To start a Capital Plan with Sheffield Mutual plan please follow the application checklist below.

Application Checklist and Documents that need returning.

- ☑ Enclose your signed cheques (see below)
- ☑ For the Mansfield Feeder account please complete two cheques : one for £2230.00 payable to the "Mansfield Building Society" and one for £270.00 payable to "Sheffield Mutual"
- ☑ Complete and sign all proposal forms (Including the Mansfield application form)
- ☑ Sign and return the Non-advised Sale Letter
- ☑ Sign and return one copy of the Client Agreement and keep one for your records along with the Key Facts document.
- ☑ Please send a **Certified** copy of a birth certificate if the policy is for a child under age 16
- ☑ We will attempt to verify your identity electronically, if this is unsuccessful then we may request further documentation to confirm your identity.

If you require anything further or should you have any questions after reading the information please do not hesitate to contact us by

Telephone: 01226 741000

or email: enquiries@sheffieldmutual.com

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Please ask for details of our other products, which include:

- Capital Plan
- Regular Savings
- Investment Bond
- Income Bond
- Pension Bond
- Stocks and Shares ISA
- Stocks and Shares Junior ISA
- Life Assurance
- Funeral Expenses
- Child Trust Fund

About Us

Sheffield Mutual Friendly Society has been improving the financial wellbeing of its members since 1892. Whilst we remain passionate about our heritage and mutual status, our products and services have been developed to include a simple range of trusted savings, investment and protection plans - with a particular emphasis on tax-efficient savings and investment policies.

Being an independent mutual organisation we have no shareholders to satisfy. This means that our success can be shared with our members through attractive investment returns and good service. Whilst past performance is not an indicator of future performance, our aim is to deliver greater potential returns to members throughout the life of their policy.

The Society is:

- **A member of the Association of Financial Mutuals**
- **Authorised and regulated by the Financial Services Authority**
- **A member of the Financial Services Compensation Scheme**

For further information about the Society and our policies, please contact us.

Sheffield Mutual

Sheffield Mutual Friendly Society
3 Maple Park · Maple Court · Wentworth Business Park · Tankersley · Barnsley · South Yorkshire · S75 3DP
Tel: 01226 741000 · **Fax:** 01226 741222 · **Url:** www.sheffieldmutual.com · **Email:** enquiries@sheffieldmutual.com

Sept. 2011

Client Web

TAX EXEMPT SAVINGS PLAN

for Adults and Children

Your Future is
Our Business

Sheffield Mutual

Tax Exempt Savings Plan

Why should I save with the Sheffield Mutual?

The Society has been providing savings and protection policies to its members since 1892, and as we are owned by members not shareholders, any surplus funds are used for their benefit. In addition, as a Friendly Society we are able to offer special plans that allow you to invest in tax exempt funds*, with the exception of tax credits on dividend income which can no longer be reclaimed, and receive tax free money on maturity*.

Where does the Society invest its with-profits fund?

The Society invests in a range of different assets with the aim of providing a higher return in the medium to longer term (5-10 years+) than that achievable in a Bank or Building Society account. We will look to achieve this by maintaining a spread of Investment Assets that will provide low to medium risk making it an option for individuals with a more cautious approach to investing their money.

Examples of the types of assets we invest in are:-

- The shares of UK companies though we may also have a very small exposure to some overseas companies to provide diversity. These provide income from dividends with the possibility of capital growth.
- We also adopt an ethical approach to our share purchases by not including companies who are involved in armaments, tobacco and pornography.
- Investments such as Government Gilts or Corporate Bonds which provide fixed interest.
- Property - The Society owns several properties which provide income from rentals and potential capital growth.
- Fixed interest returns from a small portfolio of Commercial Mortgages.
- Cash.

The proportion held in each of these can vary depending upon market conditions but you can obtain a guide of the spread by contacting the Society's office.

How does the bonus work?

We invest our funds as described in the previous section and receive a return on those investments which can vary from year to year. At the end of March or early April we review the returns achieved during the previous calendar year in consultation with our Actuary, and the Committee of Management declares a bonus rate for each policy type for that period. Obviously the rate varies depending upon overall investment returns and is not therefore guaranteed to be paid at the same rate or at all in future years. However, once bonuses have been added to the policy, providing the policy runs to maturity, they will not be taken away.

Bonuses are calculated at the appropriate rate based on the sum assured not the amount of premium paid and on maturity you will receive the initial sum assured plus bonuses added during the life of the policy.

The Society also tries to 'smooth' returns over the life of the policy by retaining some of the investment return in good years to maintain bonus rates in poorer years. However, to ensure members receive their fair share of returns on their policy over its lifetime, there may be an additional terminal bonus paid on maturity. Payment of this type of bonus depends entirely on investment performance and the rate at which annual bonuses have been added. It is not guaranteed, i.e., if paid, the rate may vary from year to year.

Are there any guarantees?

Providing the plan runs to its planned maturity date, the Society will, depending on the amount you wish to save and for how long, guarantee a minimum sum assured. The final value will depend upon investment performance but bonuses are declared by the Society's Committee of Management acting on actuarial advice, each year, and these are added to your guaranteed sum assured. Once added these bonuses cannot be taken away. There may also be a further terminal bonus on maturity but this is subject to investment returns during the period and is not guaranteed.

How much can I save in a Tax Exempt plan?

The Government restricts the amount that an individual can save in a tax-exempt plan because of the tax concessions available. Under current legislation the maximum individual investment is £25 per month or £270 annually. The minimum you can save in the Sheffield Mutual plan is as little as £5 per month or £50 annually. If you would like to save more than £25 per month, please ask us for details of our Regular Savings Plan or Stocks & Shares ISA.

Who can save in this Tax Exempt plan?

Anyone can start a plan or have several plans within the overall maximum levels of £25 per month or £270 annually. The maximum figure includes any tax-exempt savings plan held with another Friendly Society.

Can I have a plan for a child?

Yes, even though a child may not have his/her own income an adult may pay the subscription on his/her behalf. This is an ideal way to build up a lump sum perhaps as an 18th birthday gift or to help with school or University fees. By using our special family application form, Mum, Dad and up to three children can each apply for a Tax Exempt Plan.

Can I select the term of my savings plan?

Yes, you may choose the period over which you would like to save with a minimum term of 10 years and a maximum of 25 years.

Can I make early withdrawals?

You cannot make any withdrawals but if your circumstances change, you can surrender your policy. However, the plan is designed for medium to long term investment and the surrender value may be less than the amount you have paid in. You may also be liable for additional tax on any investment gain. The amount of the gain may result in a reduction of the amount of any old age relief or child tax credit being received.

What happens if I die before the maturity date?

In the event of death before the end of the term, the Society will refund all premiums paid plus interest up to the date of death. Interest is calculated using the Bank of England base rates that have applied during the term of the policy + 1% though this could be changed in the future by the Society. Notice of any change will be given.

