

The following Terms and Conditions explain how our Guaranteed Investment Bond will be managed and sets out both your rights and ours. Please make sure you read this document carefully as it contains information you need to know.

The language we use

In this document, where we say 'You' or 'Your' then this means the Insured Member who owns this Guaranteed Investment Bond. Where we say either 'We', 'Us' or 'Our' then this refers to Unity Mutual.

We have highlighted defined terms in blue type. The meaning of these words are explained in the Definitions section at the end of the document on page 4.

1. What is the Guaranteed Investment Bond (GIB)

a. It is a life assurance policy which enables you to invest your money and provides you with capital protection and a guaranteed return after the term. It aims to:

- allow you to invest a lump sum for either 2, 3 or 5 years
- provide capital protection for your investment throughout the term
- provide a guaranteed level of growth if you leave your **Bond** invested for your chosen term
- provide a guaranteed payment if you die.

2. Eligibility / opening the Guaranteed Investment Bond

- a. Anyone aged 18 or over who is a UK resident can apply to open an **GIB**.
- b. A **Bond** can be held in joint names. It will be held on a joint life, second death basis and will transfer to the second **Bond Holder** if the first **Bond Holder** dies.
- c. A completed application form is required to open a **Bond**.
- d. You can apply online on our website at unitymutual.co.uk. Alternatively, you can email us at sales@unitymutual.co.uk and we can post an application form to you or call us 0161 214 4628 to apply over the phone.
- e. Once opened the **Bond** Investments shall be, and remain in the beneficial ownership of,

the **Bond Holder**, and the **Bond Holder** will be a member of the Society.

- f. The **Bond** cannot be assigned to anyone else and cannot be used as security for a loan.
- g. This **Bond** is a limited series and is subject to availability. If the **Series** becomes fully subscribed between the date we receive your application and the date we receive your deposit, we will not open a **Bond** for you and will return the amount of your investment without interest.

3. Your right to cancel

- a. You have 30 days of receiving your **Policy Documents** to cancel your **Bond**. A full refund of any payment made into the **Bond** will be returned.
- b. If you cancel your **Bond** after the 30 day **cancellation period**, you will receive a lower level of growth on your investment than at maturity (see section 5).
- c. If you want to cancel please contact us by phone, in writing or by completing the cancellation form within the **Policy Documents**. This can be sent by email (either a scan or a photo) to insure@unitymutual.co.uk. Alternatively you can post it to **FREEPOST Unity Mutual** (please note this is the full address).

4. Investment

- a. The **Bond** invests in our **Unity Mutual Life** fund which invests in asset classes that enable us to provide the policy benefits, such as return of your lump sum and guaranteed growth over the term of your investment.
- b. You receive annual gross interest, which is guaranteed if you invest for the full period of your chosen term length. The interest is compounded, meaning that each year, interest is calculated based on both your initial investment and any interest accrued in previous years. Although interest is calculated annually, it will not be added to your investment until the agreed term is completed. The total interest is equivalent to an overall return over the chosen term length.

- c. This is a medium to long term investment and is designed to be held for either 2, 3 or 5 years.
- d. You can open a **Bond** with a lump sum investment between £5,000 and £250,000.
- e. Any money received will be invested at the end of the **cancellation period**. No interest will be paid on cash held pending investment during the **cancellation period**.
- f. Once opened you cannot add to an existing **Bond**, therefore if you wish to make additional investments, you can do this by opening an additional **Bond**.
- g. We accept payments by cheque or bank transfer.

5. Withdrawals or closures

- a. It is not possible to take a partial withdrawal from your **Bond**.
- b. You can withdraw your full investment at any time, however, you will receive a lower level of growth on your investment than at maturity as shown below:

From commencement of Bond:	Annual rate of return %	Bond Term length
Start Date up to Year 1	0.30%	2, 3 & 5 Years
Year 1 up to Year 2	0.45%	2, 3 & 5 Years
Year 2 up to Year 3	0.60%	3 & 5 Years
Year 3 up to Year 4	0.75%	5 Years
Year 4 up to Year 5	0.90%	5 Years

6. Death

- a. For a single life **Bond** – In the event of your death, your estate would receive the proceeds of your **Bond**. The amount paid will be a percentage of your investment as per the table below.

From commencement of Bond:	% of Investment	Bond Term length
Start Date up to Year 1	101%	2, 3 & 5 Years
Year 1 up to Year 2	102%	2, 3 & 5 Years
Year 2 up to Year 3	103%	3 & 5 Years
Year 3 up to Year 4	104%	5 Years
Year 4 up to Year 5	105%	5 Years

- b. For joint life Bonds – The **Bond** will continue in the name of the surviving life assured until maturity or death of the second life assured.
- c. It is important for you to keep your **Policy Documents** safe and to let your next of kin know where to find them.
- d. In the event of the death of the **life assured**, please contact us to register the death. You can contact us on 0161 214 4650. Alternatively, you can email us at insure@unitymutual.co.uk or write to us at Claims Department, FREEPOST Unity Mutual.
- e. Once we receive the original or certified copy of the death certificate from you we will send you a Death Claim Declaration form to complete. once complete you will need to return it along with the following documents:
 - Last Will and Testament
 - Grant of Probate or Letter of Administration
 - The original **Policy Documents** – If you are unable to find the original document(s), you can complete the Lost Policy Indemnity section on the Death Claim Declaration form.

7. Guarantee

- a. This **Bond** guarantees that you will get back your original investment amount plus fixed interest rate and will provide a total return of over the agreed term. However, if you cash-in your investment before the end of the agreed term, you will not be entitled to the full level of growth that you would receive at maturity on your lump sum after the agreed term (see section 5).

