

Irish Mortgage Brokers
2 Westland Square
Dublin 2
01-679-0990
info@irishmortgagebrokers.ie



Terms of Business:

These terms of business set out the basis on which MDC Mortgage Brokers Limited trading as Irish Mortgage Brokers will provide business services to you as an individual private client of the firm. Please take the necessary time to read through these and if you have any questions we will be happy to answer them for you.

The full name and address of our firm and communication details are as follows:

Irish Mortgage Brokers
2 Westland Square
Dublin 2
Tel: 01-679-0990
Fax: 01-672-9312
Email: info@irishmortgagebrokers.ie
Web: www.irishmortgagebrokers.ie

MDC Mortgage Brokers Limited, Trading as 'Irish Mortgage Brokers' is regulated by the Irish Financial Services Regulator as a mortgage intermediary & as a multi-agency intermediary. A copy of this status from The Financial Regulator is attached to these terms of business.

The services which the firm is authorised to provide are as follows:

1. advising in relation to the nature of each of the products set out below and recommending you the product/products that are best suited to your needs
2. selecting a suitable product or products from the product providers listed in the appendix.
3. receiving and transmitting orders on your behalf for a product or products to one or more product producers listed in the appendix

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Remuneration Policy:

Mortgages:

In respect of mortgage undertakings MDC Mortgage Brokers, trading as 'Irish Mortgage Brokers' is in receipt of mortgage commissions from the lenders we act for at a rate of up to 1% of the value of the amount borrowed.

The list of lenders who have granted us agencies is in the appendix. Irish Mortgage Brokers may also charge a fee for services to be rendered, however, if a fee is chargeable we will advise you of this in advance of the cost involved and a signed authority form will be obtained from you.

Life Insurance

Irish Mortgage Brokers may receive commission and other payments from product producers to whom orders are transmitted. Details of these payments will be provided to you in a product information document which you are legally entitled to receive before an application for a product is completed. Details will be included in a 'cooling off' letter you will receive from the relevant life company. You may also be charged a fee for services rendered, if a fee is raised you will be notified of this in advance.

Conflict of Interest:

It is the policy of the firm to avoid any conflict of interest when providing business services to our clients. However where unavoidable conflict may arise we will advise you of this in writing (including but not limited to email, typed, or a hand written letter- not necessarily on our headed paper.) before proceeding to provide any business service. If you have not been advised of any such conflict you are entitled to assume that none arises/exists. MDC Mortgage Brokers, trading as 'Irish Mortgage Brokers' may be in receipt of 'soft commission' from all institutions listed in the appendix.

MDC Mortgage Brokers, trading as 'Irish Mortgage Brokers' will, if necessary exercise its legal right to receive any payments due to the company from its clients for business services provided by them.

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.

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Complaints Procedure:

Any complaint that you may have in relation to the business services provided should be made in writing to MDC Mortgage Brokers, trading as 'Irish Mortgage Brokers' outlining the nature of your complaint. The complaint will be fully investigated by MDC Mortgage Brokers, trading as 'Irish Mortgage Brokers' and a full response will be provided to you. Details of our complaint procedures are attached in the appendix. In the event that you remain dissatisfied with the firms handling and response to your complaint you are entitled to refer your complaint to the Financial Regulator on 01-410-4000.

Receipts:

MDC Mortgage Brokers, trading as 'Irish Mortgage Brokers' shall issue receipts for each non-negotiable or negotiable instrument or payment received. They are issued with your protection in mind and should be stored safely.

Client Acknowledgement:

I (the undersigned) acknowledge and confirm that I have been provided with a copy of these Terms Of Business of MDC Mortgage Brokers, trading as 'Irish Mortgage Brokers'

Signed: _____

Date: _____

Signed: _____

Date: _____

Signed: _____

Date: _____



Appendix:

Mortgage Undertakings

In respect of mortgage undertakings, MDC Mortgage Brokers trading as 'Irish Mortgage Brokers' holds a letter of appointment from the following lenders. This enables MDC Mortgage Brokers trading as 'Irish Mortgage Brokers' to arrange your mortgage through one of the following lenders:

- Bank of Scotland
- First Active
- IIB Homeloans
- Permanent Tsb
- Ulster Bank
- EBS
- Start Mortgages
- HFC
- GE Money
- Bank of Ireland
- A.I.B.