Is life cover included?

No, this plan does not include any life cover. However, we do offer plans which have the benefit of life cover, and we will be pleased to supply information to you.

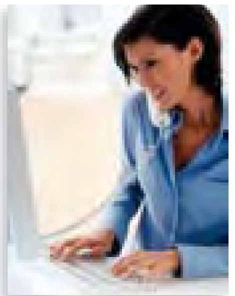
Are there any charges?

Yes, the Society takes a management contribution of 50% of premiums paid in year 1 and in the second and subsequent years 6% of the annual premium amount. These are to cover the cost of expenses incurred in setting up the policy and maintaining it thereafter. The charges are deducted from the overall fund and taken into account when we calculate the level of bonuses we are able to pay.

How do I start my plan?

Simply decide how much you would like to save, for how long, and whether you would like to save monthly or annually. You should then study the 'Key Features' literature and, providing you do not need any advice, complete and return the appropriate application form, client agreement, non-advised sale letter and direct debit authority and return them to Sheffield Mutual Friendly Society, 3 Maple Park, Maple Court, Wentworth Business Park, Tankersley, Barnsley, South Yorkshire, S75 3DP along with a cheque for the initial premium.

Need any further help or information?



Our friendly and knowledgeable staff would be pleased to provide you with factual information about the Society's products and services, so you can make your own choice about how to proceed. No advice or recommendations will be given and if you are in any doubt as to the suitability of a product, you should seek advice from an Independent Financial Adviser.

Do I need to provide any additional information?

In order to comply with regulations, the Society will require confirmation of your identification and address. We will therefore ask to see documents such as a passport or driving licence and utility bills or bank statements before issuing a policy. If such documents are not available, we may be able to confirm your identity and address using an electronic verification system.

**All references to taxation are based on the Society's understanding of current tax legislation and practice, which may change in the future.*

Sheffield Mutual

keyfacts

KEY FEATURES OF THE TAX EXEMPT SAVINGS PLAN

WHAT IS THE PURPOSE OF THIS LEAFLET?

The Financial Services Authority is the independent financial services regulator. It requires us, Sheffield Mutual Friendly Society, to give you this important information to help you to decide whether our Tax Exempt Savings Plan is right for you. You should read this document carefully along with the illustration and general product leaflet, so that you understand what you are buying and then keep it safe for future reference.

WHO IS THE TAX EXEMPT SAVINGS PLAN SUITABLE FOR?

Individuals who are looking to build a lump sum by saving a regular amount either monthly or annually for a period of 10 to 25 years and do not require additional life cover.

ITS AIMS

- **To give you the opportunity to build a guaranteed lump sum by paying regular monthly or annual premiums.**
- **To add additional bonuses to the guaranteed sum, though these are not guaranteed and depend on the investment performance of the fund.**
- **To provide access to a range of different assets e.g., equities, property, fixed interest and cash through a single with-profits fund.**
- **Subject to legislation, which may change in the future, to provide a tax free cash sum on maturity.**
- **To give a return of premiums paid plus interest in the event of death before the end of the term. The current interest rate is Bank of England base rate + 1% though this could be changed in the future by the Society.**

YOUR COMMITMENT

- You agree to pay a regular premium, which cannot be varied, on the due dates throughout the selected term.
- If you stop paying your premiums, or encash your policy, a surrender value may be payable but this may be less than you have paid in particularly during the early years. This can be seen in the illustration in the section headed “The Early Years”.
- You cannot withdraw cash from the policy other than by closing it and taking the available surrender value, if any.

RISK FACTORS

- Your circumstances may change and you may no longer be able to afford the regular premiums.
- Legislation may change to affect the Tax Exempt status of the fund.
- Apart from the guaranteed sum assured, the payment of an additional bonus is not guaranteed as it depends on the performance of the society’s investment fund.
- Inflation may reduce what you could buy in the future.

QUESTIONS AND ANSWERS

CAN I CHOOSE THE TERM OF MY SAVINGS PLAN?

Yes, you can choose the term over which you would like to save with a minimum of 10 years and a maximum of 25.

ARE THERE ANY GUARANTEES?

Providing the plan runs to its intended maturity date the society will, depending on the amount you wish to save and for how long, guarantee a minimum sum assured. The final policy value will depend upon investment performance but bonuses are declared each year and are added to your guaranteed sum assured. Once added these cannot be taken away so that on maturity your policy value will be the guaranteed sum assured plus bonuses accrued.

ARE THERE ANY CHARGES?

Yes, the Society takes a management contribution of 50% of premiums paid in year 1 and in the second and subsequent years 6% of the annual premium amount. These are to cover the cost of expenses incurred in setting up the policy and maintaining it thereafter. The charges are deducted from the overall fund and taken into account when we calculate the level of bonuses we are able to pay.

WHAT HAPPENS IF I STOP PAYING PREMIUMS?

The Tax Exempt Savings Plan is designed as a medium to long term savings plan and if you stop making payments, depending upon how long the policy has been running, there may be a surrender value. However, particularly in the early years, this may not be as much as you have paid in. The Society also reserves the right to surrender the policy if premiums are more than three months in arrears.

CAN I MAKE WITHDRAWALS?

No, you cannot make any withdrawals other than by surrendering the policy.

IS THERE A TAX LIABILITY?

Under current legislation, which may change in the future, premiums are invested in a tax exempt fund (with the exception of the tax credit on dividends) and providing the policy runs to maturity the proceeds are tax free. However, if you surrender before the end of the term you may be liable to taxation on any investment gain.

WHAT ABOUT PROTECTION FOR MY DEPENDENTS?

There is no life cover on this policy and in the event of death before the end of the term premiums paid plus interest will be refunded. If you require life cover see our Tax Exempt Savings Plan with Life Assurance.

HOW WILL IT WORK FOR ME?

Accompanying this leaflet you will find an illustration which shows how the Tax Exempt Savings Plan might benefit you and you should read this with the key features as it contains other important information. If you require a specific illustration please contact us.

OTHER INFORMATION

CANCELLATION RIGHTS

After your proposal is accepted you will receive a notice of your right to cancel. You will then have 30 days in which to change your mind.

PREMIUMS

Premiums are paid monthly or annually. Missed premiums could mean that your policy may lapse with no value.

BONUSES

Bonuses calculated on the basis of the profits of the fund are added to your policy. The bonus rate is decided by Sheffield Mutual Friendly Society acting on the advice of the actuary and is not guaranteed.

LAW

In legal disputes the Law of England and Wales will apply.

LEGISLATION

All or any of the benefits, the premiums, or the policy conditions may be adjusted as deemed appropriate.

- **If there is any change in Law or Taxation affecting the policy**
- **If any levy is imposed on the Society under Statute or statutory authority**
- **As a consequence of any amendment to General Laws**

Notice would be given of any such adjustments.

