

**To start the Capital Plan (Mansfield Plan) please follow the application checklist below or call**

**01226 741000**

**during office hours to apply over the phone.**

**DOCUMENTS YOU'LL NEED TO COMPLETE AND RETURN**

- Complete, sign, date and return all application forms.
- Complete, sign, date and return the Client Agreement and Non-Advised Sale Letter.
- Answer all the questions on the 'Is this product right for me?' form which is enclosed with your application pack. This is a new regulatory requirement and we will not be able to proceed with your application without it.
- Please send a copy of a birth certificate\*, passport or child benefit letter if the policy is for a child under age 18.

**PAYMENT**

- I have enclosed two signed cheques, one for the Mansfield Feeder account for £2230.00 payable to the "Mansfield Building Society" and one for £270.00 payable to "Sheffield Mutual" RE: 'Your Name'.

**WHEN WE RECEIVE YOUR APPLICATION:**

- We'll confirm by email or post that your application has been accepted.
- We'll attempt to verify your identity electronically, however, if this is unsuccessful we may request further documentation such as a passport or driving licence and utility bill to confirm your identity.\*
- We will send you copies of your 'Client Agreement', 'Non-Advised Sale Letter' and 'Is this product right for me' questionnaire before the conclusion of your contract.

\* Photocopies of these documents are accepted, providing they are certified as a true copy of the original by an independent professional person or official. The professional person or official should sign the document/s and then print their name, address, position and telephone number.

 3 Maple Park, Maple Court,  
Wentworth Business Park,  
Tannersley, Barnsley,  
South Yorkshire, S75 3DP

 **Call our team**  
01226 741 000

 **Email us**  
enquiries@sheffieldmutual.com

 **Visit our website**  
www.sheffieldmutual.com

 @SheffieldMutual

 /sheffieldmutual

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority in relation to long term insurance business. Financial Services Register No. 139855. Friendly Society Register No. 810F.

# Blank Page



# Tax Exempt Savings Plan

Tax-free savings only available through friendly societies



# Let Sheffield Mutual help you plan for the future

A plan only available through friendly societies (like us) and with the added benefit of saving tax-free in addition to your ISA allowance

- ✓ Affordable plans starting from just £5 per month
- ✓ Decide how long you want to save, between 10 and 25 years
- ✓ Guaranteed amount on maturity, plus possible bonuses
- ✓ Start saving tax-free for something special
- ✓ Quick and easy application process

## Tax Exempt Savings Plan

A warm welcome to Sheffield Mutual. We've been helping our members make the most of their money since 1892. We'd love to do the same for you and your family.

As a mutual society with no shareholders, our members are the people we care about the most. Any surplus profit is distributed to provide you with the best possible returns combined with the highest standards of personal service. Building on the experience of our heritage while always looking to the future, we've developed a selection of straightforward trusted savings, investment and protection plans - with a particular emphasis on tax-efficient savings and investment plans.

## Risks you should be aware of:

- If you surrender your plan before maturity (which is the term you select when first starting the plan), you may get back less than you have paid in.
- Tax treatment depends on individual circumstances and may be subject to change in the future



# Get into the habit of saving tax-free with our Tax Exempt Savings Plan

## How much can I save in a tax exempt plan?

Under current legislation, the maximum individual investment in a tax-exempt savings plan 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 Investment ISA. The Tax Exempt Savings Plan is a "qualifying life policy" and you cannot pay in more than a total of £3,600 in a 12-month period into qualifying policies with Sheffield Mutual or any other life company or friendly society (excluding pure protection policies and protected qualifying policies issued before 21st March 2012).

## Who can save in a 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 plans held with another friendly society, but is in addition to your ISA/JISA allowance.

## Can I have a plan for a child?

Yes, even though a child may not have their own income, an adult can pay the premiums on their 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.

## Why save with Sheffield Mutual?

As a mutual friendly society with no shareholders to satisfy, we are able to offer special plans that allow you to invest in these tax-exempt funds and receive tax-free returns on maturity. We specialise in offering with-profits policies, which offer greater potential returns by investing in a range of different assets - without exposing your capital directly to the stock market.

## Where will my money be invested?

The Society invests in a range of different assets with the aim of providing a higher return in the medium to longer term (five to ten years+) than may be achievable with a bank or building society account. We will look to achieve this by maintaining a spread of investment assets that will provide a low to medium risk making it an option for individuals with a more cautious approach to investing their money.

Types of assets we invest in are:

- ✓ **Shares of companies** although mainly UK based, we have exposure to overseas companies to provide diversification. These provide income from dividends with the possibility of capital growth.
- ✓ **Fixed interest investments** such as government gilts and corporate bonds.
- ✓ **Property** the Society owns a portfolio of properties which provide rental income from rentals and potential capital growth.
- ✓ **Cash.**

The proportion held in each of these will vary depending on market conditions. We can provide you with a guide to the spread of investments. We seek to adopt an ethical approach to investing and it is our policy not to invest knowingly or directly in industries relating to armaments, tobacco, gambling or pornography.



## How are bonuses calculated and paid?

We invest our funds as described above and receive a return on those investments, which can vary from year to year.

At the end of March, we review the returns achieved during the previous calendar year in consultation with our Actuary and then declare 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 your policy they will not be taken away, providing the policy runs to maturity.

Bonuses are calculated at the appropriate rate based on the 'sum assured' (your guaranteed final amount), not the amount of premium paid. On maturity (provided all premiums are paid) you will receive the 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 less positive years. However, to ensure you receive your fair share of returns on your policy over its lifetime, an additional final (terminal) bonus may be 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 and, 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 (final amount) for more than you have paid in. The final value of your plan will depend upon investment performance, but bonuses are declared by the Society each year, and these are added to your guaranteed sum assured. Once added, these bonuses cannot be taken away.

## 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 in 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 that include life cover, which we will be pleased to provide information about.

## Are there any charges?

Yes, the Society takes a management contribution of 50% of premiums paid in year one. In the second and subsequent years, 7.5% 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 about membership?

When you open a policy with us, you will automatically become a member of the Society (adult policyholders only). As well as being able to have your say on how the Society is run each year, you will also have access to various discretionary benefits, such as optical and dental grants, as well as exclusive access to a range of discounts and offers.

## Where can I get further help or information?

Our friendly knowledgeable staff would be happy to provide you with factual information about the Society's products and services, so you can make your own decision about how to proceed. No advice or recommendations will be given and if you are in any doubt about the suitability of a product, you should seek advice from a suitably qualified financial adviser, which may incur a fee.

## Do I need to provide any additional information?

To comply with regulations, the Society will require confirmation of your identification and address. We'll aim to do this using an electronic verification system but reserve the right to ask for appropriate documentation from you, if this is not possible. If the policy is for a child, we'll need a copy of their birth certificate. This must be independently certified if saving more than £50 per month.



