

KEY FEATURES OF THE CASH ISA



The Financial Services Authority is the independent financial services regulator. It requires us, Shepshed Building Society, to give you this important information to help you to decide whether our Cash ISA is right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

ISA Individual Savings Account

An impressive performer for the individual saver.

ISA's are a tax-free means of affordable saving.

The tax-free status is not guaranteed and may not be maintained indefinitely.

You can save cash, invest in stocks, shares or life insurance policies without having to worry about the tax implications.

Best of all, there are two alternatives, all of which pay interest at a variable rate calculated annually:

MAXI ISA

Made up of one or more components of cash, stocks and shares and life insurance. (this ISA must include at least the stocks and shares component)

CASH ISA

Made up of a single component i.e. cash. You can open up 2 separate ISA accounts with up to 2 different ISA Managers; one for cash, and one for stocks and shares.

You may subscribe to either one Maxi ISA or up to two CASH ISA's (one each for cash and stocks and shares) in each tax year.

By opening a CASH ISA you may be limiting the amount of investment in equities that you can make through ISA's.

Important Notes

1. Minimum Balance - £100.00
2. You can invest up to £3600.00 in your Cash ISA in any one tax year. If you invest in one tax year and miss the following year, a new application will be required for any further investment to the ISA Account.
3. 60 days notice on withdrawals or by payment equivalent to 60 days interest on the amount withdrawn.
4. 60 Days notice on transfers or by payment of a penalty equivalent to 60 days interest on the amount transferred.
5. Withdrawals can be made at any time. Withdrawals have no affect on the subscription limits. Once the limit has been reached for the tax year no further subscriptions can be made, regardless of withdrawals.
6. No part transfers of previous years subscriptions, if you decide to transfer to another ISA provider.
7. This account is only available to investors resident or ordinarily resident in the United Kingdom.
8. Interest is credited to your account on 31st December each year.
9. The Shepshed Building Society Cash ISA does not meet the Government's voluntary Stakeholder Standards.

Cooling Off Period

If you are not happy about your choice of current account, savings account or Cash ISA, 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 all your money back with any interest it has earned. We will ignore any notice period and any extra charges.

This does not apply to:

- A fixed-rate account (except a Cash ISA)
- An account or contract for financial service where the price depends on rises and falls in financial markets outside our control that may happen during the cancellation period; or
- A branch based Child Trust Fund cash deposit account (in other words, not sold at a distance)

Identification Requirements

Please find examples below of documents that may be provided to the Society to satisfy identification requirements. At least one form of identification must be provided from each list.

Original documents must be supplied except if they are sent to us by post. In this case we will accept photocopies providing they are certified by an appropriate person and that the certifying person can be contacted to confirm verification.

Where original Driving Licences, Passports, Medical Cards, and Birth Certificates are sent in the post, they will be returned by recorded delivery.

LIST 1 – VERIFICATION OF IDENTITY

- Valid passport
- Valid photocard driving licence (full or provisional)
- Valid (old style) full UK driving licence
- Firearms certificate or shotgun licence
- Identity card issued by the Electoral Office for Northern Ireland
- Recent evidence of entitlement to a state or local authority-funded benefit, tax credit, pension, educational or other grant
- Building industry sub-contractor's certificate issued by the Inland Revenue
- Recent Inland Revenue notice of coding or tax demand
- Residence permit issued by Home Office to EU Nationals on sight of own country passport
- National Insurance card which bears a signature strip (only for applicants under 18).
- Birth certificate (only for applicants under 18)
- Medical card (only for applicants under 18)
- Library card (only for applicants under 18)

LIST 2 – VERIFICATION OF ADDRESS

- Valid photocard driving licence (full or provisional), if not used for List 1
- Valid (old style) full UK driving licence, if not used for List 1
- Utility bill dated within last three months confirming
- Arrangement to pay for services (not a mobile phone bill)
- Recent bank or building society account statement (excluding Shepshed Building Society statements) or passbook containing current address
- Recent credit card statement
- Recent mortgage statement (excluding Shepshed Building Society statements) from a recognised lender
- Recent Inland Revenue notice of coding or tax demand, if not used for List 1
- Tenancy agreement, if issued by a local council, housing association or reputable letting agency, or a local council rent card
- Recent evidence of entitlement to a state or local authority-funded benefit, tax credit, pension, educational or other grant, if not used for List 1
- Medical Card (only for applicants under 18), if not used for List 1