QUERIES AND COMPLAINTS

For further information or if you wish to complain about any aspect of the service you have received, please contact the Society's Chief Executive at the address shown below. If a complaint is not dealt with to your satisfaction you can then complain to the Financial Services Ombudsman, South Quay Plaza, 183 Marsh Wall, London E14 9SR, or telephone 020 7964 1000. Making a complaint will not prejudice your right to take legal proceedings.

COMPENSATION

We are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Further information about compensation scheme arrangements is available from the FSCS by visiting www.fscs.org.uk, or by calling 0207 892 7300 or 0800 678 1100.

THE SHEFFIELD MUTUAL FRIENDLY SOCIETY

Was founded in 1892. Total assets exceed £25 million and there are over 20,000 members.

This leaflet is a brief guide to the Key Features of the product.

Full details are contained in the policy document which is the legally binding contract between you and SHEFFIELD MUTUAL FRIENDLY SOCIETY.

Sheffield Mutual Friendly Society

3 Maple Park · Maple Court · Wentworth Business Park · Tankersley · Barnsley · South Yorkshire · S75 3DP

Tel: 01226 741000 · **Fax:** 01226 741222

Url: www.sheffieldmutual.com · **Email:** enquiries@sheffieldmutual.com.

Authorised and Regulated by the Financial Services Authority - Reference number 206049

Member of the Building Societies Association . Shares and Deposits in the Society are Trustee Investments

Branch Offices: Regent House, Regent Street, Mansfield, Notts NG18 1SS Tel: (01623) 676350
53 Portland Square, Sutton-in-Ashfield, Notts NG17 1AZ Tel: (01623) 554265
48 Station Street, Kirkby-in-Ashfield, Notts NG17 7AS Tel: (01623) 756601
91 New Square, Chesterfield, Derbys S40 1AH Tel: (01246) 202055

July 11

the mansfield building society

Client Web

Call 01623 676300
email: enquiries@mansfieldbs.co.uk
www.mansfieldbs.co.uk

savings

Feeder Membership Investment Account 2nd Issue

Summary Box - Key Product Information

Account name	Tax Exempt 10 Year Savings Plan Feeder Membership Investment Account – 2nd issue
Interest rates (AERs)	Bank of England Bank Rate minus 0.5% with a minimum rate guarantee of 2.20% Gross/AER
Tax status	Interest is paid net of basic rate tax
Conditions for bonus payment	Not applicable
Withdrawal arrangements	• No withdrawals allowed • Closure before the 10th anniversary of the account being opened will be subject to the loss of 60 days penalty interest
Access	Exclusively available as a feeder account to Sheffield Mutual Friendly Society

Tax Exempt 10 Year Savings Plan

In association with Sheffield Mutual Friendly Society

the mansfield building society

What is the purpose of this account?

This account is exclusively designed to provide funding for a Sheffield Mutual Friendly Society Tax Exempt 10 Year Savings Plan (known as the Capital Plan Account). The feeder account will close after 10 years and any surplus funds will automatically transfer into a Prime Access Account (or nearest equivalent), to which you can add or withdraw without notice, unless we receive alternative written instructions.

How much can be invested?

The Government restricts the amount that an individual can save in a tax-exempt plan because of the tax concessions available. Under current legislation the maximum overall investment limit is £270 per year (when premiums are paid annually) which equates to £2700 over the 10 year period. Under this particular Sheffield Mutual Friendly Society Scheme your initial outlay is £2500. There can be no variations. The first year's premium of £270 will be retained by Sheffield Mutual Friendly Society which means that the balance of £2,230 will be credited to the feeder account with The Mansfield Building Society. The "rolled up" interest from the feeder account may be sufficient to make up the difference between the remaining investment and required premium of £270 in the final year. In the event of a shortfall, you will need to make up the difference from your own resources.

Account opening formalities

As part of the account opening formalities, you will be asked to produce satisfactory evidence of identification which is a legal requirement. The tax exempt savings scheme and feeder account are being promoted exclusively by Sheffield Mutual Friendly Society and are not available direct from The Mansfield Building Society.

Premium transfers for 2nd and subsequent years

Fixed amounts of £270 will be transferred annually to your Tax Exempt 10 Year Savings Plan with Sheffield Mutual Friendly Society starting 12 months after the feeder account is opened. Premiums will be transferred on the 15th day of the anniversary month.

If the "rolled up" interest is insufficient to make up the difference between the remaining investment and the annual premium in the final year, you will be required to make up the shortfall from your own resources by payment direct to Sheffield Mutual Friendly Society. In the event of a shortfall, Sheffield Mutual Friendly Society will contact you direct requesting additional funds. Any surplus funds available after 10 years and after payment of the final premium will automatically transfer into a Prime Access Account (or nearest equivalent) unless we receive alternative written instructions.

What about interest?

Interest will be calculated at Bank of England Bank Rate (variable) minus 0.5% with a minimum rate guarantee of 2.20% Gross/AER. This formula will be used to calculate interest throughout the 10 year term. Following any changes in Bank of England Bank Rate, we will amend the interest rate within 3 working days and notify you in writing within 30 days of the change. Interest will be credited to the account annually on 31 December after deduction of income tax at the lower rate of 20% or, subject to the required certification, gross. Individuals who are non-taxpayers, and who have not registered to receive their interest without tax deducted, can claim a repayment of the tax deducted at 20% from the HM Revenue & Customs. Unless an individual is a higher rate taxpayer (see below), tax is currently chargeable on interest at 20%, equal to the tax deduction made. However, in some circumstances, individuals whose total taxable income is only just over the starting point for paying income tax may be able to claim a repayment of the tax deducted from the HM Revenue & Customs. For example, where their non-savings income is less than their personal allowance. Individuals whose taxable income falls within the current basic rate band of 20% will have no more tax to pay on their interest, as the tax deducted from it at 20% will satisfy the tax due. Individuals who are higher rate tax payers will have to pay the extra tax due on their interest (the difference between tax deducted at 20% and the higher rate of 40%). Tax rates may change during the term of the account.

Eligibility

The feeder account can be opened in either single or joint names. An adult may pay the subscription on behalf of a child. This is an ideal way to build up a lump sum perhaps as an 18th birthday gift or to help with school or university fees.

Account conditions

Due to the purpose of the feeder account, no additions or withdrawals are permitted. Closure before the 10th anniversary of the account being opened will be subject to the loss of 60 days penalty interest. We will notify Sheffield Mutual Friendly Society in the event of early closure who will then contact you direct to obtain your further instructions.

Charitable assignment

All new customers opening a savings account will be required to sign a declaration agreeing to assign any windfall conversion benefits to the Charities Aid Foundation. This assignment will apply for the first 5 years of membership. Existing members with continuous membership prior to the effective date are not affected. Our Charitable Assignment Scheme leaflet provides full details.

