



Unit A5 Nutgrove Office Park
Rathfarnham, Dublin 14

Company Registered Number 94632

Terms of Business

These terms of business set out the basis on which Gogans will provide business services to you as a client of the firm. They also contain details of our regulatory and statutory obligations and the respective duties 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. By transacting business, we assume that you accept the terms of business as presented

Gogan Insurances Ltd (hereinafter shown as Gogans) is regulated by the Central Bank of Ireland and is a member of Brokers Ireland.

Authorised Status

Gogans (C8926) is regulated by the Central Bank of Ireland as an insurance intermediary registered under the European Union (Insurance Distribution) Regulations 2018 ; as an Investment Intermediary authorised under the Investment Intermediaries 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

Gogans is also registered with the National Consumer Agency to act as a Credit Intermediary.

Statutory Codes

Gogans is subject to and complies with the Consumer Protection Code, Minimum Competency Code and the Fitness and Probity Standards as laid down by the Central Bank of Ireland. These codes are available for inspection on the Central Bank of Ireland's website www.centralbank.ie.

Services Provided

We provide general insurance & life assurance policies (Term Assurance, Mortgage Protection, Serious Illness Cover, Income Protection, Personal & Company Pensions, PRSA's and Savings Plans) on a fair and personal analysis basis (providing services on the basis of a sufficiently large number of contracts and product producers available in the market to enable the firm to make a recommendation, in accordance with professional criteria, regarding which contract would be adequate to meet your needs)

We will identify and select a suitable product producer and on receipt of your instructions we will transmit orders on your behalf to one or more product producers (a list of which is available on request).

- This process applies to all classes of insurance policies with the exception of Schemes which are managed by us and Health Insurance which is placed with Irish Life Health.
- A Scheme is an arrangement whereby agreement is reached with a Product Producer (Insurer) to accept risks of a particular class at preferential terms and premium. For example, we presently arrange Schemes for Sports Personal Accident, Legal Expenses, Coach Fleet and Liability, Jewellers. If we have a Scheme in existence for the risk presented then we may not seek to obtain alternative quotations.
- Other than for Schemes and Health Insurance this firm does not have a 'tied' relationship with any Product Producer (Insurer) which would compromise our ability to offer you advice and choice.

Your Protection

We maintain Professional Indemnity Insurance.

Calls may be recorded for training and quality and these recordings may be used in the event of a dispute.

Remuneration and Fees

Gogans is remunerated by a professional fee for the initial work activity and time spent in seeking the best terms, for advice, product and product producer for your specific needs. An administration fee is also charged for the activity involved in the renewal of the policy and also any alterations that take place during and at termination of a policy. A scale of our fees is undernoted. We are usually remunerated by commission received from the product producer for the work involved in placing an order and finalising the product with them on your behalf. Details of commission arrangements are available on request (Some product producers do not pay a commission)

Scale of Fees

	Initial Fee	Renewal	Policy Alterations/ Cancellation *
Motor	Up to a max of 20%	Up to a max of 20%	Up to a max of 20%
Household	Up to a max of 20%	Up to a max of 20%	Up to a max of 20%
Commercial *	Up to a max of 20%	Up to a max of 20%	Up to a max of 20%

* Includes Return Premiums

We reserve the right to amend these fees should the complexity of the product require a higher fee. We will confirm and agree this fee with you prior to any increased charge being applied.

A fee of €40 will be charged for all duplicate documentation and for all cheques that have to be re-issued.

If you require credit terms we may be able to arrange premium finance on your behalf with credit finance providers with whom we have a written agreement. As a credit intermediary we may receive commission from the finance provider on arranging this finance on your behalf.

Insurance Based Investment Products

We are remunerated by commission and/or fees for the advice we provide on our insurance based investment products.

Conflict of Interests

It is the policy of Gogans to avoid any conflict of interest when providing business services to its clients. However, where an unavoidable conflict may arise, we will advise you of this 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.

Premium Handling

Gogans will accept payments in cash, by cheque and by credit/debit card in respect of all classes of insurance in the circumstances permitted under Section 25G of the Investment Intermediaries Act, 1995. Gogans are not authorised to accept cash or negotiable instruments in any other circumstances.

Premiums are due on or before renewal / inception date. Under the Central Bank legislation very strict rules apply in respect of the payment of premiums to Insurance companies. We will not be able to pay premiums to insurers which have not been received from clients. Therefore, to avoid policy cancellation, premiums must be paid strictly within the credit terms, if agreed, otherwise immediately prior to cover inception.

