

BAGGOT
Investment
Partners

Client Pack

Baggot Investment Partners
Terms of Business Cover Letter

Client Pack Contents:

Terms of Business.....	2
Fact Find Questionnaire.....	7
Risk Tolerance Questionnaire.....	11

Baggot Investment Partners

Terms of Business Cover Letter

Client Name: _____

BAGGOT INVESTMENT PARTNERS

Status

Baggot Asset Management Limited trading as Baggot Investment Partners (BIP) 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. 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.

Data Protection

BIP complies with 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. We would also like to keep you informed of various mortgage, insurance, investment, and any other services provided by us or associated companies with which we have a formal business arrangement, and which we think may be of interest to you. We may receive referrals from associated companies and may advise them of any transactions arranged for you. If you do not wish to receive such marketing information please tick the box below.

Yours Sincerely,

Tony Fitzpatrick
Director

CLIENTS ACKNOWLEDGEMENT

Terms of Business

I acknowledge that I have been provided with a copy of the Terms of Business of Baggot Investment Partners and confirm that I have read and understand them.

Direct Marketing

I confirm having read the paragraphs in relation to Data Protection in the Terms of Business and above, - and consent to Baggot Asset Management Ltd - making contact with me by letter, phone, email, or SMS text in relation to the range of services provided by BIP or its associated or partnership companies and to the sharing of relevant information as indicated.

If you do not wish to avail of these services, please tick here

Signed: _____ Date: _____

Signed: _____ Date: _____

Baggot Investment Partners

Terms of Business Cover Letter

Baggot Investment Partners

These Terms of Business set out the general terms under which our firm will provide business services to you and the respective duties and responsibilities of both the firm and you in relation to such services. Please ensure that 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.

Authorisation with the Central Bank of Ireland

BIP is regulated by the Central Bank of Ireland as an insurance intermediary registered under the European Communities (Insurance Mediation) Regulations, 2005; as an Authorised Advisor authorised under the Investment Intermediaries Act, 1995 and as a Mortgage Intermediary authorised under the Consumer Credit Act, 1995. 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

BIP is subject to the Consumer Protection Code, Minimum Competency Code and Fitness & Probity Standards which offer protection to consumers. These Codes can be found on the Central Bank's website www.centralbank.ie

Our Services

BIP is a member of the Professional Insurance Brokers Association (PIBA). As a member of PIBA we can place insurance with at least five insurers and therefore can generally give consumers greater choice than agents and tied agents.

Our principal business is to provide advice and arrange transactions on behalf of clients in relation to life & pensions and investments products. A full list of insurers, product producers and lending agencies with which we deal is available on request.

BIP acts as an Independent Broker which means that:

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

Fees

You may elect to deal with BIP on a fee basis. In BIP the office rate per hour is €150 and €250 per hour for Directors and Senior Management. Additional fees may be payable for complex cases or to reflect value, specialist skills or urgency.

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, mortgages, and specialist areas. 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 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 product and service provided by the provider,
- cost, and
- any other relevant consideration.

Life & Pensions

BIP provides life assurance and pensions on a fair analysis basis i.e. providing services 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 the 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.

Disclosure of Information

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

BIP is remunerated by commission and other payments from product producers or lenders on the completion of business. You may choose to pay in full for our services by means of a fee. Where we receive recurring commission, this forms part of the remuneration for initial advice provided. We reserve the right to charge additional fees if the number of hours relating to on-going advice/assistance exceeds 3 hrs.

In certain circumstances, it will be necessary to charge a fee for services provided and these are listed below. In other circumstances 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 fees outlined below.

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 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 or inappropriate investments.

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.

Default on payments by clients

Our firm will exercise its legal rights to receive payments due to it from client's 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.

Complaints

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. 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

BIP 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 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.

Compensation Scheme

We are members of the Investor Compensation Scheme operated by the Investor Compensation Company Ltd. See below for details.

Investor Compensation Scheme

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 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.