## How do I start my Tax Exempt Savings 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 read the 'all about us' section in this booklet, 'with-profits information' sheet and the Key Information Document and, providing you do not need any advice, complete and return:

- ✓ The application form
- ✓ 'Is this product right for me?' Questionnaire
- ✓ Client agreement / non-advised sale letter
- ✓ Direct Debit Mandate (if applicable)

to the address on the back on this brochure along with a cheque made payable to "Sheffield Mutual" for the initial premium if applicable. If you prefer, you can make your first payment by debit card over the phone, or you can make a payment directly into our bank account (please see our website for account details). You can also apply online at [www.sheffieldmutual.com](http://www.sheffieldmutual.com).

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

- ✓ Tax Exempt Savings Plan with Life Insurance
- ✓ Regular Savings Plan
- ✓ Investment ISA
- ✓ Investment Junior ISA
- ✓ Investment Bond
- ✓ Income Bond
- ✓ Capital Plan
- ✓ Sheffield Protect – Whole of Life Plan

# All about us...

**Sheffield Mutual Friendly Society Ltd** is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

You can find out more about us by looking at our entry on the Financial Service Register at <https://register.fca.org.uk/> where our registration number is 139855.

We are an incorporated Friendly Society registered under the 1992 Friendly Societies Act and our number is 810F. For the purposes of the Insurance Distribution Directive we are classified as an insurance undertaking. For FSCS purposes our products are classed as a long-term insurance.

Our registered address is 3 Maple Park, Maple Court, Wentworth Business Park, Tankersley, Barnsley, S75 3DP

## How to contact us

Our telephone number is 01226 741000 and our email address is [enquiries@sheffieldmutual.com](mailto:enquiries@sheffieldmutual.com)

Our postal address is **Sheffield Mutual Friendly Society, 3 Maple Park, Tankersley, Barnsley. S75 3DP**

You may contact us in any way which is best for you, whether it is just to get more information or to apply for new policies with us.

## About our service

We will always provide you with all the information you need about our products and services. We do that through this brochure, the conversations we have with you and by providing the Key Information Document for the product which you must read. The products Sheffield Mutual Friendly Society provide are the Society's own products.

We are not a financial advice company and we do not make personal recommendations about the suitability of the product for you. Provided we are satisfied that the product meets your demands and needs, and it is not inappropriate for you to buy it, the information we give enables you to take your own informed decision to proceed with the purchase.

Our team, when they speak with you, ensure that you have all the information you need and are there to answer your questions openly and honestly.

Once a year we will issue you with a bonus statement and covering letter which will explain the financial value of your policy with us, how bonuses have been added and any ongoing management costs charged.

Every year we publish our Solvency and Financial Condition report on our website, the report can be found under the Corporate and Governance section.

We strive to always put your best interests first and as part of that the Board has established a Conflicts of Interest Policy to ensure we continuously try to identify between us, our directors, our employees and representatives, you the customer and our other business connections.



We establish internal processes and procedures to manage possible conflicts and to ensure you will not suffer any detriment or disadvantage should a conflict of interest ever materialise. The full Policy can be sent to you by post on request.

## How we remunerate our team

We take great care to ensure our employees are remunerated in ways which do not create any conflicts of interest for them or you, and we structure their pay so that there is no inducement for poor sales practices.

We do this by paying our employees salaries with a bonus element for successfully achieving business wide targets. These payments are made by Sheffield Mutual Friendly Society. We do not pay individual sales bonuses.

## How we remunerate our third parties

When we receive your application for a product which has been referred to us by a third party (such as a financial adviser) we may pay them a referral fee. We may also pay a commission to a financial adviser who has arranged your policy without giving you a personal recommendation and has simply provided you with information about this service and assisted with your paperwork. If we pay such a fee the amount will be noted within your personal illustration before we process your application.

## Your financial protection

We are covered by the Financial Services Compensation Scheme (FSCS) who you can write to at PO Box 300, Mitcheldean, GL17 1DY. Telephone 0800 678 1100. Further information is available on their website – <http://www.fscs.org.uk> or by clicking on the "FSCS protected" link on our website footer.

Some of the investments underlying this product are managed on behalf of Sheffield Mutual Friendly Society by professional investment managers, and they use nominees and custodians, in respect of investments purchased and held. The investment managers and their counterparts are not covered by the compensation scheme but were they to default, and this in turn caused Sheffield Mutual Friendly Society to default, then eligible claims may still be covered by the FSCS because your contract is with Sheffield Mutual Friendly Society. The FSCS does not cover losses arising purely from investment performance.



## Your data protection

We are registered with the Information Commissioners Office and our registration number is Z6719617.

We are totally committed to keeping your data safe and secure and we will only use it for the purposes you agreed to when you gave it to us. Our aim is to always put your interests first and we do that by adhering to the requirements of the Data Protection Act 2018.

Our full Privacy Statement can be found here [www.sheffieldmutual.com/privacy-policy](http://www.sheffieldmutual.com/privacy-policy) or we will supply a paper version if you ask us to.

## Complaints

If you wish to make a complaint about us, or another person who sold or advised you on this product, then please contact us either in writing to: The Chief Executive, Sheffield Mutual Friendly Society, 3 Maple Park, Tankersley, Barnsley, S75 3DP, by telephone: 01226 741000 or by email: [enquiries@sheffieldmutual.com](mailto:enquiries@sheffieldmutual.com). A full explanation of our approach to complaints handling can be found on the Help and Support page of our website.

If you remain dissatisfied after we have given you our final response you may refer the matter to the Financial Ombudsman Service whose address is The Financial Ombudsman Service, Exchange Tower, London, E14 9SR and telephone number 0800 0234 567 or 0300 123 9123.



## Quick and easy application process, get in touch today:



[www.sheffieldmutual.com](http://www.sheffieldmutual.com)



[enquiries@sheffieldmutual.com](mailto:enquiries@sheffieldmutual.com)



Call our team on **01226 741 000**

Calls may be monitored and recorded for your protection



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

[f facebook.com/sheffieldmutual](https://www.facebook.com/sheffieldmutual)

[@sheffieldmutual](https://twitter.com/sheffieldmutual)

[@sheffieldmutual](https://www.instagram.com/sheffieldmutual)



[www.sheffieldmutual.com](http://www.sheffieldmutual.com)



[enquiries@sheffieldmutual.com](mailto:enquiries@sheffieldmutual.com)



Call our team on **01226 741 000**

Calls may be monitored and recorded for your protection

Issued by Sheffield Mutual Friendly Society. Sheffield Mutual is the trading name of Sheffield Mutual Friendly Society Limited, 3 Maple Park, Maple Court, Wentworth Business Park, Tankersley, Barnsley S75 3DP. The Society is incorporated and registered under the Friendly Societies Act 1992 (register no 810F) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register Number 139855).



Protected

# Key Information Document

## Tax Exempt Savings Plan



### Purpose

This document provides you with key information about this investment product. It is not marketing material. The information is required by law to help you understand the nature, risks, costs, potential gains and losses of this product and to help you compare it with other products.