8. Charges

- a. There are no explicit charges with our **Bond**. The **Bond** terms and benefits have been designed to incorporate any charges we incur.

9. Tax

- a. You shouldn't have to pay any capital gains tax, or basic income tax. This is because our Life Fund where your **Bond** is invested will have already paid tax (where appropriate). However, you may have to pay higher-rate or additional rate income tax depending on your circumstances.

- b. If you invest in your **Bond** using a Stocks & Shares ISA route (up to the current ISA subscription limit of £20,000) then there should be no tax to pay on exiting the **Bond**. Details of how to take up this option will be supplied when we acknowledge your application.
- c. Tax information is based on our interpretation of current law and HM Revenue & Customs practice. How taxation could affect you will depend upon your individual circumstances. Tax legislation may change in the future.
- d. For further advice please refer to a solicitor or qualified professional. We are not authorised to provide tax advice.

10. Contacting us

- a. If you have any questions about your **Bond** or you would like to discuss making any changes to your **Bond** or to check if the level of cover is still meeting your needs, you can contact us on:
 - By phone: 0161 214 4650
 - In writing: FREEPOST Unity Mutual
 - By email: insure@unitymutual.co.uk

11. Complaints

- a. We hope that you never have a reason to complain but if you are unhappy with our services, please get in touch, as we may be able to resolve the issue without the need for a formal complaint.
- b. If you wish to make a formal complaint, you can contact by phone on 0161 214 4650, by email to complaint@unitymutual.co.uk or in writing using the details above.

Please include the following information, if relevant:

- Your full name, address and preferred contact number
- The details of the **Bond** being complained about
- A clear and concise overview of your complaint
- Copies of any relevant documents (we don't need the originals)
- If you are notifying us of your complaint in writing, please mark your letter or email 'Complaint' and keep a copy for your records.

- c. If you'd like a friend, relative or advisor to handle the complaint on your behalf, please confirm this to us verbally or in writing.
- d. If you are not satisfied with our response to the complaint, you can contact the Financial Ombudsman Service:
 - By phone: 0800 023 4567 or 0300 123 9123 (calls to this number are charged at the same rate as 01 or 02 numbers from a mobile) Lines are open 8am to 5pm Monday to Friday and 9am to 1pm Saturday
 - In writing: Exchange Tower, London E14 9SR
 - By email: complaint.info@financial-ombudsman.org.uk
 - Online at: financial-ombudsman.org.uk
- e. The Financial Ombudsman Service is an impartial service. It can examine your complaint and make a legally binding decision on what we should do. Making a complaint will not affect your right to take legal action.

12. Data protection

- a. We will make sure that any personal information that you share with us is kept safe. It will be used for setting up and administering your **Bond**.
- b. We may be required by law to disclose information regarding you or your **Bond** to the regulatory authorities.
- c. We will not share your information with other third parties for marketing purposes.
- d. As a policyholder of Unity Mutual we may wish to contact you in the future with information in relation to products that we believe may be of interest to you. These communications will relate to products and services that we offer that are similar or complimentary to the policy you hold with us. Please rest assured we will never share your data with any third party without your consent. Your data is processed on a legitimate interest basis in relation to the communications you will receive.

For more information on how your data is processed and looked after please visit our Privacy Notice at unitymutual.co.uk/privacy. Alternatively, you can request one by contacting us (see section 10).

- e. If you wish to opt out from receiving marketing about Unity Mutual's products and services, please contact us (see section 10).
- f. We will share your data with relevant partners to satisfy Know Your Customer (KYC) and anti-money laundering regulations.

13. Financial Services Compensation Scheme

- a. We are covered by the Financial Services Compensation Scheme (FSCS). If we cannot meet our obligations, you may be able to claim 100% of the cash sum from the FSCS. You can find out more by visiting fscs.org.uk or contacting the scheme directly using the details below.
 - By phone: 0800 678 1100 or 0207 741 4100.
 - In writing: Financial Services Compensation Scheme, PO Box 300, Mitcheldean GL17 1DY.

14. Law and language

- a. In legal disputes, the law of England and Wales will apply.
- b. If you live in Scotland or Northern Ireland in which case their courts will have jurisdiction in any dispute.
- c. The contractual terms and conditions and all communications in relation to the **Bond** will be supplied in English.

15. Definitions

In this document, we have highlighted defined terms in blue type. The meaning of these words are explained below:

Bond: The Guaranteed Investment Bond.

Bond Holder: The investment owner and member of the society.

Cancellation period: You have 30 days from when you receive your **Policy Documents** to change your mind and cancel the **Bond** (to cancel outside of the 30 days please see section 4).

Commencement Date: This is the date we confirm that your **Bond** started from.

Guaranteed Investment Bond (GIB): It is a life assurance policy, designed for people who want to invest a lump sum with a guaranteed rate of return.

Life Assured: The person named in the **Policy Documents** and whose life is covered by this **Bond** and in the event of their death, a claim could be made.

Policy Documents: This is the document that we provide to you showing the details of your **Bond** such as **Life Assured**, **Investment Amount**, and **Commencement Date** selected.

Series: This **Bond** is a limited issue and will, therefore, be subject to availability. If the Issue becomes fully subscribed then we may close this Issue without notice.

Unity Mutual Life fund: This is the fund where your money is invested. We use this money to invest in asset classes that enable us to provide the policy benefits, such as return of your lump sum investment and guaranteed growth over the term of your investment.

Any  questions?

If you have any questions about this document you can contact us on

 **0161 214 4650**

 insure@unitymutual.co.uk