Account Correspondence Online

Registration Form

J&E Davy, trading as Davy, is regulated by the Financial Regulator. Davy is a member of the Irish Stock Exchange and the London Stock Exchange. Davy is authorised by the Irish Financial Regulator and regulated by the Financial Services Authority for the conduct of business in the UK.

Davy Private Clients

DAVY

Access your Account Correspondence Online

This new complimentary service from Davy will allow you to access your Davy correspondence online via www.davy.ie, beginning with contract notes.

Over time we will be adding more and more information giving you **faster access** to your correspondence 24 hours per day, 365 days per year. The service is **secure, convenient** and **easy to use**. It also helps reduce our **carbon footprint** by replacing printed correspondence with online correspondence.

How to Register for this Service

To register for this service you are firstly required to have online access to your Davy account.

A. If you currently have this access please follow the steps below:

- Go to www.davy.ie
- Click on *Client Login*
- Input your username and password
- Select the *Account Correspondence* menu tab on the left hand side
- Register

B. If you require access to your account online, simply complete and return the registration form attached. We will send you a username and password by post within one week of your registration form being received. When you receive your username and password, log on, follow the steps outlined above and you will be able to access any future correspondence issued to you online.

Registration Form

Client Name:

Client account reference(s):

I WOULD LIKE TO REGISTER FOR THE ACCOUNT CORRESPONDENCE ONLINE SERVICE AND RECEIVE MY ACCOUNT CORRESPONDENCE AS IT BECOMES AVAILABLE ONLINE IN PLACE OF PAPER COPIES.

You will begin to receive online contract notes immediately upon registration.

As future correspondence becomes available online you will receive online copies replacing your current paper copies. We will provide you with prior notification of these correspondence becoming available online.

You will be notified by email of any new correspondence issued to you online. Please specify the email address to which you would like the alert to be sent.

Email address:

I declare that the information I have provided is correct and if this information changes I undertake to inform Davy in writing without delay. I have read and accepted the terms and conditions of this service.

Client Signature(s):

Please return the completed and signed form to:
Client Records Dept, Davy, Davy House, 49 Dawson Street, Dublin 2.
Fax: +353 1 679 6326

Terms of Service

BEFORE REGISTERING FOR OUR ACCOUNT CORRESPONDENCE ONLINE SERVICE, PLEASE READ THIS AGREEMENT CAREFULLY AS IT GOVERNS YOUR USE OF THE SERVICE. IT IS IMPORTANT THAT YOU READ OUR GENERAL TERMS AND CONDITIONS FOR FULL INFORMATION ON YOUR DAVY REPORTS.

Service description
Our account correspondence online service ('service') is available to you so that you may access your Davy reports online by logging on to a secure area of Davy's website in place of paper copies going forward. All reports will be available within the same time frames as they are currently provided to you.

Your registration for this service
You should be aware that by registering for this service you are electing to access reports for your account(s) online going forward. We have a regulatory obligation to provide you with certain reports, dependent upon your service level. If you are a telephone share dealing or online client and we execute an order for you, we have an obligation to provide you with information about the order. We currently do this by sending you a contract note no later than close of business on the business day after the trade was executed. Where a third party provides a contract note, we will send it to you by close of business on the day following receipt from the third party. If you are an advisory or discretionary client we also provide you with a Portfolio Valuation report in respect of your investments at least once every six months or every 3 months upon your request. If you are a nominee client, we will confirm your cash and holdings to you at least once a year by way of a nominee statement, unless this information has been provided to you in another report; such as your Portfolio Valuation. Further information about these reports is provided in our general terms and conditions, it is therefore important that you also refer to these for full information.

What's included in this service?
Initially only contract notes may be accessed online. It is important that you are aware that upon registering for this service you will no longer receive paper copies of your contract notes. Dependent upon your service level other reports, such as Portfolio Valuation reports and nominee statements, will become available to this service in the future. We will send you prior notification advising you of each addition at least 30 days prior to launch as the online version of each report will replace the paper copies we currently provide.

Accessing online reports
This service is available to clients who have been provided with a user name and password in order to access a secure area of the Davy website, you may use these details to access your reports safely and securely. The right of access to this service (through the provision of a user name and password, or any alternative means of authentication which we might use in addition to or in lieu thereof) provided to you may not be assigned, licensed or otherwise transferred by you to any other person under any circumstances. It is important that you do not disclose your access details to anyone and you must take all reasonable care to prevent that unauthorised or fraudulent use of your access details. If you know or suspect that someone has obtained your access details you must inform us immediately.

Using the service
When a report becomes available for you to access online, we will send you an email or SMS text message alert (depending on your service level) within the following timeframes:

- Contract notes: by the close of business on the day following a purchase or sale on your account as confirmation that the full contract note is available online.
- Time frames applicable to other reports will be confirmed to you prior to these becoming available online.

Upon receipt of the alert you can access your reports safely and securely. Reports will be available online to you as a client of Davy for a period of 2 years following the date of your last transaction.

Important notes
As a result of high internet traffic, transmission problems, systems capacity limitations, and other problems, you may, at times, experience difficulty accessing the website or communicating with Davy through the internet or other electronic and wireless services. Any computer system or other electronic device, whether, it is yours, an internet service provider's or Davy, can experience unanticipated outages or slowdowns, or have capacity limitations. Davy, its directors, officers and employees do not accept any liability for any loss or damage arising therefrom. In the event that access to the service is disrupted for technical reasons we will post a notice to that effect on the website as soon as reasonably practicable. If we declare the service unavailable in this way, and you wish to access a report during the outage, we will provide you with a paper copy of the report. At all other times we reserve the right to charge a fee in the event that you request a paper copy of your report(s). A schedule of our fees and charges is available on www.davy.ie. These terms do not vary our general terms and conditions and in the event that these terms conflict with our general terms and conditions; these terms will prevail.

www.davy.ie

Dublin Office
Davy House, 49 Dawson Street
Dublin 2, Ireland
T +353 1 679 7788
F +353 1 671 2704
davy@davy.ie

Western Office
1 Dockgate, Dock Road
Galway, Ireland
T +353 91 530 520
F +353 91 530 710
galway@davy.ie

Southern Office
89/90 South Mall
Cork, Ireland
T +353 21 425 1420
F +353 21 425 1410
cork@davy.ie

Northern Ireland Office
Donegall House, 7 Donegall Square North
Belfast BT1 5GB, Northern Ireland
T +44 28 9031 0655
F +44 28 9031 0656
davynorthern@davyuk.com