### Product

The name of this product is the 'Tax Exempt Savings Plan'. It is provided by Sheffield Mutual Friendly Society. Our website address, where you can find detailed information about us, is [www.sheffieldmutual.com](http://www.sheffieldmutual.com) and our telephone number is 01226 741 000. We are supervised by the Financial Conduct Authority in respect of the production and delivery of this Key Information Document (KID). This KID was produced on 12th December 2022.

### What is this product?

**Type:** It is a friendly society tax exempt with-profits savings plan. You may choose the period over which you would like to save at the outset, with a minimum term of 10 years and a maximum term of 25 years. The most you can save monthly is £25 or £270 per year if you pay an annual premium. The minimum guaranteed benefit is defined when you take out the plan and is called the sum assured.

**Objectives:** The objective of this plan is to provide you with a tax-free lump sum at the end of a minimum 10 year regular premium paying period.

**Intended retail investor:** The target customer for this product is those who wish to build up a tax-free lump sum by saving a regular amount, usually monthly for a period of 10 to 25 years and who do not require additional life cover.

### What are the risks and what could I get in return?

#### Summary Risk Indicator (SRI)



Lower risk ← → Higher risk

The Summary Risk Indicator assumes you keep the plan for 10 years. The actual risk can vary significantly if you cash in at an early stage and you may get back less than you've paid in.

The SRI is a guide to the level of risk of this product compared to other products and aims to show you how likely it is that the product will lose money because of the movement in investment markets or because we are not able to pay you.

We have classified this plan as 3 out of 7 which is "medium low". This rates potential losses from future performance as unlikely.

### Performance information

All with-profits policyholders pay premiums into a general pool of assets (the 'Fund'). Each policyholder shares in the profits or losses made on the Fund over their policy's lifetime.

The value of the Fund changes over time due to:

- Movements in the capital value of the Fund's assets which may be positive or negative.
- The accrual of investment income which increases the value of the assets.
- The expenses of running the business which are met from the Fund.
- Claims on death and withdrawal.
- The profits or losses that are made on the Society's CTF policies.

Inflation may affect the value of your payout in the future.

The Fund invests a proportion of its financial assets with Russell Investments, the Society's Outsourced Chief Investment Officer (OCIO). The OCIO invests in several diversified, uncorrelated asset classes, including fixed interest, equities and alternative assets. We aim to achieve a combination of capital growth and income, while targeting a long term return aligned to the rate required to support bonus rates. A further proportion of the Fund's assets is held in directly managed UK commercial property. The portfolio has strong geographical and sectoral spreads, delivering rental income and capital growth, providing a consistent and stable return for the Fund. The Fund also receives the profit and losses from historic sales of CTF policies which are credited or debited from the value of the Fund.

Payouts on with-profits policies are 'smoothed'. This means that when the Fund makes strong profits in some years, a portion of them will be held back to support performance in years where performance is less positive. This reduces the volatility of payouts when compared to the underlying volatility in the Fund's assets.

When bonuses are added to the plan they are an additional payment to the guaranteed benefit and depend upon investment performance. We can terminate the plan if premiums are more than three months in arrears.

### What could affect my return positively?

Returns from the Fund are distributed through the annual and final bonuses credited to your policy. Any positive variance over expectations made when the policy is sold is likely to have a favourable impact on returns and therefore bonuses. For example, higher than expected investment returns or lower than expected expenses.

### What could affect my return negatively?

Any deterioration in experience compared with expectations when the policy is sold is likely to have a negative impact on returns and therefore bonuses. For example, lower than expected investment returns or higher than expected expenses.

### Payouts in severely adverse market conditions

The Society smooths payouts on maturity or death for plans of a similar type, size and term over different periods of time. On death the Society will refund all premiums paid plus interest up to the date of death. Interest is calculated using the Bank of England rates that have applied during the term of the policy +1%. This rate of interest may change in the future and is not guaranteed.

Payouts before the end of the selected term are likely to result in you getting back less than the amount you have paid in.

If there is any contradiction between the commentary here and that contained in the policy conditions and the Principles and Practices of Financial Management (PPFM), then the policy conditions and PPFM will always apply.

### What happens if Sheffield Mutual Friendly Society is unable to pay out?

We are covered by the Financial Services Compensation Scheme (FSCS) who you can write to at PO Box 300, Mitcheldean, GL17 1DY. Telephone 0800 678 1100. Further information is available on their website – [www.fscs.org.uk](http://www.fscs.org.uk) or by clicking on the "FSCS protected" link on our website footer.

This product is categorised as a long-term insurance policy and under the above compensation scheme eligible claims may be covered for up to 100% should Sheffield Mutual Friendly Society default. Some of the investments underlying this product are managed on behalf of Sheffield Mutual Friendly Society by professional investment managers, and they use nominees and custodians, in respect of investments purchased and held. The investment managers and their counterparts are not covered by the compensation scheme but were they to default, and this in turn caused Sheffield Mutual Friendly Society to default, then you would still be covered by the FSCS because your contract is with Sheffield Mutual Friendly Society. The FSCS does not cover losses arising purely from investment performance.

### What are the costs?

#### Table 1: Cost over time

The Reduction in Yield (RIY) shows what impact the total costs you pay will have on the investment return you might get. The total costs take into account one-off, ongoing and incidental costs.

The amounts shown here are the cumulative costs of the product itself, for three different holding periods. They include potential early exit penalties. The figures assume you invest £1,000 per year. The figures are estimates and may change in the future. The figures shown include all the costs of the product itself but may not include all the costs that you pay to your advisor or distributor. The person selling you or advising you about this product may charge you other costs. If so, this person will provide you with information about these costs and show you the impact that all costs will have on your investment over time.

| Investment £1,000<br>If cashed in after...<br>Scenarios | 1 year  | 5 years   | 10 years<br>(at the<br>Recommended<br>Holding Period) |
|---|---------|-----------|---|
| Total costs   | £514.42 | £1,443.56 | £1,175.00   |
| Impact on Return (RIY) each year                        | 52.88%  | 4.50%     | 2.37%   |

**Table 2: Composition of Costs**

The table below shows:

- the impact each year of the different types of costs on the investment return you might get at the end of the recommended holding period;
- the meaning of the different cost categories.

| This table shows the impact on return each year |                             |       |  |
|---|-----------------------------|-------|--|
| <b>One-off costs</b>                            | Entry costs                 | 1.05% | The impact of the costs you pay when entering into your investment.                      |
|   | Exit costs                  | 0.00% | The impact of the costs of exiting your investment when it matures.                      |
| <b>Ongoing costs</b>                            | Portfolio transaction costs | 0.00% | The impact of the costs of us buying and selling underlying investments for the product. |
|   | Other ongoing costs         | 1.32% | The impact of the costs that we take each year for managing your investments.            |
| <b>Incidental costs</b>                         | Performance/other costs     | 0.00% | This product does not have any performance or other incidental fees.                     |

#### How long should I hold it and can I take money out early?

You should keep the plan for a minimum of 10 years and pay all premiums when due to ensure you achieve the maximum returns and receive the maximum tax advantage under the life insurance qualifying policy rules. You cannot take out money from the plan except by cancelling it completely. If you cancel the policy before maturity a surrender penalty will apply and there is a likelihood you will get back less than you paid in. If the plan is cancelled in the first two years you will get back the total of premiums paid in, less 6 months premiums. After 2 years we calculate the ratio of the number of premiums paid to the total expected premiums. This ratio is applied to the sum assured and bonus to date to give a 'paid-up' value, which is then discounted by an appropriate rate (currently 2.5%) for the period in complete months from the date of leaving to the original maturity date to obtain the surrender value. A £10 fee is also charged to cover the cost of the surrender. If you die during the term of the plan you will receive the value of all premiums paid plus interest at 1% over the Bank of England base rates that have applied during the term of the plan. This rate of interest may change in the future and is not guaranteed.