General Account Terms and Conditions variations

In view of the unique nature of this account, the following variations will apply to the General Account Terms and Conditions:

7.1, 7.9 Interest rate information in respect of this Sheffield Mutual Friendly Society feeder account will not appear in our Current Interest Rates Summary, branch posters, newspaper adverts or website because this account is available exclusively to fund a Sheffield Mutual Friendly Society Savings Plan. You can obtain information on the Current Interest Rate on this account by contacting Sheffield Mutual or by asking our staff at any of our branches.

7.8 If we change interest rates on a variable savings account we will tell you about it within 30 days of the change by letter.

The Mansfield Building Society is a participant in the Financial Services Compensation Scheme established under the Financial Services and Markets Act 2000. Payments under the Scheme are limited to the sterling equivalent of €100,000 per person per authorised firm. The sterling equivalent of €100,000 is currently £85,000. For joint accounts each account holder is treated as having a claim in respect of their share so, for a joint account held by two eligible depositors, the maximum amount that could be claimed would be £85,000 each making a total of £170,000. The £85,000 limit relates to the combined amount in all depositor's accounts with a bank or building society, including their share of any joint account, and not to each separate account. Most investors are covered, including individuals and small firms. Further details are available on request from the Society.

Notice:- Data Protection Act

Information provided by you on the investment application form will be held by the Society in its computer records and in other ways. It may be used for general business purposes including market research, statistical analysis and to identify other products and services offered by The Mansfield Building Society, its' subsidiaries, or associates, which may be of interest to you. It will not be passed to any other organisation except Sheffield Mutual Friendly Society without your permission.

Sheffield Mutual

APPLICATION FOR TAX EXEMPT / TAX EXEMPT WITH LIFE ASSURANCE / REGULAR SAVINGS PLAN (S)

All information given will be treated in the strictest confidence

Section A. Details of the Policyholder

Title | Forename (s) | Surname

Sex

Date of Birth

N.I. Number

Address

Postcode

Telephone (home)

Mobile

E-mail Address

Occupation

Is the Policyholder already a member of this Society?
If YES, please give details if NO, Where did you hear about us?

Section B. Details of the Proposer/Premium Payer

(if different to the policyholder)

Please complete section B if the Policyholder is under 16 and/or is not the Premium Payer

Please Tick

1. Is the Policyholder under 16? (if so you must sign as Proposer in section B overleaf) ☐
2. Will premiums be paid by someone other than the Policyholder? ☐

Title | Forename (s) | Surname

Address

Postcode

Relationship to Policyholder

Section C. Direct Debit Details

When would you like your Direct Debits to start? (please tick)

15th of the Month ☐

Last working day of the month ☐

Section D. Policy Details

If applying for a TESP with life assurance please also complete a medical questionnaire

(you can now apply for multiple policies using only one form, please complete one line for each policy required)

Tax Exempt Savings Plan Please tick Max £25 per month / £270 Annually	***Tax Exempt Savings Plan With Life Assurance*** Please tick	**Regular Savings Plan** Please tick	**Term** (Minimum 10 year term)	**Premium Amount £'s**	**Monthly** Please tick	**Annually** Please tick	**Sum Assured Figure £'s** (From Illustration)
☐	☐	☐			☐	☐	
☐	☐	☐			☐	☐	
☐	☐	☐			☐	☐	
☐	☐	☐			☐	☐	
☐	☐	☐			☐	☐	

APPLICATION FOR TAX EXEMPT / TAX EXEMPT SAVINGS PLAN WITH LIFE ASSURANCE/ REGULAR SAVINGS PLAN (S)

All information given will be treated in the strictest confidence

SECTION E - Note Carefully

Failure to disclose all material facts could render your contract void. Material facts are those which an insurer would regard as likely to influence the assessment and acceptance of a proposal for insurance. If you are in doubt as to whether certain facts are material, such facts should be disclosed.

SECTION F - Declaration

To be completed by the Proposed Policyholder (Section A) or in the event of the Proposal being made on behalf of a child aged 1-16 (next birthday), to be completed by the Proposer (Section B).

I wish to apply for the Sheffield Mutual Plan (s) detailed overleaf.

I declare that all the statements made in this proposal (and any notes) are to the best of my knowledge and belief the truth, and that I have not knowingly withheld any material information. I agree that such statements and this declaration shall be the basis of the contract between me and the Sheffield Mutual Friendly Society and that any policy issued on the basis of this Proposal shall be subject to the rules of the Society, from time to time in force, to which I will abide and conform.

I further declare (applicable only to proposals for a child aged 1-16 next birthday) that the Endowment hereby proposed is being taken up by me on behalf of and for the full benefit of the child and I will abide and conform to the rules of the Society from time to time in force.

I further understand that I may cancel the policy by giving notice in writing and returning the policy documents within 30 days of the policy issue date and that I will be entitled to the full refund of any premiums paid less, (at the discretion of the Management Committee), any charge for management.

I declare that I do not have any other Tax Exempt Savings Plans (excluding ISAs) with this or any other Friendly Society that by taking out this plan, my maximum entitlement of £25 per month / £270 per annum to Friendly Society Tax Exempt Plans would be exceeded.

I consider that I will be able to continue the contracted payment(s) overleaf for the full duration of the term.

You agree that the information we hold about you can be held on computer and / or paper files and that it may be disclosed to third parties for the purpose of processing your application, our Regulators and our Compliance Consultants. It will not be disclosed to any other parties without your express permission in writing. It is necessary for us to verify your identity. We will do this by obtaining evidence from various data sources including Credit Reference and Fraud Prevention agencies and the Electoral Roll. The agencies will record details of the search, whether or not your application proceeds. If we are unable to confirm your identity from these sources we will write to you asking you to supply us with adequate proof of identity. For joint accounts, this applies to all account holders. The only exception to this may be if you have an existing Policy with us either held solely or jointly.

You also agree that we may use the information we hold to contact you from time to time and advise you of other products or services offered by the Society which we feel may be of interest to you. If you do not wish to receive this please tick the following box. ☐

Signature of Policyholder (section A) ______________________ Date: ____________

Signature of Proposer (section B) ______________________ Date: ____________

SECTION G - For Financial Adviser / Introducer use only

Please note:- if your client doesn't sign this section we may not be able to give you any information about this policy in the future.

Name of Advisor:

Telephone:

Email:

Enclosures:
- Money Laundering Verification ☐
- Direct Debit mandate ☐
- Certified Copy of Birth Certificate (if p/holder under 16) ☐
- Cheque for Initial payment / Direct Debit Form ☐

Company name and address or stamp:

I agree to Sheffield Mutual providing information about this policy to the above named company at their request.

