**Borrowers’ and Themis’s Portfolio Management Limited Obligations – Central Bank Directive on Arrears Management 2015**

In application of the above Directive, Themis Portfolio Management Limited would like to advise you of the most important rights and obligations towards each other.

These rights and obligations are reflected in the documents completed by you and Themis as well as in law, but we hereby outline the relevant priorities.

**Borrowers’ obligations**

Borrowers are required to respect and comply with Themis’ rights emanating from the Directive on Arrears Management 2015, and

● To comply with the terms and conditions of the agreements and contracts of the institutions granting them loans or credit facilities,

● To cooperate and collaborate fully with Themis in order to achieve a sustainable

restructuring solution,

● To demonstrate integrity, honesty, and transparency and always to act in good faith,

● To remain proactive in contacting Themis when foreseeing or facing difficulties in meeting

their obligations,

● Always to provide full, complete, up-to-date, and accurate financial information and

documentation as to his or her financial circumstances (e.g., earning capacity and net worth) as and when required, including income, expenditure, and other financial data,

● To disclose all relevant information, including details of credit facilities from other credit

institutions, in order for their total financial position to be accurately assessed and to

eventually reach a satisfactory agreement between all parties involved,

● To be cooperative and productive in providing any further relevant supporting

documentation required by Themis

● For natural persons to complete and present a signed Personal Financial Statement (PFS)

(available on Themis’ Website),

● To settle arrears and other defaults adequately promptly,

● To declare their understanding that the best solutions can only be achieved if they cooperate and collaborate with Themis fully,

● To be receptive to restructuring proposals,

● To declare that they understand that failure to adhere to the repayment schedule and failure to provide reliable information may halt the cooperative process and potentially lead to legal proceedings, and

● Not to take any action that might adversely affect Themis’ position and the securities held by Themis.

**Themis’s obligations**

Themis is required to respect and comply with the borrowers’ rights emanating from the Directive on Arrears Management 2015, and

(a) When proposing restructuring options, Themis must:

● assist the borrower to understand the different options available,

● give the borrower time to evaluate the implications of each option and enable him to take an informed decision as to which option to accept, and

● advise the borrower of his right to seek independent professional advice to assist him in

taking a decision, if necessary.

(b) When proposing restructuring solutions:

● ensure that the proposed solutions are sustainable, and that the borrower will continue to be able to meet his obligations,

● discuss the proposed solutions with the borrower and provide clarifications to help him take an informed decision, and

● inform the borrower of his obligation to reply to Themis within 7 days and to inform Themis as to which proposed solution, he regards to be the most suitable and maintainable in accordance with his financial situation, or if none are acceptable to him to offer an alternative proposal to Themis.