#### How can I complain?

If you wish to make a complaint about us, or another person who sold or advised you on this product, then please contact us either in writing to: The Chief Executive, Sheffield Mutual Friendly Society, 3 Maple Park, Maple Court, Wentworth Business Park, Tankersley, Barnsley, S75 3DP, by telephone: 01226 741 000 or by email: [enquiries@sheffieldmutual.com](mailto:enquiries@sheffieldmutual.com). A full explanation of our approach to complaints handling can be found on our website at [www.sheffieldmutual.com/how-to-make-a-complaint](http://www.sheffieldmutual.com/how-to-make-a-complaint).

#### Other relevant 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, and you will be returned any money you have paid, free of any charges.

**Law:** In legal disputes the Law of England 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.

**Solvency II Directive:** We are required to provide you with easy access to a Solvency and Financial Condition Report and you can obtain this via our website at [www.sheffieldmutual.com/corporate](http://www.sheffieldmutual.com/corporate) or by calling 01226 741 000.

# Blank Page

# With-profits information sheet



## What is a with-profits policy?

With-profits is a type of investment plan sold in the UK in which extra amounts may be added to the main benefit (known as the sum assured).

A with-profits policy offers a profit share through the addition of annual and final bonuses.

The amount of bonus will depend on how the investments in the fund have performed while you have been paying premiums into it. Regular bonuses may be added, usually each year, and once declared are guaranteed.







A final or "terminal" bonus may be added when the policy is closed after it has run its minimum or set term. The amount of bonus will also depend on the allowance we make for the expenses of setting up and running the policy. The Society is a mutual organisation, which means that there are no shareholders. The Society is, therefore owned by its members, which includes with-profits policyholders.

With-profit funds are typically invested in a mixture of equities, property and fixed income investments (see overleaf). Under poor market conditions a "market value reduction" (MVR) may be applied to the value of the policy. An MVR is designed to protect members who are not taking their money out of the Society during adverse market conditions and ensures that all members receive their fair share of the with-profits fund.

An MVR reduces the amount of payout you receive when withdrawing your monies during exceptional circumstances.

You will only see the effect of an MVR should you wish to withdraw your monies at the time there is an MVR in place. An MVR can be added, removed, increased or decreased at any time.

## The following policy types are classed as with-profits:-

-  **Tax Exempt Savings Plan (TESP)**  
- with or without life insurance
-  **Regular Savings Plan**
-  **Investment Bond**
-  **Income Bond**
-  **Investment ISA (Individual Savings Account)**
-  **Investment Junior ISA  
(Individual Savings Account)**

## Understanding our with-profits fund

Sheffield Mutual's with-profits fund is managed to provide a medium to low risk investment, appealing to individuals with a more cautious approach to investing. When you invest with us, we pool your money together with other members' in the with-profits fund.

The with-profits fund invests in commercial property, shares, fixed interest, cash, bonds and government gilts. With-profits aims to offer a better return than a typical bank or building society account, but is not as risky as investing all your money directly on the stock market as we 'smooth' returns.

## Explaining smoothing

A particular feature of with-profits is 'smoothing'. This is the process where we hold back some surplus profit in good years so we can top up policy bonuses in years where the performance is not as strong.

Smoothing aims to even out the short term ups and downs that is often associated when investing directly in the stock market and has enabled the Society to maintain stable bonus rates even in volatile markets.

**The payment of policy bonuses is not guaranteed and depends on the performance of the with-profits fund.**

## Glossary

### Annual bonus

This is the bonus we may add to your policy each year. It is sometimes called a regular bonus.

### Assets

These are the investments held within the Society's long-term business fund.

### Equities

Equities are investments made in shares of a company that is (typically) traded on the stock market.

### Final bonus

This is the bonus that we may add at the end of the investment. It is sometimes called a terminal bonus.

### Market value reduction

This describes an adjustment to the value of your policy in adverse investment conditions, in order to ensure you receive your fair share of the fund on surrender or encashment.

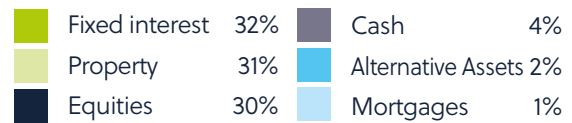
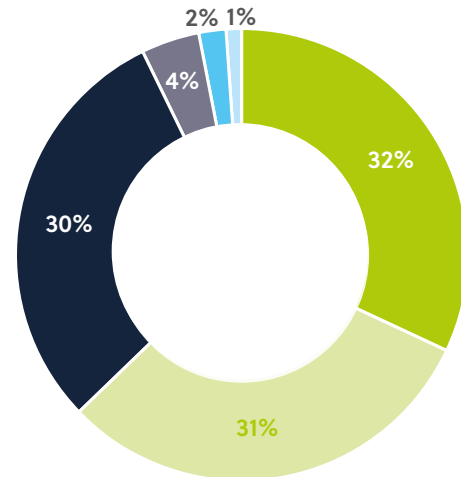
### Sum assured

This is the amount shown on your illustration and is the guaranteed minimum you will receive on maturity or death (depending on the type of policy), providing you continue to pay all the premiums due.

### Surrender

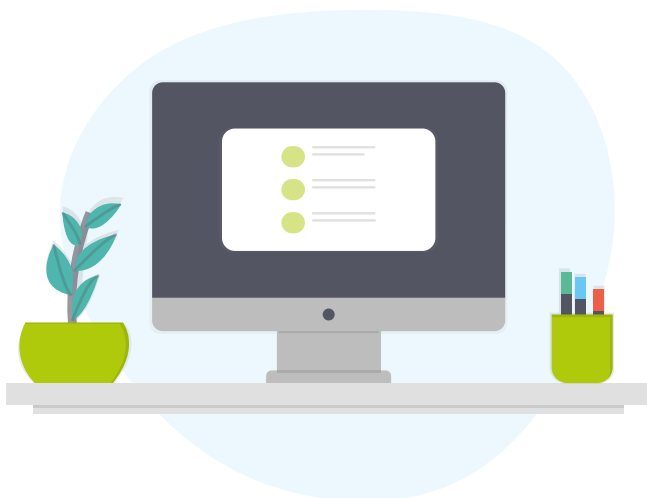
To cash in your policy before the end of its term.