Signed
Policyholder/Proposer ______________________

Where do you want the documentation to go to? (Please tick): Client ☐ IFA ☐ Original to Client & Copy to IFA ☐

A COPYOF THE POLICY CONDITIONS ARE AVAIBLABLE ON REQUEST FROM THE SOCIETY
Published by:
SHEFFIELD MUTUAL FRIENDLY SOCIETY, 3 MAPLE PARK, MAPLE COURT, WENTWORTH BUSINESS PARK
TANKERSLEY, BARNSLEY, SOUTH YORKSHIRE, S75 3DP, TEL: 01226 741000, FAX: 01226 741222
AUTHORISED AND REGULATED BY THE FINANCIAL SERVICES AUTHORITY
UPDATED 14/09/2011

APPLICATION FORM
TO OPEN A SHEFFIELD MUTUAL FRIENDLY SOCIETY TAX EXEMPT 10 YEAR SAVINGS PLAN FEEDER MEMBERSHIP INVESTMENT ACCOUNT (2nd issue) WITH THE MANSFIELD BUILDING SOCIETY

the mansfield building society

Principal Office:
Regent House, Regent Street,
Mansfield, Notts NG18 1SS
Telephone: (01623) 676300
email: enquiries@mansfieldbs.co.uk
website: www.mansfieldbs.co.uk

Please read this application form and the 'More Information' guidance notes overleaf before completion together with the product leaflet and General Account Terms and Conditions booklet.

Please use BLOCK CAPITALS and fill in all sections or tick boxes, as appropriate.

For our use only: Account Number

1 INVESTMENT AMOUNT

£

The current maximum and minimum investments are shown in the product leaflet.

2 PERSONAL DETAILS First Named Account Holder

3 Second Named Account Holder

	First Named Account Holder	Second Named Account Holder
Title	Mr/Mrs/Miss/Ms etc	Mr/Mrs/Miss/Ms etc
First Name(s)		
Surname		
Permanent Residential Address House Name, Number, Street		
Town		
County	Post Code	Post Code
Date of birth		
Marital Status/ Civil Partnership	Single ☐ Married ☐ Civil Partnership ☐ Widowed ☐ Separated ☐ Divorced ☐ Living with partner ☐	Single ☐ Married ☐ Civil Partnership ☐ Widowed ☐ Separated ☐ Divorced ☐ Living with partner ☐
How many children do you have under age 18?		
Do you have a National Insurance Number?	☐ Yes ☐ No	☐ Yes ☐ No
If Yes you must enter it here		
Nationality		
Telephone Day		
Evening		
Mobile		
E-mail address		
Security Identifier*		
Other accounts with The Mansfield Building Society	**Investment Account** Account Number(s)	**Investment Account** Account Number(s)
	Mortgage Account (if applicable) Account Number	**Mortgage Account** (if applicable) Account Number
Do you own your own home?	☐ Yes ☐ No	☐ Yes ☐ No
What year did you move to this address?		
What is your job?		
What is your estimated retirement date (year)?		

4 ADDRESS FOR YOUR POST

All information about this account will be posted to the address of the 1st named account holder.
If you want us to post information to another address, please write it here.

House Name, Number, Street

Town

County

Client Web

Post Code

5

DECLARATION & SIGNATURE

(Please read and complete this section very carefully)
(Please tick the relevant boxes below)

IF YOU HAD A SHARE ACCOUNT WITH THE SOCIETY ON 5 APRIL 2000 AND HAVE KEPT A SHARE ACCOUNT EVER SINCE THAT DATE, OR IF YOU HAVE A MORTGAGE WITH THE SOCIETY AT TODAY'S DATE, THE WORDING IN PARAGRAPHS 1 TO 3 BELOW DOES NOT APPLY TO YOU, HOWEVER IT MUST NOT BE DELETED. PLEASE LIST YOUR SHARE/MORTGAGE ACCOUNT NUMBER(S) ON THE FRONT PAGE.

1. By applying to open a share account on or after 6 April 2000 I/we agree with the Society and the Charities Aid Foundation ("the CAF") that I/we will assign to the CAF (or to any charity(ies) nominated by it or by the Society under the provisions of a deed dated 5 April 2000 between the Society and the CAF, in which case references to the CAF shall include references to any other charity(ies), but to no other person) the rights to any relevant conversion benefits (defined below). This obligation will not apply to me/us if I/we fall within any class of persons which, as at today's date, the Society wishes to be excluded from such obligation. This agreement is irrevocable and authorises the Society to transfer to the CAF any such benefits without further notice to me. I/we understand that neither the Society nor the CAF will release me/us from this agreement or vary its terms and (except as set out in paragraph 2 below) I/we will continue to be bound by the above condition even if the Society decides at some time in the future (and announces any such decision by press release) that it is no longer in the best interests of the Society to continue with the above assignment condition generally in respect of new members.

2a. "Relevant conversion benefits" means any benefits to which I/we might become entitled as a shareholding member of the Society under the terms of any future transfer of the Society's business to a company (ie on a conversion or takeover) which is completed at any time within the five years immediately following the date on which my/our share account is opened (or, if applicable, the shorter period as set out in the list available from the Society's Secretary). "Relevant conversion benefits" "does not include the statutory right to have shares in the Society (including any balances on share accounts) converted into deposits with the company on a conversion or takeover.

2b. If the Society merges with any other society, after the date of such merger the "Society" includes such other society.

3. I /we authorise the Society to pass to the CAF such information relating to me/us and my/our accounts with the Society as the CAF may reasonably require in order to administer this agreement to assign and the relevant conversion benefits and for no other purpose. I/we consent to both the Society and the CAF holding and processing such information for such purposes.

A list of the classes of persons which the Society currently wishes to be excluded from the obligation to assign or in respect of which a shorter period applies (which list may change from time to time but not with retrospective effect) is available on request from the Society's Secretary at its principal office.

DATA PROTECTION – USE OF YOUR INFORMATION

Information which you provide to The Mansfield Building Society or that we obtain from our dealings with you may be used for the following purposes:

- Account Administration
- Statistical Analysis
- Fraud Prevention
- Compliance with legislation and voluntary codes
- Marketing
- To enable a review to take place of your total relationship with The Mansfield Building Society Group
- The selling of mortgages and mortgage related products through MB Simply Mortgages, a subsidiary company of The Mansfield Building Society
- To enable us to maintain contact with you by means of regular communication to inform you about products and services offered by The Mansfield Building Society.

and therefore it is important that the information you give us is accurate and up to date.

We may make searches about you at credit reference agencies who will supply us with information, including information from the Electoral Register, for the purpose of verifying your identity. The agencies will record details of the search whether or not this application proceeds. The searches will not be seen or used by lenders to assess your ability to obtain credit. We may use scoring methods to assess this application and to verify your identity. Credit searches and other information which is provided to us and/or the credit reference agencies, about you and those with whom you are linked financially may be used by The Mansfield Building Society and other companies if you, or other members of your household, apply for other facilities including insurance applications. This information may also be used for debt tracing and the prevention of money laundering as well as the management of your account. Alternatively, we may ask you to provide physical forms of identification.