Failure to pay or default

We reserve the right to instigate cancellation proceedings in the event of the following:

- your non-payment of the premium due at inception, renewal or following a mid-term
- adjustment
- your bank returns your cheque due to insufficient funds or any other reason
- non-disclosure of relevant information
- Insurer imposed cancellation

Your insurer may cancel your policy in certain circumstances. These conditions are clearly outlined on all policy documents.

When your policy ends or is cancelled, we will send you any documentation and information that you are entitled to on request.

We recommend that you read your policy document and schedule to familiarise yourself with any terms, conditions and/or warranties.

If you are unsure of any wording within your policy please contact us.

Complaints Procedure

The company has a written procedure in place for the effective consideration and handling of complaints. Any complaints should be addressed in writing to the Managing Director of Gogans.

Each complaint will be acknowledged by us within 5 working days of receipt. Updates will be advised in intervals of not more than 20 working days. We will endeavour to resolve the complaint within 40 business days and findings will be furnished to you within 5 working days of completion of the investigation. In the event that you are not entirely satisfied with the firm's handling of and response to your complaint ultimately you have the right to complain to the Financial Services and Pensions Ombudsman, 3rd Floor, Lincoln House, Lincoln Place, Dublin 2.

Investor Compensation Company Ltd (ICCL) Scheme

Gogans is a member of the Investor Compensation Company Ltd (ICCL) Scheme established under the Investor Compensation Act, 1998. The legislation provides for the establishment of a compensation scheme and to the payment, in certain circumstances, of compensation to certain clients or firms (known as eligible investors) covered by the Act.

However, you should be aware that a right to compensation would only arise where client money or investment instruments held by this company on your behalf cannot be returned, either for the time being or for the foreseeable future, and where the client falls within the definition of eligible investor as contained in the Act. In the event that a right to compensation is established, the amount payable is the lesser of 90% of the client's loss, which is recognised as being eligible for compensation, or €20,000.

Brokers Ireland Compensation Fund Ltd

Gogans is a member of the Brokers Ireland. 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 ICCL (established by law) has failed to adequately compensate any client of the member.

Data Protection

We Gogans are subject to the requirements of the General Data Protection Regulation 2018 and the Irish Data Protection Act 2018.

Gogans 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 Data Privacy Notice, this will be given to all our clients at the time of data collection.

We will ensure that this Privacy Notice is easily accessible. Please refer to our website www.gogans.ie if this medium is not suitable we will ensure you can easily receive a copy by hard copy, or telephonic environment. (Pre-recorded)

Financial Services

Depending on your individual circumstances, we may provide you with advice in relation to the nature of these products (Term Assurance, Mortgage Protection, Serious Illness Cover, Income Protection, Personal & Company Pensions, PRSA's and Savings Plans) which may be suitable for your needs.

You may, however, have particular areas of interest; in this case, we will be happy to give specific advice. We can give you a choice of different Life and Pension products from the Insurance Companies and Product Producers with whom we hold an appointment. On your instruction we can receive and transmit orders for such products on your behalf to these Insurers and Product Producers.

With your agreement, we may review the policies you take out on a periodic basis to ensure you are kept informed as to their benefit and to check whether they are still suitable for your needs. We will also provide assistance to you regarding any queries you may have in relation to the policies or in the event of a claim during the life of the policies.

We will assist you with 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 policies. 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 Permanent Health/Income Protection Insurance and Serious Illness.

Specifically on the subject of Permanent Health/Income Protection 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 which attach to that policy.

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 also change. You must advise us of any changes and request a review of the relevant policy so that we can ensure that you are provided with up to date advice and a product 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 and/or inappropriate investments.

Insurance Based Investment Products

The firm's services does not include ongoing suitability assessments.

Duty of Disclosure (all classes of insurance)

It is your responsibility to provide complete and accurate information for insurers when arranging an insurance policy, throughout the life of that policy and when you are renewing it. It is important that you ensure that all information provided and all statements made on proposal forms, claim forms and other documents are to your knowledge and belief, complete and accurate. Failure to disclose any material information to your insurers could invalidate your insurance cover and could mean that all or part of a claim will not be paid.

This is the final page of Gogans Terms of Business. You should retain this document carefully as you may wish to refer to it again at a future date.