Terms and Conditions

- Your account will commence when your application form has been accepted by Shepshed Building Society. Acceptance will usually take place on the day of Receipt of the application form by Shepshed Building Society
- The minimum investment is £100.00
- Additional investments may be made at any time subject to the statutory minimum.
- You may only subscribe to one Maxi ISA or to one cash component Cash ISA in any one year. The maximum subscription you may make to the cash component of a Maxi- ISA or Cash ISA in any one year must not exceed the annual limit specified in the Regulations.

- Interest rates are variable, for current rates please refer to our Investment Rates Leaflet. Interest is calculated daily from the day of receipt, up to and including the day before withdrawal or until the actual date of transfer to another account or investment with Shepshed Building Society, except for subscriptions made by cheque where interest is calculated from the fourth banking day (Saturdays, Sundays and Bank Holidays are not banking days) following receipt. Interest will be calculated annually in arrears to 31st December or up to the day before withdrawal. A statement of annual interest will be sent to you each year.
- You may subscribe to the account if you are an individual aged 16 years or over in the case of a Cash ISA. Applications will not be accepted from corporate bodies, registered charities or non-United Kingdom residents (except British Forces Personnel Overseas). The ISA will be and must remain in the beneficial ownership of the investor and must not be used as security for a loan.
- We reserve the right at any time, and without notice to:
 - i) Withdraw the account and decline to accept further applications
 - ii) Refuse any subscriptions into the account at any time at our sole discretion
- Each account may only be held by one individual and cannot be held jointly. Only one account per individual may be held.
- If you qualify as a shareholding member of the Society, as set out in the Society's rules, you will automatically receive, in addition to an Annual Summary Financial Statement, any other information issued to members and be eligible to attend members' meetings.
- A Shepshed Building Society ISA may be transferred to a product offered by another ISA Manager on completion of the appropriate declaration. Part transfers of previous years subscriptions are not allowed. Part transfer of current year subscriptions are not allowed for a Cash ISA . Transfers will be subject to 60 days notice or by payment of a penalty equivalent to 60 days interest on the amount transferred.
- On receipt of your instructions and within the time specified by you, we will transfer your ISA to another manager. If you give us less than 60 days notice we will charge a penalty equivalent to 60 days interest on the amount transferred
- We will satisfy ourselves that any person to whom we delegate any of our functions or responsibilities under the terms agreed with you is competent to carry out those functions and responsibilities.
- We will notify you if, by reason of any failure to satisfy the provisions of the ISA Regulations, your ISA has, or will become, void.
- The tax exemption of the account ceases immediately upon your death or notification from the HMRC.
- On receipt of your instructions and within the time specified by you, we will transfer or pay to you all or part of the investments held in your ISA. If you give us less than 60 days notice we will charge a penalty equivalent to 60 days interest on the amount withdrawn.

Handling Customer Complaints

Although the Society is committed to providing you with a first class service we recognise that there may be an occasion when you feel that we may not have done this and you wish to make a complaint.

A leaflet entitled 'Shepshed Building Society Internal Complaints Handling Procedure', provides full details of our complaints procedure. A copy of this leaflet is available by calling us on 01509 822000.

Financial Services Compensation Scheme

The Society is a member of the Financial Services Compensation Scheme. You may be entitled to compensation from this Scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.

For investors, payments under the Scheme are limited to a maximum of £35,000.00

Further details are available on request from the Society of the Financial Services Compensation Scheme.

Simply complete the application form and take it to your nearest branch or send it to the address below together with your opening investment and the required identification.

Shepshed Building Society
Bull Ring
Shepshed
Leics
LE12 9QD

01509 822000
www.theshepshed.co.uk

Shepshed Building Society is a member of the Building Societies Association and is authorised and regulated by the Financial Services Authority. The Society's registration number is: 206067.