To start any Sheffield Mutual plan please follow the application checklist below.

Application Checklist and Documents that need returning.

- ☑ Enclose your signed cheque and complete and sign the Direct Debit Mandate (if applicable)
- ☑ Complete and sign all proposal forms
- ☑ 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**
- **Life Assurance**
- **Sickness and Accident Insurance**
- **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. 2010

Authorised and regulated by the Financial Services Authority.

CLIENT WEB

TAX EXEMPT SAVINGS PLAN

with Life Assurance

Your Future is
Our Business

Sheffield Mutual

Tax Exempt Savings Plan

with Life Assurance

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*.

Are there any guarantees?

Providing the plan runs to its expected 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.

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 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.

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 £25.00 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 aged between 11 next birthday and 55 next birthday 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.

Is life cover included?

Yes. The amount of life cover will be the guaranteed sum assured plus any bonuses which may already have been added. This will be paid if you die before the end of the selected term. In order for us to provide life cover we will require you to complete a short medical history questionnaire and we reserve the right to contact your Doctor for further information if necessary. Any undisclosed condition may result in a death claim being invalid.

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.

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. If you are aged 55 next birthday the maximum term will be 10 years.

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 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 WITH LIFE ASSURANCE

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 with Life Assurance 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 WITH LIFE ASSURANCE 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 with the added benefit of a guaranteed sum payable on the death of the policyholder before the end of the term.

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 pay a minimum guaranteed sum assured, which depends on the premium paid and your age at outset, in the event of the policyholders death before the end of the specified term.**

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 which could lead to the loss of both valuable life cover and some or all of your planned lump sum.
- 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 with Life Assurance 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?

By taking out this policy the Society guarantees a minimum benefit known as the sum assured and on the death of the policyholder before the end of the term this will be paid along with any annual bonus already added. The amount of the Sum Assured depends on the monthly/annual premium, term, age and medical history at the outset.

DO I HAVE TO BE IN GOOD HEALTH TO START A TAX EXEMPT SAVINGS PLAN WITH LIFE ASSURANCE?

You will be required to give details of your medical history with your application which may result in the Society being unable to offer this type of policy. However, the tax exempt savings plan may be an alternative option for saving where health is a problem.

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.

March 2010

Authorised and regulated by the Financial Services Authority.

CLIENT WEB

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)
☐	☐	☐			☐	☐	
☐	☐	☐			☐	☐	
☐	☐	☐			☐	☐	
☐	☐	☐			☐	☐	
☐	☐	☐			☐	☐	

Sheffield Mutual

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

MEDICAL QUESTIONNAIRE

All information given will be treated in strictest confidence. To be used in conjunction with Funeral Expenses Plan / Tax Exempt with Life Assurance and Sickness and Accident Plan

SECTION A - Health and lifestyle

Height and weight

Please state your height without shoes — ft ins or m

Please state your weight in indoor clothes. If you are currently pregnant, please state your pre-pregnancy weight — st lbs or kg

Cigarettes

Have you smoked any cigarettes in the last 12 months? ☐ Yes ☐ No

If 'Yes', please state number of cigarettes smoked _____ per day

If you have given up smoking cigarettes within the last twelve months, please state your previous average daily consumption prior to giving up. **(We may ask you to undergo a simple test to confirm your answers to these questions)**

Have you used any other tobacco products or any nicotine replacement products in the last 12 months? ☐ Yes ☐ No

Other tobacco products include cigars, pipe smoking, and chewing tobacco. **(We may ask you to undergo a simple test to confirm your answers to these questions)**

Alcohol

Do you consume alcoholic drinks? ☐ Yes ☐ No

If 'Yes', how many units of alcohol do you drink on average each week? _____ units

A unit of alcohol is the equivalent to each of the following:

• a half pint of normal strength beer, lager or cider ~ one standard glass of wine ~ a single measure of spirit

Alcohol advice

Have you ever sought or been given medical advice to reduce the level of your drinking? ☐ Yes ☐ No

If Yes, please give details _____

Drugs

Within the last five years, have you taken drugs other then for the treatment of a medical condition? e.g. cocaine, heroin etc ☐ Yes ☐ No

If Yes, please give details _____

If you answer YES, to any part of section B and/or C, please provide details on a separate sheet

SECTION B - Other life applications

Has any application you've made for life, health or critical illness cover been declined postponed or accepted with increased premiums, exclusions or restrictions? ☐ Yes ☐ No

SECTION C - Health and Medical details

a. Have you consulted your doctor during the last 12 months for anything other than minor ailments or those listed. ☐ Yes ☐ No

Have you ever experienced:

b. angina, heart attack or any other disorder of the heart? ☐ Yes ☐ No

This question does include heart valve disorders, rheumatic fever, cardiomyopathy and heart abnormalities or defects present at birth.

