ltd. we take your data protection seriously and will only use your data as discussed with you in our Privacy Notice.

However, from time to time, we may wish to contact you in relation to insurance products and services that we provide*.

Agreed methods of contact:-

Email: _____

Post:

Phone: _____

SMS: _____

Please do not contact me

* Even if you do subscribe now you can always unsubscribe at any time.

Customer Signature: _____

Date: _____

For office use only: Test Tested Client Code - TEST01 / SO