Life Undertakings

- New Ireland
- Irish Life
- Eagle Star
- Friends First
- Caledonian



Non Fee Based : Broker Authority / Fee Agreement contract,

Applicant 1: _____ Applicant 2 : _____

Address: _____

I / We confirm our instruction to research new mortgage arrangements or insurance/ pension/ investment products on my / our behalf. I / We understand that the agent does not guarantee me / us access to the lowest cost mortgage or insurance/ pension/ investment product in the market. The mortgage options and or insurance/ pension/ investment product options made available to me / us will be based on my / our circumstances and individual lender or product provider criteria.

I / We undertake to make available all appropriate documentation as required by Irish Mortgage Brokers or the lender.

I / We confirm that we are fully aware that

- There may be a fee charged by the broker for their services as stated below
- All fees should be made payable to the broker.
- The valuation fee is due in advance of a valuation being carried out and will not be refunded once the valuation has taken place without exception.

I / We understand that in the event that we do not proceed with any mortgage arrangement with Irish Mortgage Brokers, that if Irish Mortgage Brokers have obtained a loan offer on my / our behalf that a fee of € 995.00 will be applicable for the works carried out on my / our behalf. Also, in the event of not concluding the arrangement after any cost has been incurred by the broker on my / our behalf, I confirm that we personally and promptly will refund same to the broker (i.e.: any other fees or costs). It is at our discretion in this eventuality to waive these costs.

I also agree that because in this transaction that Irish Mortgage Brokers are acting without fees that they rely solely upon the commission they receive by transacting on my behalf and that in the future should I change, cancel, redeem or withdraw any loan or policy and if as a result of this they incur a claw-back or any monetary loss that I / we undertake to reimburse them the full amount of any commission which they may lose or should have been due as a result of this. [see section on remuneration policy]

I / We confirm that we have been made fully aware of all the costs associated with this transaction and fully understand same.

Valuation: € _____ **Applicant 1:** _____

Applicant 2: _____

Total: € _____ **Date:** ____ / ____ / **20** ____



Fee's Based : Broker Authority / Fee Agreement contract,

Applicant 1: _____ Applicant 2 : _____

Address: _____

I / We confirm our instruction to research new mortgage arrangements or insurance/ pension/ investment products on my / our behalf. I / We understand that the agent does not guarantee me / us access to the lowest cost mortgage or insurance/ pension/ investment product in the market. The mortgage options and or insurance/ pension/ investment product options made available to me / us will be based on my / our circumstances and individual lender or product provider criteria.

I / We undertake to make available all appropriate documentation as required by Irish Mortgage Brokers or the lender.

I / We confirm that we are fully aware that

- There will be a fee charged by the broker for their services as stated below
- All fees should be made payable to the broker.
- The valuation fee is due in advance of a valuation being carried out and will not be refunded once the valuation has taken place without exception.

I / We understand that in the event that we do not proceed with any mortgage arrangement with Irish Mortgage Brokers, that if Irish Mortgage Brokers have obtained a loan offer on my / our behalf that a fee of € 995.00 will be applicable for the works carried out on my / our behalf. Also, in the event of not concluding the arrangement after any cost has been incurred by the broker on my / our behalf, I confirm that we personally and promptly will refund same to the broker (i.e.: any other fees or costs). It is at our discretion in this eventuality to waive these costs.

The Fee I am going to pay is half of the commission that Irish Mortgage Brokers would normally receive for transacting this business on my behalf, however, in the future I will not have to reimburse them for any claw-back or loss of income they may suffer should I change, cancel, redeem or withdraw any loan or policy transacted. [see section on remuneration policy]

I / We confirm that we have been made fully aware of all the costs associated with this transaction and fully understand same.

Valuation: € _____ **Applicant 1:** _____

Broker Fee: € _____ **Applicant 2:** _____

Total: € _____ **Date:** ____ / ____ / **20** ____