Baggot Investment Partners

Fact Find Questionnaire

Services Requested

The purpose of this questionnaire is to clarify your financial needs and to assist us to advise you in relation to certain financial products; including life assurance, serious illness cover, savings, investments and pensions. However, if you wish to focus on certain financial products, please tick the relevant area:

- Life cover
- Serious illness / income insurance
- Savings and investments
- Pensions / retirement planning
- Mortgage protection only – you may wish to complete sections 1 and 9 only

1. About you

Self	Partner
Name	Name
Address	Address
PPS Number	PPS Number
Tel (Home) (Mobile)	Tel (Home) (Mobile)
Email	Email
Date of birth	Date of birth
US Citizen or Green Card Holder Y* / N	US Citizen or Green Card Holder Y / N
Health/family health	Health/family health

* Please note we may require additional information if you are a US citizen or Green Card holder and may be unable to supply you with certain services due to custodian restrictions and FATCA requirements.

2. Your Family

Children's Names	Date of Birth	Education Details & Plans
Any other dependents:		

3. Your Job and Income/Expenditure

<u>Self</u>	<u>Partner</u>
Occupation	
Manual work/ driving/heights	
Income pa/tax rate	
Pension scheme in work	
Net income per wk/mth	
Employment status S/E, E/E, Owner-Director	S/E, E/E, Owner-Director
Other income (rent, etc)	
Total income (net)	
Regular Outgoings (est)	
Disposable income	

4. Assets & Liabilities

<u>Self</u>	<u>Partner</u>
Home	
Other property	
Business assets	
Deposits/bank balances	
Other investments	
Risk level	
Other loans	
Net assets	

5. Existing Financial Provision

Life Assurance Cover

Self

Partner

Serious Illness/Income Insurance

Self

Partner

Savings & Investments

Self

Partner

Pensions Provisions

Self

Partner

Mortgage & Loan Details

Self

Partner

6. Investment Risk: Preference & Capacity

Experience

Outline your experience of investment products on a scale of 1 to 10:

1	2	3	4	5	6	7	8	9	10
No experience				Moderate			Highly experienced		

Give details

Attitude to Risk*

Outline your attitude to potential risk of loss of investment on a scale of 1 to 10:

1	2	3	4	5	6	7	8	9	10
Low Risk			Medium				High Risk		

*Risk profiling tool recommended where financial risk is a significant factor.

Important Notes:

- No Risk indicates a guarantee of capital with the likelihood of a small gain.
 - Low Risk indicates a guarantee of capital with potential for modest growth.
 - Medium Risk indicates a possible loss of some capital in return for good potential growth in the medium term.
 - High Risk indicates potential significant loss of capital in return for potential high growth.
-

Outline your investment objectives – include term & consequences if not met:

What is the likelihood of you requiring access to the fund before the end of the term?

Have you an emergency fund in place (3-6 months' income)? Please give details

Risk Tolerance Questionnaire

We set out your risk profile following your responses to our Risk Questionnaire as detailed below. If, on reflection, you disagree with any of these assessments, please advise us immediately as this may affect our recommendations. Tolerance for risk is a key consideration in determining your probable level of comfort with varying investing choices.

1. Compared to others, how do you rate your willingness to take financial risks?

- 1. Extremely low risk taker
 - 2. Very low risk taker
 - 3. Low risk taker
 - 4. Average risk taker
 - 5. High risk taker
 - 6. Very high risk taker
 - 7. Extremely high risk taker
-

2. How easily do you adapt when things go wrong financially?

- 1. Very uneasily
 - 2. Somewhat uneasily
 - 3. Somewhat easily
 - 4. Very easily
-

3. When you think of the word "risk" in a financial context, which of the following words comes to mind first?

- 1. Danger
 - 2. Uncertainty
 - 3. Opportunity
 - 4. Thrill
-

4. Have you ever invested a large sum in a risky investment mainly for the "thrill" of seeing whether it went up or down in value?

- 1. No
 - 2. Yes, very rarely
 - 3. Yes, somewhat rarely
 - 4. Yes, somewhat frequently
 - 5. Yes, very frequently
-

5. If you had to choose between more job security with a small pay increase and less job security with a big pay increase, which would you pick?