To prevent or detect fraud, or to assist in verifying your identity, we may make searches at fraud prevention agencies who will supply us with information. We may also pass information to financial and other organisations involved in fraud prevention to protect ourselves and our customers from theft and fraud. If you give us false or inaccurate information and we suspect fraud, we will record this. We, and other companies may use this information if decisions are made about you or others at your address(es) on credit or credit-related services or motor, household, credit, life or any other insurance facilities. It may also be used for tracing and claims assessment.

We will continue to hold data about you for a period of 1 year if your application is unsuccessful. If your application is successful then we will continue to hold data about you for a period of 7 years after your account has been closed. We do this for audit purposes, money laundering and fraud prevention, and to help us respond to any queries you may have in the future.

We will bring to your attention by mail, telephone e-mail or otherwise, products and services offered by The Mansfield Building Society Group, or other selected suppliers which may be of interest to you. In some instances this may mean passing your name and address on to these associates and selected suppliers. If you do not wish your information to be used for these purposes please tick the box. ☐

You have the right of access to your personal records held by credit and fraud agencies. You can obtain upon request details of those credit reference and fraud prevention agencies from whom we obtain and to whom we pass on information about you by telephoning us on 01623 676300.

You may upon request obtain a copy of details we hold about you upon payment of a £10 fee.

Client Web

Phone calls may be monitored or recorded for quality and training purposes.

☐ **Individuals (sole name)** – I am investing the amount shown overleaf in The Mansfield Building Society as sole beneficial owner and not as trustee or nominee for any other person or body of persons.

☐ **Joint Accounts** (see Note below)

☐ **Any one joint investor to sign** – We agree that either **or** any one of us may withdraw any or all of the money from the account and give good receipt to the Society. The Society may also rely on the signature of either or any one of us for any instruction or authority connected with this account.

☐ **All joint holder to sign** – We agree that all joint investors must sign in order to withdraw any or all the money from the account.

All Joint Accounts

N.B: (i) Where a joint investor dies, ownership of all money in the account passes automatically to the surviving joint investor(s).
(ii) Only the first named joint investor will receive notice of meetings, statements and other correspondence relating to the account.
(iii) Only the first named investor may acquire voting rights in the Society, in accordance with the Rules.
(iv) You may at any time change the identity of the first named investor in the records of the Society by notifying the Secretary of the Society in writing at its Principal Office.

☐ **Power of Attorney** – I/We agree that I/we am/are investing the amount shown overleaf in The Mansfield Building Society for and on behalf of (Please insert name and address of beneficial owner)

Name

Address

Under the Power of Attorney which I/we have produced to the Society.

I/We acknowledge that I/we act as agent(s) only and the individual named above is sole beneficial owner of the investment in the Society.

Please note: Notices of meetings and statements will be sent to the holder of the Power of Attorney , who may exercise voting rights according to the Rules.

All Accounts

I/We agree not to make any additional investment in the Society which would raise my/our investment in the Society above £400,000.
I/We have read and acknowledge receipt of:

- the Special Product Terms and Conditions relating to my/our new account – see account leaflet;
- the Society's General Account Terms and Conditions and variations confirmed in the product leaflet;
  AND I/We agree to be bound by them.

I/We have read and accept the above statement regarding data protection – use of your information.

I/We agree to be bound by the Rules of the Society.

I/We acknowledge receipt of a copy of the Society's Summary Financial Statement. (Copies of the Society's Memorandum and Rules are available on request from the Principal Office of the Society).

I/We consent to the credit reference agency searches, uses of information and disclosures of information listed. It is important that you read and understand the section entitled Data Protection – uses of your information. By signing this application, you agree that we can use your information in this way.

I/We agree to the Sheffield Mutual Friendly Society Tax Exempt 10 Year Savings Plan Feeder Membership Investment Account terms and conditions.

I/We authorise the Mansfield Building Society to transfer annual premiums of £270.00 to Sheffield Mutual Friendly Society in accordance with the scheme conditions.

I/We declare that the information given in this application form is correct to the best of my knowledge and belief.

First Named Investor Signature	
Second Named Investor Signature	
Date	

WARNING
False statements may result in penalties or prosecution.

6 MORE INFORMATION

We have done all we can to make this application form easy to understand. We have aimed for a high standard of clarity. If you are unsure of any part of this application form please contact us when we will provide any explanation necessary and will consider amending our literature in the light of your comments.

OPENING AN ACCOUNT
Having completed the application form please send it to Sheffield Mutual Friendly Society, 3 Maple Park, Maple Court, Wentworth Business Park, Tankersley, Barnsley, S75 3DP.

IDENTIFICATION
In common with all other banks and building societies we are required to confirm the identity of all customers who wish to open investment accounts in order to comply with money laundering regulations. Sheffield Mutual Friendly Society will obtain the required evidence of identification as part of the account opening formalities.
*Required for security purposes and must be a word that is easily remembered but not known to any other party.

14 DAY MONEY BACK GUARANTEE
If for any reason you are not happy with your choice of savings with The Mansfield Building Society then we will refund your money within 14 days of the later of either the date you receive the passbook or literature without charge or penalty and we will pay interest for the time your money was with us.

INTEREST RATE
Interest will be calculated at Bank of England Bank Rate (variable) minus 0.5% with a minimum rate guarantee of 2.20% Gross/AER. Following any changes in Bank of England Bank Rate, we will amend the interest rate within 3 working days. We will send individual notification when your interest rate changes. Interest rate information in respect of this Sheffield Mutual Friendly Society feeder account will not appear in our Current Interest Rates Summary, branch posters, newspaper adverts or website.

CHARGES
Many of the services we offer investing members are free. Sometimes we will make a charge to cover our administration costs. Our charges are on display in all branches.

FOR OUR USE ONLY

Customer Number(s)			
A/Cs held	YES/NO	Matched	YES/NO
Originated by		Checked by	

Forms of ID seen

Blank Page

keyfacts®

about our services and costs

Sheffield Mutual

3 Maple Park
Maple Court
Wentworth Business Park
Tankersley
Barnsley
S75 3DP

1. The Financial Services Authority (FSA)

The FSA is the independent watchdog that regulates financial services. This document is designed by the FSA to be given to consumers considering buying certain financial products. You need to read this important document. It explains the service you are being offered and how you will pay for it.

2. Whose products do we offer?

☐ We offer products from the whole market.

☐ We only offer products from a limited number of companies.

☑ We only offer our own products.

3. Which service will we provide you with?

☐ We will advise and make a recommendation for you after we have assessed your needs.