## Asset allocation



As at 31/12/2023

Our strategy is to achieve a balanced return of income and capital growth through a combination of good quality assets. We hold a higher proportion of commercial property as we can generate healthy yields from long-term leases with reputable tenants. We maintain a reasonable exposure to shares in order to preserve the value of investments over time but hold some of the funds in other assets to improve diversification and spread risk.



[www.sheffieldmutual.com](http://www.sheffieldmutual.com)



[enquiries@sheffieldmutual.com](mailto:enquiries@sheffieldmutual.com)



Call our team on **01226 741 000**

Calls may be monitored and recorded for your protection

[facebook.com/sheffieldmutual](https://www.facebook.com/sheffieldmutual)

[@sheffieldmutual](https://twitter.com/sheffieldmutual)

[@sheffieldmutual](https://www.instagram.com/sheffieldmutual)

Issued by Sheffield Mutual Friendly Society Limited, 3 Maple Park, Maple Court, Tankersley, Barnsley, S75 3DP.  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.  
(Financial Services Register No. 139855 and Friendly Society Register No. 810F).





## Client agreement (the “agreement”)

1. We treat all customers who invest with us direct as retail clients. This gives you the greatest level of protection under the financial services regulations and ensures you get full information about the product(s) you buy. You should read this agreement together with the product Key Information Document, product brochure and optional personal illustration, as they form the basis of your product relationship with us.
2. As Sheffield Mutual Friendly Society Limited (Sheffield Mutual) does not provide advice it will be classed as a non-advised sale. All decisions in relation to the investment will be and have been made by you alone and the Society has provided you only factual information. We are providing you with all the information and assistance you need to arrive at your own informed decision to take out the product(s) based on your own understanding.
3. If you then require further clarification after reading the Key Information Document you agree to read the additional information available from us, or contact us to discuss anything you do not understand. The onus is on you to understand what you are buying based on all the information we provide to you.
4. If you are not confident that you understand the product(s), its risks and whether it is right for you, please speak to a specialist adviser. If you wish to talk to an independent financial adviser in your local area you can find one online at [www.unbiased.co.uk](http://www.unbiased.co.uk) or [www.vouchedfor.co.uk](http://www.vouchedfor.co.uk).
5. When we pay a fee, commission or non-monetary benefit to someone who introduces you to us, without that person giving you financial advice, we will notify you of the payment made.
6. Details about making a complaint and the Financial Services Compensation Scheme (FSCS) can be found in the Key Information Document, which has been provided to you in your policy application pack.
7. We may need to undertake checks to comply with current anti-money laundering requirements. This will normally be carried out electronically through a credit reference agency, we may keep a record of the search on your credit file, but will not affect your credit rating.
8. In processing a policy application for you, we will have collected personal data about you. We will hold and manage this data in accordance with the requirements and standards set by the Data Protection Act 2018 and any other Data Protection Regulation which may apply in the future. Your data will be held securely and will only be processed for the reasons allowed by data protection regulations.

We will at all times publish our data protection privacy policy on our website or supply a written version upon request.

9. If you have given us consent to contact you regarding other products and services, you may withdraw this consent at any time either by notifying us in writing, by email, by phone, or by submitting your contact preferences on our website.
10. You understand that we have a legal obligation to ensure that the information within our records about you is kept up to date, so please let us know if any of your details change, such as your address. When you provide information to us in connection with the application for a policy it must be accurate and truthful in all respects. There is a risk that providing inaccurate or false information could cause the policy to be invalid and you may suffer loss as a result.
11. In the event of a claim, or at maturity of a policy, you must supply us with all information we may request at that time to enable us to assist us in making payment to you. All information provided must be accurate and truthful.

## Non-advised sale letter

I confirm that I have read and understood this agreement and acknowledge that all decisions in relation to this investment will be and have been made by me, and that the Society has only provided me with factual information in relation to the product. I acknowledge that I have not received advice and/or a personal recommendation from Sheffield Mutual or its introducers.

I understand that as this is a non-advised sale, Sheffield Mutual takes no responsibility for the suitability of the product and that I will lose some of the regulatory protection which I may otherwise have. Specifically, I understand that it is unlikely that I would be able to make a complaint against the Society should the product(s) prove to be unsuitable for me.

Before we can provide the product to you we will establish that your decision to open this policy seems a satisfactory way forward for you. If we believe that not to be the case, we may refuse to provide the product. We will establish this by way of a short two part questionnaire which you agree to complete on application. This is not a suitability test and by agreeing to open the policy based on your answers, **Sheffield Mutual is not confirming that the policy is suitable for you.** (Words in the singular shall include the plural for joint policyholders).

To be signed by the policyholder or by the proposer if the policyholder is under 16. Joint applicants must both sign.

|                  |                      |           |                      |      |                      |
|------------------|----------------------|-----------|----------------------|------|----------------------|
| Name of Client 1 | <input type="text"/> | Signature | <input type="text"/> | Date | <input type="text"/> |
| Name of Client 2 | <input type="text"/> | Signature | <input type="text"/> | Date | <input type="text"/> |

Signed for and on behalf of **Sheffield Mutual Friendly Society**

Signed



Paul Galloway,  
Chief Operating Officer.



# Blank Page



# Tax Exempt Savings Plan



## Is this product right for me?

Financial services regulation requires us to assess whether this product you are considering, on a non-advised basis, is appropriate for you and meets your financial demands and needs.

Please complete/tick an answer for ALL the questions below and sign/date at the bottom of the form.

This form should be completed and signed by the sole/first named policyholder, or by the proposer in the case of a child's policy.

(We will not use this information for any other reason and we will not pass it on to third parties)

Title: (Mr/Mrs/Miss/Other) Forename(s): Surname:

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Do you pay tax in a country or territory other than the UK? Policyholder Yes:  Country/Territory:  Tax reference:

If **yes**, please state the country(s) or territory(s) you pay tax in and provide your tax reference number :  
(it is a regulatory requirement for us to ask this question)

### Section A: Demands and needs.

- a) Are you willing and able to save this money for at least a ten-year period (or the term stated on your application if greater)? Yes:  No:
- b) Do you have access to other money as readily available funds? Yes:  No:
- c) Are you simply looking to grow your investment rather than part of it being used to provide life insurance? Yes:  No:
- d) Are you willing to accept the risk that early encashment may return less than you have paid in? Yes:  No:

### Section B: Appropriateness test.

- 1. I have knowledge and familiarity with savings and/or investment products Yes:  No:
- 2. I understand how this product works and the charges associated Yes:  No:
- 3. I am comfortable and understand the level of risk associated Yes:  No:
- 4. Please state your highest level of education  
1. No education 2. School 3. College/Sixth Form 4. Vocational 5. University 6. Other
- 5. I understand that I have not received any advice from Sheffield Mutual and I have made the decision to open this plan myself, based upon the product literature and Key Information Document for this product Yes:  No:

I have read, understood and signed the attached 'client agreement' and 'non-advised sale letter'

Signed:  Dated:

Please return this form with your application form, client agreement & non-advised sale letter. We will send you a copy signed by us for your records.