- 1. Definitely more job security with a small pay increase
 - 2. Probably more job security with a small pay increase
 - 3. Not sure
 - 4. Probably less job security with a big pay increase
 - 5. Definitely less job security with a big pay increase
-

6. When faced with a major financial decision, are you more concerned about the possible losses or the possible gains?

- 1. Always the possible losses
 - 2. Usually the possible losses
 - 3. Usually the possible gains
 - 4. Always the possible gains
-

7. How do you usually feel about your major financial decisions after you make them?

- 1. Very pessimistic
 - 2. Somewhat pessimistic
 - 3. Somewhat optimistic
 - 4. Very optimistic
-

8. Imagine you were in a job where you could choose to be paid salary, commission or a mix of both. Which would you pick?

- 1. All salary
 - 2. Mainly salary
 - 3. Equal mix of salary and commission
 - 4. Mainly commission
 - 5. All commission
-

Risk Tolerance Questionnaire

9. What degree of risk have you taken with your financial decisions in the past?
- 1. Very small
 - 2. Small
 - 3. Medium
 - 4. Large
 - 5. Very large
-

10. What degree of risk are you currently prepared to take with your financial decisions?
- 1. Very small
 - 2. Small
 - 3. Medium
 - 4. Large
 - 5. Very large
-

11. Have you ever borrowed money to make an investment (other than for your home)?
- 1. No
 - 2. Yes
-

12. How much confidence do you have in your ability to make good financial decisions?
- 1. None
 - 2. A little
 - 3. A reasonable amount
 - 4. A great deal
 - 5. Complete
-

13. Suppose that 5 years ago you bought shares in a highly regarded company. That same year the company experienced a severe decline in sales due to poor management. The price of the shares dropped drastically and you sold at a substantial loss. The company has been restructured under new management and most experts now expect it to produce better than average returns. Given your bad past experience with this company, would you buy shares now?
- 1. Definitely not
 - 2. Probably not
 - 3. Not sure
 - 4. Probably
 - 5. Definitely
-

14. Investments can go up and down in value and experts often say you should be prepared to weather a downturn. By how much could the total value of all your investments go down before you would begin to feel uncomfortable?
- 1. Any fall in value would make me feel uncomfortable
 - 2. 10%
 - 3. 20%
 - 4. 33%
 - 5. 50%
 - 6. More than 50%
-

15. Assume that a long-lost relative dies and leaves you a house which is in poor condition but is located in a suburb that's becoming popular. As is, the house would probably sell for €300,000, but if you were to spend about €100,000 on renovations, the selling price would be around €600,000. However, there is some talk of constructing a major motorway next to the house, and this would lower its value considerably. Which of the following options would you take?
- 1. Sell it as is
 - 2. Keep it as is, but rent it out
 - 3. Take out a €100,000 mortgage and do the renovations
-

Risk Tolerance Questionnaire

16. Most investment portfolios have a mix of investments - some of the investments may have high expected returns but with high risk, some may have medium expected returns and medium risk, and some may be low-risk/low-return. (For example, shares and property would be high-risk/high-return whereas cash and bank deposits would be low-risk/low-return.) Which mix of investments do you find most appealing? Would you prefer all low-risk/low-return, all high-risk/high-return, or somewhere in between?

Mix of Investment in Portfolio

Portfolio	High Risk/Return	Medium Risk/Return	Low Risk/Return
<input type="checkbox"/> 1.	0%	0%	100%
<input type="checkbox"/> 2.	0%	30%	70%
<input type="checkbox"/> 3.	10%	40%	50%
<input type="checkbox"/> 4.	30%	40%	30%
<input type="checkbox"/> 5.	50%	40%	10%
<input type="checkbox"/> 6.	70%	30%	0%
<input type="checkbox"/> 7.	100%	0%	0%

17. You are considering placing one-quarter of your investment funds into a single investment. This investment is expected to earn about twice the bank deposit rate. However, unlike a bank deposit, this investment is not protected against loss of the money invested.

How low would the chance of a loss have to be for you to make the investment?