SECTION C - Health and Medical details cont'd...

c. stroke, Transient Ischaemic Attack (TIA), brain haemorrhage or any permanent brain injury through accident? ☐ Yes ☐ No

d. any form of cancer, leukaemia, Hodgkins disease, lymphoma, brain or spinal tumour? ☐ Yes ☐ No

e. multiple sclerosis, optic neuritis, Parkinson's disease, paralysis, cerebral palsy, dementia or Alzheimer's disease? ☐ Yes ☐ No

f. blurred or double vision, loss of feeling, numbness, pins and needles, tingling of the limbs or face or any disease or disorder of the central nervous system (brain, spinal cord and nerves), which has not already been mentioned in earlier questions? ☐ Yes ☐ No

g. diabetes? ☐ Yes ☐ No

h. any disease or disorder of the arteries including disease in the legs or of the aorta? ☐ Yes ☐ No

Within the last five years have you experienced:

i. Anxiety state, stress, depression, chronic fatigue, any other mental or nervous illness? ☐ Yes ☐ No

j. Any problem, disease or disorder affecting your digestive system, stomach, bowel, liver, pancreas or gall bladder? ☐ Yes ☐ No

Within the last two years, have you had any treatment for raised blood pressure or been advised to take treatment, or to have your blood pressure monitored? ☐ Yes ☐ No

Within the last five years, other than in respect of the conditions that you have already declared have you either?

received any medical attention at a hospital as an inpatient or outpatient
or
had or been advised to have any investigations, scans or blood tests including HIV ☐ Yes ☐ No

Other than in respect of the conditions that you have already declared, are you currently:

experiencing any symptoms or complaints for which you have not consulted a doctor ☐ Yes ☐ No
or
receiving any form of treatment or medication ☐ Yes ☐ No
or
awaiting any medical or surgical consultation or follow up ☐ Yes ☐ No
or
awaiting any test or investigation? ☐ Yes ☐ No

SECTION D - Doctor's details

(A report from your doctor will not always be requested).

Title

Doctor's initials

Doctor's surname
or
Medical Centre

Telephone No. (please include the full code and any extensions)

Practise address

Post code:

Signed

Date

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:

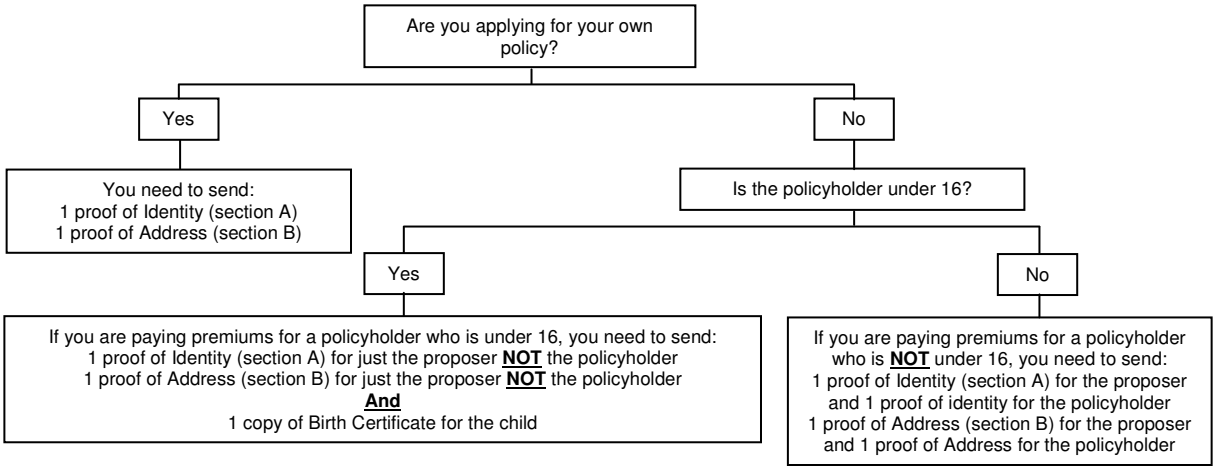
You should read this Client Agreement document in full and with care before signing it.

Client Copy

Sheffield Mutual

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.



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*

IDD Non-Advised Sale 20th May 2011

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.

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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.

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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**…….

Sheffield Mutual

DIRECT Debit

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the white boxes only using a ball point pen and send to:

SHEFFIELD MUTUAL FRIENDLY SOCIETY
3 Maple Park, Maple Court
Wentworth Business Park
Tankersley, Barnsley
South Yorkshire
S75 3DP

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

Address

Postcode

Account reference No.

Originator's Identification Number

6	4	8	1	8	3

FOR SHEFFIELD MUTUAL FRIENDLY SOCIETY OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Instruction to your Bank or Building Society
Please pay Sheffield Mutual Friendly Society Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Sheffield Mutual Friendly Society and, if so, details will be passed electronically to my Bank / Building Society.

Signature (s)

Date

Banks and building Societies may not accept Direct Debit Instruction for some types of account

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

DIRECT Debit

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits. The efficiency and security of the Scheme is monitored by our own Bank or Building Society.
- If there are any changes to the amount, date or frequency of your Direct Debit Sheffield Mutual Friendly Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Sheffield Mutual Friendly Society to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Sheffield Mutual Friendly Society or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when Sheffield Mutual Friendly Society asks you to.
- You can cancel a Direct Debit at any time simply by contacting your bank or building society. Written confirmation may be required. Please also notify us.