



**Bank of
Ireland**

Business Collections
Credit Operations
PO Box 4592
Dublin 2
1890 882 961
Our Ref: SME 20.4

Strictly Private and Confidential

Date: 16 June 2020

Central Bank (Supervision and Enforcement) Act 2013 (Section 48) (Lending to Small and Medium-sized Enterprises) Regulations 2015 (the "SME Regulations")

Re: Liabilities of
"Borrowings")

(the "Borrower") at Bank of Ireland (the

Dear Sir/Madam,

We currently hold a Guarantee and Indemnity in relation to the Borrowings outlined above.

We are required under the SME Regulations to inform you of the status of the Borrowings and that the Borrower has entered financial difficulties as defined in the SME Regulations.

The Bank is applying the 'financial difficulty' sections of the SME Regulations to the Borrower. It is vital the Borrower contacts us in order to address this situation. We have sent the Borrower a letter about this and have asked the Borrower to contact us. The Bank is fully committed to working with the Borrower to resolve their financial difficulties. We would like to stress the importance of the Borrower engaging with us so that we can discuss their business and identify a way forward.

If you have any questions in relation to this letter, we would advise you to contact the Borrower directly.

Your Guarantee and Indemnity remains in full force and effect. This letter does not affect your Guarantee and Indemnity or any document and security related to it.

Yours sincerely

Head of MARS & Group Collections



**Bank of
Ireland**

ROI SB&A Collections
2 Burlington Plaza
Burlington Road
Dublin 4
D04 EC66
Tel: 1890 882 961
Our Ref: 17.3 17.5 & 20.3 1

Strictly Private & Confidential

Date: 15 June 2020

Account Number:
Sort Code
Balance
Repayment Amount
Due Date
Arrears/Excess Amount

CENTRAL BANK (SUPERVISION AND ENFORCEMENT) ACT 2013 (SECTION 48) (LENDING TO SMALL AND MEDIUM-SIZED ENTERPRISES) REGULATIONS 2015 (the "SME REGULATIONS")

Dear Sir/Madam,

We refer to your existing Account with Bank of Ireland (the "Bank") as detailed above and are writing to advise you (in accordance with the Bank's obligations arising under the above SME Regulations) that as the arrears on your account have continued for more than 15 days, we conducted an internal review of your account to determine whether the "financial difficulties" sections of the SME Regulations should be applied to your case.

Following this internal review and based on the details available to us, we believe that the "financial difficulties" sections of the SME Regulations apply to your case.

We refer you to our information booklet on Lending to Small and Medium Enterprises (the "Booklet") in the Business Banking section of our website at www.bankofireland.com. This Booklet explains how we deal with customers in financial difficulties. It also sets out the type of financial information which is typically required to enable the Bank to complete an assessment for an Alternative Arrangement. A printed copy is also available on request through your Relationship Manager or from any of our branches.

Please be advised that, we are completing an assessment to review your existing facilities and security and to consider an Alternative Arrangement. However, in order for us to complete this review, we need you to send us the following additional information:

- Up to date financials including 2 years annual audited/certified accounts
- Rental Accounts if applicable
- Up to date aged list of debtors and creditors
- Up to date tax confirmation from your accountant, confirming that your tax affairs are in order

10-12.17 (LH04/20)

Legal Information Bank of Ireland - The Governor and Company of the Bank of Ireland, incorporated by charter in Ireland with Limited Liability. A tied agent of New Ireland Assurance Company plc, trading as Bank of Ireland Life for life assurance business. Bank of Ireland Trading as The Mortgage Store - Powered by Bank of Ireland is regulated by the Central Bank of Ireland

Directors A list of names and personal details of every director of the company is available for inspection to the public at the company's registered office for a nominal fee and on the Bank of Ireland Group website.

Registered Information Registered No. C-1

Registered Office and Head Office 40 Mespil Road, Dublin 4, Ireland.

A member of

**Bank of
Ireland
Group**

- Copy of Tax Clearance Certificate
- 12 months Cash flow forecast
- 12 months Projected P&L
- Up to date Statement of Affairs for all named borrowers and guarantors
- 6 months Current Account Bank statements, both personal and business where accounts are not held at BOI
- Detailed business plan
- Completed Agri / Business Lending Application Form, within which your proposal to address the Facilities and any arrears should be outlined
- Details of any additional security available or proposed
- Update on your exposure to other banks & leasing companies to include most recent 6 months statements for each non-BOI facility
- Details of recent/proposed asset disposals
- Any other information that you consider relevant in dealing with your outstanding debt obligations

You must return your documents within 21 working days to the address above to facilitate a comprehensive review of your circumstances. If you do not co-operate with us, we will classify you as 'not co-operating' and the Bank will have no option other than to commence the process of seeking repayment of all sums outstanding which may lead to the Bank having to enforce any security held.]

Please note that interest and surcharges will continue to be applied while the account remains in arrears. For further information please refer to our Schedule of Fees & Charges for Business Customers.

When you do not meet your agreed repayment schedule or bring your repayments up to date, your credit rating may be affected. It is also important to note that a default in respect of one credit product that you hold with the Bank could result in a default with other products that you hold with the Bank. Where applicable, the Irish Credit Bureau records are updated when arrears arise on accounts. This may also have an impact on your ability to avail of additional credit products in the future.

The Bank is fully committed to working with you to resolve your financial difficulties. We would like to stress the importance of engaging with us so that we can discuss your business and go through the various issues with a view to developing solutions to address the situation

We are also obliged under the SME Regulations to inform any Guarantor of the status of the facilities that they have guaranteed and indemnified.

If you have any questions in relation to this letter, please phone a member of our team on 1890 882 961 or + 353 (0) 1 488 3035 if you are calling from outside the Republic of Ireland.

Yours sincerely



Head of MARS & Group Collections