☑ You will not receive advice or a recommendation from us. We may ask some questions to narrow down the selection of products that we will provide details on. You will then need to make your own choice about how to proceed.

☐ We will provide basic advice on a limited range of stakeholder products and in order to do this we will ask some questions about your income, savings and other circumstances, but we will not:

- conduct a full assessment of your needs;
- offer advice on whether a non-stakeholder product may be more suitable.

When we have agreed the investment service that we will provide, we will require your agreement to the terms and conditions relating to that service before we can proceed.

4. What will you have to pay us for our services?

We will tell you how we get paid and the amount before we carry out business for you, by issuing a specific product illustration.

Please note that there may be other costs, such as taxation, that may arise that are not imposed by us, nor paid by us.

5. Who regulates us?

Sheffield Mutual Friendly Society, 3 Maple Park, Maple Court, Wentworth Business Park, Tankersley, Barnsley, S75 3DP is authorised and regulated by the Financial Services Authority. Our FSA Register number is 139855.

Our permitted business is long term insurance, including savings and protection.

You can check this on the FSA's Register by visiting the FSA's website www.fsa.gov.uk/register or by contacting the FSA on 0845 606 1234.

6. What to do if you have a complaint

If you wish to register a complaint, please contact us:

...in writing Write to the Chief Executive,
Sheffield Mutual Friendly Society,
3 Maple Park, Maple Court,
Wentworth Business Park, Tankersley,
Barnsley, S75 3DP

...by phone Telephone 01226 741000.

If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service.

7. Are we covered by the Financial Services Compensation Scheme (FSCS)?

We are covered by the FSCS. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.

The Scheme covers 90% of the value of the claim with no upper limit in the unlikely event that the Society is unable to meet its commitments.

Further information about compensation scheme arrangements is available from the FSCS.

Client Agreement (Client Copy)

Sheffield Mutual Friendly Society, 3 Maple Park, Maple Court
Wentworth Business Park, Tankersley, Barnsley, South Yorkshire S75 3DP
Tel: 01226 741000

1. This notice contains items that are common to most of our clients. The firm, whose name, address and telephone number appear above, is regulated and authorised by the Financial Services Authority (FSA). The terms shown in this document are effective from the date shown at the foot of the document. We will not automatically provide you with a revised Client Agreement, but if terms should change the new version will be provided when next we provide you with a service. You are classified as a retail client.

2. As you have neither asked for nor received any advice from the Society in relation to this product, it will be classed as a 'Non-Advised Sale'. This term acknowledges the fact that all decisions in relation to the investment will be and have been made by yourself and that the Society has only provided you with factual information in relation to the product.

3. We will make arrangements for your investments, or other contracts, to be registered in your name unless you first advise us otherwise in writing. We will forward all contract documents to you as soon as practical after we have received them. Where a number of documents relating to a series of transactions are involved, we will normally hold each document until the series is complete and then forward them all to you at the same time.

4. Occasions can arise where we, or one of our other customers, will have some form of interest in business which we are transacting for you. If this happens, or we become aware that our interests or those of our other customers conflict with your interests, we will inform you in writing and obtain your consent before we carry out your instructions.

5. We prefer instructions from you to be in writing – we will, however, accept oral instructions provided they are subsequently confirmed in writing.

6. Should you have any complaint about the firm please write to the Chief Executive at the address above. He will provide you with written information as to how we administer complaints. Complaints we cannot settle may be referred to the Financial Ombudsman Service.

7. If you make a valid claim against the firm in respect of investments we arrange for you to buy or sell and we are unable to meet our liabilities in full, you may be entitled to redress from the Financial Services Compensation Scheme. Details of the cover provided by the scheme are given in a leaflet, which we will send you at your request, or from www.fscs.org.uk.

8. If, under the Money Laundering Regulations, it is necessary to verify your identity, address and source of funds, such verification will be completed before any business is finalised.

9. This Client Agreement may be terminated, without prejudice to the completion of transactions already initiated, by written notice from you or the firm. Such notice will take effect one month from the date of such notice unless otherwise agreed.

10. In order to arrange investments on your behalf, we must obtain certain information from you about your financial and personal circumstances. We will also need to maintain certain other records.

a. You agree that the information we hold about you can be held on computer and/or paper files.

b. You agree that any information we hold about you may be disclosed:

i) To third parties (e.g. credit agencies and product providers) for the purpose of processing your application.
ii) The Regulators (mainly the Financial Services Authority who have a legal authority to check all our records).
iii) Our Compliance consultants, who help us to ensure that, in your interests, we abide by the Financial Services Act and other regulations.

but iv) Must not be disclosed to any other parties (even if related) without your express permission in writing.

c. You agree that we may use the information that we hold about you to contact you from time to time by post, fax, e-mail or telephone to bring to your attention products, services or information about your existing contracts which may be of benefit to you. You may opt out of this condition by putting an **X** in the following box.

☐

d. You understand that we have a legal obligation to ensure that the information within our records is kept up to date, but can only do so if provided with the up to date information by you.

e. You understand that you may withdraw the consent given by you to the above paragraphs 10b(iv) and 10c [*not 10b(i) and 10b(ii)*] at any time by informing us in writing.

I confirm receipt of a copy of this Client Agreement and, where appropriate, agree to the statements made. I confirm that I have not received a personal recommendation from Sheffield Mutual Friendly Society.

Name of client:

Signature of client: Date:

You should read this Client Agreement document in full and with care before signing it.

Client Copy

MONEY LAUNDERING

We are required by law, to verify your identity (section A below) and your address (section B below). Please follow the chart below on how to proceed.

Are you applying for your own policy?

Yes

You need to send:
1 proof of Identity (section A)
1 proof of Address (section B)

No

Is the policyholder under 16?

Yes

If you are paying premiums for a policyholder who is under 16, you need to send:
1 proof of Identity (section A) for just the proposer **NOT** the policyholder
1 proof of Address (section B) for just the proposer **NOT** the policyholder
And
1 copy of Birth Certificate for the child

No

If you are paying premiums for a policyholder who is **NOT** under 16, you need to send:
1 proof of Identity (section A) for the proposer and 1 proof of identity for the policyholder
1 proof of Address (section B) for the proposer and 1 proof of Address for the policyholder

Section A – Personal Identification

- ❑Current signed Passport (see section C)
- ❑Current UK Photo-Card Driving Licence (see section C)
- ❑Benefits book or letter from benefits Agency confirming entitlement to benefits
- ❑Building industry Sub-Contractor's Certificate
- ❑P60/P45/Notice of Coding (Inland Revenue Document)
- ❑Residency Permit/Alien registration certificate as issued by the Home Office
- ❑National Identity Card/Passport (overseas resident – see sec. C)
- ❑UK Armed Services ID Card (see section C)
- ❑Police or other government department ID Card (see section C)
- ❑Firearms certificate (issued through Chief Constable)