Issued by Sheffield Mutual Friendly Society Limited, 3 Maple Park, Maple Court, Tankersley, Barnsley, S75 3DP.  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

 [www.sheffieldmutual.com](http://www.sheffieldmutual.com)

 [enquiries@sheffieldmutual.com](mailto:enquiries@sheffieldmutual.com)

 Call our team on **01226 741 000**  
Calls may be monitored and recorded for your protection





# Application for a Tax Exempt Savings Plan/Tax Exempt Savings Plan with Life Insurance/Regular Savings Plan(s)



All information given will be treated in the strictest confidence. Please complete this form in **BLOCK CAPITALS**

## 1. Details of the policyholder

Title:  Forename(s):  Surname:

Permanent residential address:

Date of birth:   /   /

National Insurance number:

Home phone:

Mobile:

Email:

Occupation:

Postcode:

Is the policyholder already a member of this Society? Yes:  No:

If YES, please give details, if NO, where did you hear about us?

If you have a promotional code, please enter it here:

## 2. Details of the proposer/premium payer (if different to the policyholder)

Complete section 2 if the policyholder is under 16 and/or is not the premium payer

Is the policyholder under 16?  (if so, please sign as Proposer in section 8 overleaf). Will premiums be paid by someone other than the policyholder?

Title:  Forename(s):  Surname:

Permanent residential address:

Date of birth:   /   /

Home phone:

Mobile:

Email:

Postcode:

Relationship to policyholder:

## 3. Direct Debit details

When would you like your Direct Debits to start? (please tick) 15th of the month  Last working day of the month

## 4. Policy details (you can apply for multiple policies using only one form, please complete one line for each policy required)

| Tax Exempt Savings Plan<br>Max £25 per month / £270 Annually | Tax Exempt Savings Plan<br>With Life Insurance* | Regular Savings Plan     | Term<br>(Minimum 10 years) | Premium Amount<br>£'s  | Monthly                    | Annually                 | Sum Assured Figure<br>£'s<br>(From illustration) |
|--|---|--------------------------|----------------------------|------------------------|----------------------------|--------------------------|--|
| Please tick as appropriate                                   |   |                          |                            |                        | Please tick as appropriate |                          |  |
| <input type="checkbox"/>                                     | <input type="checkbox"/>                        | <input type="checkbox"/> | <input type="text"/>       | £ <input type="text"/> | <input type="checkbox"/>   | <input type="checkbox"/> | £ <input type="text"/>                           |
| <input type="checkbox"/>                                     | <input type="checkbox"/>                        | <input type="checkbox"/> | <input type="text"/>       | £ <input type="text"/> | <input type="checkbox"/>   | <input type="checkbox"/> | £ <input type="text"/>                           |
| <input type="checkbox"/>                                     | <input type="checkbox"/>                        | <input type="checkbox"/> | <input type="text"/>       | £ <input type="text"/> | <input type="checkbox"/>   | <input type="checkbox"/> | £ <input type="text"/>                           |

### \* Please also complete a medical questionnaire

A copy of the policy conditions are available on request from the Society

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

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Continued overleaf...

## 5. Using your personal information

Sheffield Mutual takes your privacy seriously and we will use the personal information supplied on this form and information we obtain from other sources to verify your identity and to administer this policy. If we are unable to verify your identity from these sources, we'll contact you asking you to provide us with adequate proof of identity.

Your personal information may be obtained from / passed to legal and regulatory bodies, auditors, your financial adviser, credit and fraud prevention agencies and third party service providers as necessary for the performance of this contract. We'll retain your personal information for a reasonable period after your plan has ended.

For further information on how your personal data is used, how we maintain the security of your data and your rights to access / remove the data we hold, please visit [www.sheffieldmutual.com/privacy](http://www.sheffieldmutual.com/privacy) or write to us at the address below.

## 6. Please help us to keep in contact with you

CRAFV01

Sheffield Mutual will never sell your personal data to any third parties.

We would like to keep you up to date with Society news, offers, competitions and other products and services that we offer. We use MailChimp for our marketing/service emails. Please let us know how you'd like to be contacted below.

I agree to Sheffield Mutual contacting me: By Email  By Post  By Telephone  By Text

You can update your contact preferences easily at any time by phone, email, in writing or online.

## 7. Please note

**Failure to take reasonable care to provide accurate and complete information in response to the questions we ask could affect the terms of your insurance contract. Whilst the Society aims to treat members fairly, making a deliberate or reckless misrepresentation could result in your insurance contract becoming void, which means the policy will not pay out.**

## 8. Declaration: To be completed by the proposed policyholder(s)

**To be completed by the proposed policyholder (Section 1) 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 2).**

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 and supplementary medical forms) 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 Society), any charge for management.

**If applying for a Tax Exempt Savings Plan (with or without Life Insurance) are you (or the policyholder if you are the proposer) a beneficiary under another qualifying policy issued on or after 6 April 2013 or issued before that date where a premium limit event has occurred (e.g. a significant modification/variation of the policy)?** Yes  No  (please tick) If you've ticked 'Yes' you may only proceed with the application if you are not in breach of the annual premium limit of £3,600 for qualifying policies, including this new policy. Pure protection policies (which pay out on death or disability only with no surrender value) and existing protected policies as at 5 April 2013 which are issued and maintained for a specified term for the sole purpose of repaying the capital of an interest only mortgage are excluded from the annual premium limit.

**Qualifying Policies Annual Premium Limit Statement – In making this proposal for the issue of a qualifying policy I (or the policyholder if I am proposing the policy on their behalf) am not in breach of the annual premium limit for qualifying policies of £3,600 at the date this proposal and statement is made.**

**Friendly Society Policies Premium Limit Statement – In making this proposal for the issue of a friendly society tax exempt policy I (or the policyholder if I am proposing the policy on their behalf) do not already have Tax Exempt Savings Plans issued by friendly societies (excluding ISAs) that might cause the premium limit of £25 per month or £270 per annum to be breached.**

**(The Premium Limit Statements do not apply if you are opening a Regular Savings Plan).**

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

**Important** - By signing this declaration you are agreeing to our Tax Exempt and/or Regular Savings Plan terms and conditions, which are set out in the product brochure, product Key Information Document and policy conditions. For your own benefit and protection you should read these documents carefully before signing the proposal form. If you do not understand any point please ask for further information before proceeding.

