



### **Scale of Fees Charges and Remuneration - Jan 2012**

**Burke Insurances Ltd is remunerated by both commission and brokerage fees (Administration). Commission (if any) is paid to us by insurers and you are not liable for payment of any commission charges .**

Brokerage Fees ( Administration Fees) vary depending on the class of business and commission arrangements, if any with suppliers (many cases placed have no commissions payable to us) ,time taken , level of expertise required within firm, amount of time researching and preparing quotes ,amount of follow up procedures after effecting cover (such as surveys /collecting declarations etc..) all have a bearing on the charges applied- Set out below is scale of fees and any minimum charges applicable .

#### **Personal Insurance**

The minimum applied brokerage fee for any single case or transaction is €55.00

Cancellation Fee €115.00

Mid term Adjustments €55.00 Min to Max €95.00 per transaction

#### **Business Insurance or Insurance placed in a non personal capacity .**

The minimum applied brokerage fee for any single case or transaction is €25.00

Cancellation Fee €350.00

Mid term Adjustments €75.00 Min to Max €350.00 per transaction

**Any request for duplicate documentation** is subject to a €30.00 administration - Applicable to any policy personal or business

#### **All Charges are clearly set out on any debit notices renewal notices or quotations provided to you .**

The company reserves the right , in exceptional individual circumstances, to alter these charges and if we seek to alter the charges we will advise you in writing prior to doing so and inform you of the charges that are applicable to the individual case in question.

For certain types of risks fees are charged on a time spent and disbursements basis. Our current basic hourly rate is €185 for Directors and Consultants and €90 for support staff. In determining the rate and any additional charges, factors such as specific skills, complexity, value, risk and urgency will be taken into account. The fee rates quoted are consistent with the rates applied by members of our professional body, IBA. If we are to conduct business for you on this basis we will advise you in writing prior to proceeding on this basis.