Section B – Address Identification

- ❑Recent utility bill (within last 3 months) from a supplier of utilities (gas, electricity, water, land telephone etc, **not** mobile phone bill)
- ❑Local Authority Council Tax or Business Rate bill
- ❑Current UK Photo-Card Licence (provided it has not already been used as Personal Identification)
- ❑Bank/Building Society/National Savings Statement of personal account (name must match that of the applicant)
- ❑Most recent original mortgage statement from a recognised lender
- ❑Local authority rent card or tenancy agreement
- ❑Benefits book or original notification letter from the Benefits Agency confirming rights to benefits (provided it has not already been used as Personal Identification)

Accountant ~ Articled Clerk of a Limited Company ~ Assurance agent of Recognised Company ~ Bank/Building Society Official ~ Barrister ~ Broker ~ Chairman/Director of Limited Company ~ Chemist ~ Chiropodist ~ Christian Science Practitioner ~ Commissioner of Oaths ~ Councillor: Local or County ~ Civil Servant (Permanent) ~ Dentist ~ Engineer (with professional qualifications) ~ Fire Service Official ~ Funeral Director ~ Insurance agent (full time) of a recognised Company ~ Journalist ~ Justice of the Peace ~ Legal Secretary (members and fellows of the institute of legal secretaries) ~ Local Government Officer ~ Manager / Personnel Officer (of Limited Company) ~ Member of Parliament ~ Merchant Navy Officer ~ Minister of a recognised religion ~ Nurse (SRN and SEN) ~ Officer of the armed services (Active or Retired) ~ Optician ~ Person with Honours (e.g. OBE MBE etc.) ~ Person with recognised qualification (e.g. BSc, PhD etc.) ~ Photographer (professional) ~ Police Officer ~ Post Office Official ~ President / Secretary of a recognised organisation ~ Salvation Army Officer ~ Social Worker ~ Solicitor ~ Surveyor ~ Teacher ~ Lecturer ~ Trade Union Officer ~ Travel Agency (Qualified) ~ Valuers and Auctioneers (fellow and associate members of the incorporated Society) ~ Warrant Officers and Chief Petty Officers.

Section C - Certification

Please do not send original documents by post. We require photocopies that are countersigned by someone from the list above. Please only use the words on the template opposite as an example of how the photocopied documents should be signed.

We may, in certain circumstances, verify your identity by using an electronic verification system.

"I certify that this is a true likeness of (applicant's name)"

Signature *A Sample*

Occupation *Head of Sample*

Date *00/00/0000*

Client Agreement

Sheffield Mutual Friendly Society, 3 Maple Park, Maple Court
Wentworth Business Park, Tankersley, Barnsley, South Yorkshire S75 3DP
Tel: 01226 741000

1. This notice contains items that are common to most of our clients. The firm, whose name, address and telephone number appear above, is regulated and authorised by the Financial Services Authority (FSA). The terms shown in this document are effective from the date shown at the foot of the document. We will not automatically provide you with a revised Client Agreement, but if terms should change the new version will be provided when next we provide you with a service. You are classified as a retail client.

2. As you have neither asked for nor received any advice from the Society in relation to this product, it will be classed as a 'Non-Advised Sale'. This term acknowledges the fact that all decisions in relation to the investment will be and have been made by yourself and that the Society has only provided you with factual information in relation to the product.

3. We will make arrangements for your investments, or other contracts, to be registered in your name unless you first advise us otherwise in writing. We will forward all contract documents to you as soon as practical after we have received them. Where a number of documents relating to a series of transactions are involved, we will normally hold each document until the series is complete and then forward them all to you at the same time.

4. Occasions can arise where we, or one of our other customers, will have some form of interest in business which we are transacting for you. If this happens, or we become aware that our interests or those of our other customers conflict with your interests, we will inform you in writing and obtain your consent before we carry out your instructions.

5. We prefer instructions from you to be in writing – we will, however, accept oral instructions provided they are subsequently confirmed in writing.

6. Should you have any complaint about the firm please write to the Chief Executive at the address above. He will provide you with written information as to how we administer complaints. Complaints we cannot settle may be referred to the Financial Ombudsman Service.

7. If you make a valid claim against the firm in respect of investments we arrange for you to buy or sell and we are unable to meet our liabilities in full, you may be entitled to redress from the Financial Services Compensation Scheme. Details of the cover provided by the scheme are given in a leaflet, which we will send you at your request, or from www.fscs.org.uk.

8. If, under the Money Laundering Regulations, it is necessary to verify your identity, address and source of funds, such verification will be completed before any business is finalised.

9. This Client Agreement may be terminated, without prejudice to the completion of transactions already initiated, by written notice from you or the firm. Such notice will take effect one month from the date of such notice unless otherwise agreed.

10. In order to arrange investments on your behalf, we must obtain certain information from you about your financial and personal circumstances. We will also need to maintain certain other records.

a. You agree that the information we hold about you can be held on computer and/or paper files.

b. You agree that any information we hold about you may be disclosed:

   i) To third parties (e.g. credit agencies and product providers) for the purpose of processing your application.
   ii) The Regulators (mainly the Financial Services Authority who have a legal authority to check all our records).
   iii) Our Compliance consultants, who help us to ensure that, in your interests, we abide by the Financial Services Act and other regulations.

but iv) Must not be disclosed to any other parties (even if related) without your express permission in writing.

c. You agree that we may use the information that we hold about you to contact you from time to time by post, fax, e-mail or telephone to bring to your attention products, services or information about your existing contracts which may be of benefit to you. You may opt out of this condition by putting an **X** in the following box.

☐

d. You understand that we have a legal obligation to ensure that the information within our records is kept up to date, but can only do so if provided with the up to date information by you.

e. You understand that you may withdraw the consent given by you to the above paragraphs 10b(iv) and 10c [*not 10b(i) and 10b(ii)*] at any time by informing us in writing.

I confirm receipt of a copy of this Client Agreement and, where appropriate, agree to the statements made. I confirm that I have not received a personal recommendation from Sheffield Mutual Friendly Society.

Name of client:

Signature of client: Date:

You should read this Client Agreement document in full and with care before signing it.

Non-Advised Sale Letter

Sheffield Mutual Friendly Society

Thank you for your enquiry regarding Sheffield Mutual

As you have neither asked for nor received any advice from the Society in relation to this product, it will be classed as a 'Non-Advised Sale'. This term acknowledges the fact that all decisions in relation to the investment will be and have been made by yourself and that the Society has only provided you with factual information in relation to the product.

You understand that as this is a 'Non-Advised Sale' you lose some of the regulatory protection which you might otherwise have. Specifically, it is unlikely that you will be able to make a complaint against the Society.

Signed………………………………..**Date**……………………….