Signature of policyholder (section 1):  Date:   /   /

Signature of proposer (section 2 if applicable):  Date:   /   /

**If this application has been submitted by a Financial Adviser / Introducer please confirm your wish for us to supply information to them on request by signing below. I hereby agree to Sheffield Mutual providing information about this policy to the named company below at their request.**

Signature of policyholder/proposer:  Date:   /   /

## For Financial Adviser / Introducer use only: Please complete as appropriate.

IFA advised sale  IFA non-advised sale  Introducer  Agency code

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

Name of Intermediary:  Company name:

Telephone:  Email:

**Where do you want the documentation to go to? (Please tick):** Client  Adviser  Original to client & copy to adviser

| Summary Box  |  |  |  |
|--|--|--|--|
| <b>Account Name</b>  | Tax Exempt 10 Year Savings Plan Feeder Membership Investment Account - 2nd Issue   |  |  |
| <b>What is the interest rate?</b>  | <b>Account Levels</b>  |  | <b>Interest Rate (AER<sup>1</sup>/Gross<sup>2</sup>)</b> |
|  | £2,230   |  | 2.20%  |
| <p>Interest rate is Bank of England Base Rate minus 0.5% with minimum rate guarantee of 2.20%.</p> <p>Interest is calculated on the daily balance of the account.</p> <p>Interest payable annually on 31 December and on maturity.</p>   |  |  |  |
| <b>Can Mansfield Building Society change the interest rate?</b>  | <p>This is a variable rate account that tracks the Bank of England Base Rate and will move up or down in accordance with any changes to the Base Rate. The rate will not fall below 2.20% at any time.</p> <p>Any rate change will be applied to the account within 3 working days following a Base Rate change.</p> <p>We will give customers notification if the interest rate decreases or increases as a result within 30 days of the change.</p> <p>For more information on changing interest rates, please see Section 7 of our General Account Terms and Conditions.</p>                    |  |  |
| <b>What would the estimated balance be after 120 months based on a £2,230 deposit.</b>   | <b>Deposit Amount</b>  | <b>Interest Rate (AER<sup>1</sup>/Gross<sup>2</sup>)</b> | <b>Projected Balance</b>                                 |
|  | £2,230   | 2.20%  | £50.43   |
| <p>This projection is provided for illustrative purposes only and does not take into account your individual circumstances. This assumes that the account is opened with a deposit of £2,230 and 9 payments of £270 are transferred annually on 1 January to Sheffield Mutual Friendly Society. It also assumes interest is credited to the account on 31 December annually and the account is not closed before the end of the fixed term with the rate remaining at 2.20% for the 10 year period. At the end of the 10 year term, the £50.43 remaining is invested with Mansfield Building Society in an Easy Access account unless we receive alternative instructions.</p> |  |  |  |
| <b>How do I open and manage my account?</b>  | <p>Our savings accounts are exclusively available to United Kingdom residents.</p> <p>Simply complete an application form provided by Sheffield Mutual Friendly Society.</p> <p>An amount of £2,230 must be deposited in order to open the account.</p> <p>Wherever possible we will try to establish proof of identity by electronic means. However, if this is not available we may also require further documentary evidence. The Tax Exempt 10 Year Savings Plan is promoted exclusively by Sheffield Mutual Friendly Society and is not available direct from Mansfield Building Society.</p> |  |  |
| <b>Can I withdraw money?</b>   | <p>Due to the purpose of this account, no withdrawals allowed.</p> <p>Early closure of the account 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.</p>   |  |  |
| <b>Additional information</b>  | <p>We calculate interest on a sum deposited in cash from and including the day we receive it. Interest on a sum deposited by cheque is calculated from and including the day after we receive it.</p> <p>Interest is paid gross without tax deducted.</p>  |  |  |

## Conditions of the account

### 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 (including the interest earned) will automatically transfer into an Easy Access account, to which you can add or withdraw without notice, unless we receive alternative written instructions.

### Eligibility

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

No further additions are allowed into the account.

### 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 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. Any surplus funds available after 10 years and after payment of the final premium will automatically transfer into an Easy Access Account unless we receive alternative written instructions.

### What about interest?

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.

### 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.

## Definitions

1. AER stands for Annual Equivalent Rate and illustrates what the interest rate would be if interest was paid and compounded once each year. AERs on the Monthly Income account assume interest is added to the account each month although in practice the option to have interest added in this way is not available.

2. The gross rate is the contractual rate of interest payable without tax taken off. If separate AER/Gross rates are not quoted, both rates are identical.

<sup>1</sup>Tax free means exempt from UK income and capital gains tax in the hands of the investor.

---

The Mansfield Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Reference number 206049.  
Member of the Building Societies Association.

**Date printed: 07/08/2019 04:03:40 pm**

**Page last updated: 07/08/2019 04:03:23 pm**

Client Web





Protected



## FINANCIAL SERVICES COMPENSATION SCHEME INFORMATION SHEET

| Basic information about the protection of your eligible deposits                       |   |
|--|---|
| Eligible deposits in The Mansfield Building Society are protected by                   | The Financial Services Compensation Scheme ("FSCS") <sup>1</sup>  |
| Limit of protection:   | £85,000 per depositor per bank / building society / credit union <sup>2</sup>   |
| If you have more eligible deposits at the same bank / building society / credit union: | All your eligible deposits at the same bank / building society / credit union are "aggregated" and the total is subject to the limit of £85,000. <sup>2</sup>   |
| If you have a joint account with other person(s):                                      | The limit of £85,000 applies to each depositor separately. <sup>3</sup>   |
| Reimbursement period in case of bank, building society or credit union's failure:      | 20 working days <sup>4</sup>  |
| Currency of reimbursement:   | Pound sterling (GBP, £)   |
| To contact The Mansfield Building Society for enquiries relating to your account:      | The Mansfield Building Society<br>Regent House<br>Regent Street<br>Mansfield<br>Notts<br>NG18 1SS<br>Tel: 01623 676350<br><a href="http://www.mansfieldbs.co.uk">www.mansfieldbs.co.uk</a>                              |
| To contact the FSCS for further information on compensation:                           | Financial Services Compensation Scheme<br>10th Floor Beaufort House<br>15 St Botolph Street<br>London<br>EC3A 7QU<br>Tel: 0800 678 1100 or 020 7741 4100<br>Email: <a href="mailto:ICT@fscs.org.uk">ICT@fscs.org.uk</a> |
| More information:  | <a href="http://www.fscs.org.uk">http://www.fscs.org.uk</a>   |

### Additional information

#### **<sup>1</sup>Scheme responsible for the protection of your eligible deposit**

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank, building society or credit union should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

#### **<sup>2</sup>General limit of protection**

If a covered deposit is unavailable because a bank, building society or credit union is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers at maximum £85,000 per bank, building society or credit union. This means that all eligible deposits at the same bank, building society or credit union are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

In some cases eligible deposits which are categorised as "temporary high balances" are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- (a) certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
- (b) a death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- (c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.



Protected

More information can be obtained under <http://www.fscs.org.uk>

### **<sup>3</sup>Limit of protection for joint accounts**

In case of joint accounts, the limit of £85,000 applies to each depositor.

However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £85,000.

### **<sup>4</sup>Reimbursement**

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10<sup>th</sup> Floor Beaufort House, 15 St Botolph Street, London, EC3A 7QU, Tel: 0800 678 1100 or 020 7741 4100, Email: [ICT@fscs.org.uk](mailto:ICT@fscs.org.uk). It will repay your eligible deposits (up to £85,000) within 20 working days until 31 December 2018; within 15 working days from 1 January 2019 until 31 December 2020; within 10 working days from 1 January 2021 to 31 December 2023; and within 7 working days from 1 January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within 7 working days, it will, from 1 June 2016 until 31 December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses (in the case of a depositor which is not an individual or a large company) within 5 working days of a request.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under <http://www.fscs.org.uk>.