1. Zero, i.e. no chance of loss
 2. Very low chance of loss
 3. Moderately low chance of loss
 4. 50% chance of loss

18. With some types of investment, such as cash and bank deposits, the value of the investment is fixed. However inflation will cause the purchasing power of this value to decrease. With other types of investment, such as shares and property, the value is not fixed. It will vary. In the short term it may even fall below the purchase price. However, over the long term, the value of shares and property should certainly increase by more than the rate of inflation.

With this in mind, which is more important to you - that the value of your investments does not fall or that it retains its purchasing power?

1. Much more important that the value does not fall
 2. Somewhat more important that the value does not fall
 3. Somewhat more important that the value retains its purchasing power
 4. Much more important that the value retains its purchasing power

19. In recent years, how have your personal investments changed?

1. Always toward lower risk
 2. Mostly toward lower risk
 3. No changes or changes with no clear direction
 4. Mostly toward higher risk
 5. Always toward higher risk

20. When making an investment, return and risk usually go hand-in-hand. Investments which produce above-average returns are usually of above-average risk.

With this in mind, how much of the funds you have available to invest would you be willing to place in investments where both returns and risks are expected to be above average?

1. None
 2. 10%
 3. 20%
 4. 30%
 5. 40%
 6. 50%
 7. 60%
 8. 70%
 9. 80%
 10. 90%
 11. 100%

Risk Tolerance Questionnaire

21. Think of the average rate of return you would expect to earn on an investment portfolio over the next ten years. How does this compare with what you think you would earn if you invested the money in bank deposits?
- 1. About the same rate as from bank deposits
 - 2. About one and a half times the rate from bank deposits
 - 3. About twice the rate from bank deposits
 - 4. About two and a half times the rate from bank deposits
 - 5. About three times the rate from bank deposits
 - 6. More than three times the rate from bank deposits
-

22. People often arrange their financial affairs to qualify for a government benefit or to obtain a tax advantage. However a change in legislation can leave them worse off than if they'd done nothing.

With this in mind, would you take a risk in arranging your affairs to qualify for a government benefit or obtain a tax advantage?

- 1. I would not take a risk if there was any chance I could finish up worse off
 - 2. I would take a risk if there was only a small chance I could finish up worse off
 - 3. I would take a risk as long as there was more than a 50% chance that I would finish up better off
-

23. Imagine that you are borrowing a large sum of money at some time in the future. It's not clear which way interest rates are going to move - they might go up, they might go down, no one seems to know. You could take a variable interest rate that will rise and fall as the market rate changes. Or you could take a fixed interest rate which is 1% more than the current variable rate but which won't change as the market rate changes. Or you could take a mix of both.

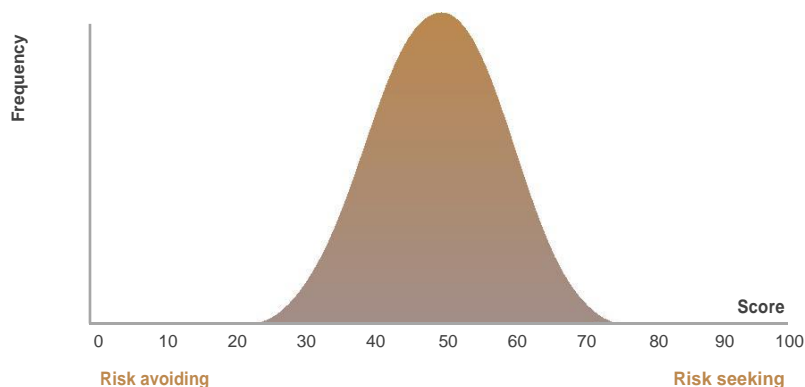
How would you prefer your loan to be made up?

- 1. 100% variable
 - 2. 75% variable, 25% fixed
 - 3. 50% variable, 50% fixed
 - 4. 25% variable, 75% fixed
 - 5. 100% fixed
-

24. Insurance can cover a wide variety of life's major risks – theft, fire, accident, illness, death, etc. How much cover do you have?
- 1. Very little
 - 2. Some
 - 3. Considerable
 - 4. Complete
-

25. This questionnaire is scored on a scale of 0 to 100. When the scores are graphed they follow the familiar bell-curve of the Normal distribution shown below. The average score is 50. Two-thirds of all scores are within 10 points of the average. Only 1 in 1000 is less than 20 or more than 80.