### **Other important information**

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank, building society or credit union will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank, building society or credit union shall also confirm this on the statement of account.

### **Exclusions from protection**

A deposit is excluded from protection if:

- (1) The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank, bank building society or credit union.
- (2) The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.
- (3) It is a deposit made by a depositor which is one of the following:
  - credit institution
  - financial institution
  - investment firm
  - insurance undertaking
  - reinsurance undertaking
  - collective investment undertaking
  - pension or retirement fund<sup>5</sup>
  - public authority, other than a small local authority.

**For further information about exclusions, refer to the FSCS website at [www.fscs.org.uk](http://www.fscs.org.uk)**

<sup>5</sup>Deposits by personal pension schemes, stakeholder pension schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded

Feb 18

# SHEFFIELD MUTUAL FRIENDLY SOCIETY TAX EXEMPT 10 YEAR SAVINGS PLAN FEEDER (2ND ISSUE)



**MANSFIELD**  
BUILDING SOCIETY

For office use only  
Account Number

## 1 INVESTMENT AMOUNT

## Application Form

£2230

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

All cheques should be drawn in favour of Mansfield Building Society and the account name. (e.g. Mansfield Building Society - J.Smith)

## 2 PERSONAL DETAILS

### Account Holder

|   |  |
|---|--|
| Title<br>(Mr/Mrs/Miss/Ms/other) _____   | What is your job? _____  |
| First Name(s) _____   | Security identifier* _____   |
| Surname _____   | <small>* Required for security purposes and must be a word that is easily remembered but not known to any other party. This identifier will only be used with Mansfield Building Society</small> |
| Name of Trust or Estate<br>(if applicable) _____  | Telephone: Day _____   |
| Permanent Address _____   | Evening _____  |
| _____   | Mobile _____   |
| _____   | Email: _____   |
| Post Code _____   |  |
| Date occupied <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   | You can now elect to receive your Annual General Meeting Voting Pack electronically (if eligible), which will help us to reduce our paper usage and postage costs. Please tick ONE box only.     |
| Date of Birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   |  |
| National Insurance Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="checkbox"/> YES – I wish to receive my AGM Voting Pack electronically and I have supplied my email address above.   |
| Nationality _____   | <input type="checkbox"/> NO – I wish to receive a paper based AGM Voting Pack  |
| I am a citizen and tax resident of the UK only <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |
| <small>If NO, you will need to complete a separate tax residency self-certification form</small>  |  |

## 3 POSTAL ADDRESS

All information about the account will be posted to the address of the account holder. If you want information posted to another address, please provide it here.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

# SHEFFIELD MUTUAL APPLICATION FORM

## 4 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 benefit (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/us. 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 (i.e. on a conversion or takeover) which is completed at any time within 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 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.

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

**Nominee Accounts** - I am investing the amount shown overleaf in Mansfield Building Society as nominee. No company or other body corporate will have any beneficial interest in the amount invested in the Society.

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

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

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

I/We acknowledge that I/we act as agents 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.

## DATA PROTECTION - YOUR PERSONAL INFORMATION AND WHAT WE DO WITH IT

At Mansfield Building Society we take your privacy seriously. Personal information you provide to Mansfield Building Society and how we process this will depend on the products or services you apply for and (if your application is successful) obtain from us.

Full details of the types of personal information we collect from you, how we use, store and share this information, together with your individual rights, can be found in our Privacy Notice. It is important that you read the Privacy Notice.

The Privacy Notice can be accessed at [mansfieldbs.co.uk](http://mansfieldbs.co.uk), by picking up a copy from any of our branches or you can ask us to post you a copy.

### All Accounts

The following information will be provided as part of the account opening process:

- Special Product Terms and Conditions
- General Account Terms and Conditions

I have read and understood and agree to be bound by them

I agree to be bound by the Rules of the Society. Copies of the Society's Summary Financial Statement are available on request from any of our branches or can be viewed on our website [mansfieldbs.co.uk](http://mansfieldbs.co.uk) Copies of the Society's Memorandum and Rules are available on request from the Principal Office of the Society.

# SHEFFIELD MUTUAL APPLICATION FORM

## 4 DECLARATION & SIGNATURE (Continued)

I have received, read and understood the Financial Services Compensation Scheme Information Sheet

Signature \_\_\_\_\_

Date

Applications will not be accepted without the signature

### Would you like to receive information about our other products and services?

From time to time we would like to contact you with details of other products and services we provide, including our community activities and latest news. If you consent to us contacting you for this purpose, please tick to say how you would like us to contact you. Please note this will supercede any previously given consent.

Post  Email  Telephone  Text Message

Please ensure you have provided us with the relevant contact details in section 2 & 3 to enable us to contact you through your preferred method(s). You can update your marketing preferences or stop receiving marketing from us at any time by writing to us at Regent House, Regent Street, Mansfield, Nottinghamshire NG18 1SS, calling us on 01623 676300, visiting any of our branches, completing the online form at mansfieldbs.co.uk or by following the instructions on how to update your preferences in any marketing email or other communication that you receive from us.

## 5 MORE INFORMATION OPENING AN ACCOUNT

Please send completed application form to Sheffield Mutual Friendly Society, 3 Maple Park, Maple Court, Wentworth Business Park, Tankersley, Barnsley, S75 3DP

### IDENTIFICATION

Wherever possible we will try to establish proof of identity by electronic means. However, if this is not available, we may also require further documentary evidence.

### CANCELLATION PERIOD

If you are not happy about your choice of account, you may cancel it within 14 days of:

- the day you enter into the contract; or
- the day on which you receive the contract terms and conditions and other information on paper or electronically, whichever is later.

We will help you switch to another of our accounts or we will give you all your money back with any interest it has earned. We will ignore any notice period and any extra charges.

### INTEREST RATE

Interest will be calculated at Bank of England Base Rate (variable) minus 0.5% with a minimum rate guaranteed of 2.20% Gross/AER. Following any changes in Bank of England Base 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 Interest Rates and Account Summary, branch posters, or website.

# SHEFFIELD MUTUAL APPLICATION FORM

## FOR OFFICE USE ONLY

|                 |                                       |         |                                       |                      |
|-----------------|---------------------------------------|---------|---------------------------------------|----------------------|
| Customer Number | <input type="text"/>                  |         |                                       | <input type="text"/> |
| A/Cs held       | <input type="text" value="YES / NO"/> | Matched | <input type="text" value="YES / NO"/> |                      |
| Opened by       | <input type="text"/>                  | Date    | <input type="text"/>                  |                      |
| Checked by      | <input type="text"/>                  | Date    | <input type="text"/>                  |                      |



Regent House, Regent Street, Mansfield, Notts NG18 1SS  
t: 01623 676350 e: enquiries@mansfieldbs.co.uk w: mansfieldbs.co.uk

The Mansfield Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Reference number 206049.

JUN 2019