What do you think your score will be? _____



Demographic Questionnaire

Finally, a few questions about yourself to help us understand the pattern of Risk Tolerance in our client base for target market assessment purposes. Please note that this section is optional and is not part of the scoring process.

1. I am 1. Male 2. Female
2. My year or birth is _____

3. The highest education level I attained, or the closest equivalent, is
1. Completed Junior/Inter Certificate
 2. Completed Leaving Certificate
 3. Trade or diploma qualification
 4. University degree or higher qualification

4. Having in mind income from all sources - work, investment, family and government - into which income bracket does your personal before-tax income fall?
1. Under €10,000
 2. €10,000 - €24,999
 3. €25,000 - €49,999
 4. €50,000 - €99,999
 5. €100,000 - €299,999
 6. €300,000 and over

5. Are you married (or in a de facto relationship)?
1. Yes
 2. No

6. If "Yes", into which income bracket does your combined before-tax income fall?
1. Under €10,000
 2. €10,000 - €24,999
 3. €25,000 - €49,999
 4. €50,000 - €99,999
 5. €100,000 - €299,999
 6. €300,000 and over

7. How many people in your family, beside yourself, do you fully or partially support financially? _____

8. Think of your net worth as being what you own, including your family home and other personal-use assets, minus what you owe. Into which bracket does the value of your net worth fall? (If you are married or have a de facto partner, include only your share of jointly owned assets less your share of what you owe jointly.)
1. Under €5,000
 2. €5,000 - €9,999
 3. €10,000 - €19,999
 4. €20,000 - €49,999
 5. €50,000 - €99,999
 6. €100,000 - €299,999
 7. €300,000 - €599,999
 8. €600,000 - €999,999
 9. €1,000,000 - €2,599,999
 10. €2,500,000 or over

You may wish to review your answers before returning the questionnaire to your advisor. In order to have your Risk Tolerance report prepared, you must answer all 25 questions in the Risk Questionnaire. Now is the best time to check for omissions and correct any mistakes.

Once your answers are recorded in the system they cannot be changed. This is done to ensure the integrity of the data. If, later, you wish to change an answer, this can only be done by entering a completely new set of answers which includes the change.

We will provide you with a copy of the Risk Tolerance Report generated on our system.

Do you anticipate any changes to your income/expenses/asset/liabilities?

Eg. Expected inheritance

How secure is your current income? In the event of a change to your financial circumstances, can you adjust your current lifestyle expenses?

7. Financial Needs & Objectives

	You Have	You Need	Shortfall	Priority
Mortgage & Loan protection				
Self	€	€	€	High/Medium/Low
Partner	€	€	€	High/Medium/Low
Life cover				
Self	€	€	€	High/Medium/Low
Partner	€	€	€	High/Medium/Low
Serious Illness Cover				
Self	€	€	€	High/Medium/Low
Partner	€	€	€	High/Medium/Low
Pension				
Self	€	€	€	High/Medium/Low
Partner	€	€	€	High/Medium/Low
Regular Savings				
Self	€	€	€	High/Medium/Low
Partner	€	€	€	High/Medium/Low
Investments				
Self	€	€	€	High/Medium/Low
Partner	€	€	€	High/Medium/Low

8. Agreed Financial Priorities for Immediate Action

1. _____
2. _____
3. _____
4. _____

9. Advice on Mortgage Protection only

Loan amount €	Term	Interest Rate
_____	_____	_____
Include SI €	_____	_____

10. Other Areas (note if relevant)

Business protection insurance _____

Have wills been made? _____

Estate planning _____

11. Other notes

12. Next Review Date

It is recommended that an annual review take place to ensure that all of your needs are monitored for changing circumstances. When would suit you for a future review?

13. Completed by

Clients' signatures

Self _____	Date _____
------------	------------

Partner _____	Date _____
---------------	------------

Financial Broker's signature Advisor _____	Date _____
---	------------

Baggot Investment Partners