

Guaranteed Five Year Savings Plan

Key Features

"Why should I read this document?"

The Financial Conduct Authority is a financial services regulator. It requires us, the Metropolitan Police Friendly Society, to give you this important information to help you decide if the **Metfriendly** Guaranteed Five Year Savings Plan 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.

We want you to be comfortable that you understand the 'Key Features' of this product before you decide to proceed. If you do not understand something in this document, please feel free to contact us.

Key Features

These are the 'Key Features' of the Metfriendly Guaranteed Five Year Savings Plan.

Its aims

- To provide a lump sum at the end of 5 years' regular savings
- To provide a guaranteed minimum benefit on early surrender (or death)

Your commitment

- You agree to save a regular monthly sum (which cannot be varied) by salary deduction or direct debit.

Risks

- Your circumstances may change, forcing you to cash in early

Questions and Answers

How does the Guaranteed Five Year Savings Plan work?

- You invest a regular monthly premium (minimum £20) with Metfriendly
- After five years you will receive the guaranteed maturity benefit
- There are guaranteed early surrender benefits

Who can take out a Metfriendly Guaranteed Five Year Savings Plan?

You must be a UK resident aged 18 or over, and you must work or have worked in the police service - or be the partner or close relative of such a person.

How flexible is the Guaranteed Five Year Savings Plan?

The term (5 years) and the premium are fixed once it has begun.

What will I get back?

As an example, under this plan a regular premium of £50 per month (£600 per year, £3,000 in total) will be guaranteed a return of £3,050 after five years. The table shows what you would get back if you had to cash your plan in early.

The early years

At the end of year	Total premium paid in to date	What you would get back
1	£600	£500
2	£1,200	£1,150
3	£1,800	£1,750
4	£2,400	£2,400

Warning - if you cash in during the early years, you could get back less than you paid in.

What are the charges?

- All charges and expenses have already been taken into account in determining the benefits shown above.

When can I take money out?

When the **Guaranteed Five Year Savings Plan** reaches the end of the 5 year period we will contact you to make arrangements for you to receive the maturity value. You can cash in the **Guaranteed Five Year Savings Plan** completely at any time for a 'surrender value' (see 'What will I get back?'). We will not permit partial surrenders.

On taking money out of the plan there may be tax implications. (See 'What about Tax')

What is the Rolling Five Year Savings Plan?

With a **Rolling Five Year Savings Plan** you take out a new plan every year. After five years your first plan matures and pays out. The next year your second plan matures and pays out and so on. This means that every year you will then receive a pay-out from a **Guaranteed Five Year Savings Plan**.

May people use this method of saving for regular yearly events such as their annual holiday, Christmas or expenses at the start of the school year.

To take out a **Rolling Plan** tick the relevant box on the application form.

Taking one out means that we will send you a new policy schedule each year, along with a cancellation notice giving you the option not to proceed with any further plans.

How can I cash-in early if I need to?

All you have to do is download a Redemption Form from our website (www.metfriendly.org.uk/redeem), fill it in and post it to us. Alternatively, you can send or fax us a signed letter detailing your request and giving details of the bank or building society account (which must be in your name) where we should pay your money.

Payment will be made on the 7th of the following month (or next working day). Where there is an intervening public holiday, different arrangements apply. Please contact us for more details.

How do I apply for a Guaranteed Five-Year Savings Plan?

Applications can be initiated online. If you are not currently serving in the London Police Services we will require reasonable proof of identity (Copy Birth Certificate, Driving License or Passport).

Serving officers or staff in the Metropolitan and officers in the City of London Police Services can authorise us to take monthly premiums from their salary - both for their plan and that of their partner. Any amount subscribed in this way for a partner must be their own money.

If you are retired or a relative, or simply wish to pay by direct debit, we will send you a direct debit form (unless you already pay this way).

As an alternative to the online application you can print off a PDF Application Form from the website and send it to us.

What if I change my mind?

We will send you a policy and schedule showing your benefits and a cancellation notice. If you change your mind, you can return the notice within 30 days for a full refund.

Are there limits on premiums?

The minimum premium is £20 per month for the Regular Plan (and for each plan under the Rolling Plan). There is no upper limit.

Can I choose how long to save for?

The **Guaranteed Five-Year Savings Plan** has a fixed term of 5 years.
(Alternatively, a Metfriendly ISA can be left running for as long as you wish.)

What happens to my plan if I die?

A death benefit will be payable to your estate. This benefit will be slightly higher (2 months' premiums) than the early surrender benefit (see 'What will I get back?') and will never be less than the premiums paid.

What about tax?

If you are a higher rate taxpayer when the plan pays out, you will need to declare any profit on your tax return and suffer income tax at the **difference** between the basic rate and the highest rate you pay.

(Alternatively under a Metfriendly ISA, profits are not subject to tax.)

How much will it cost for advice?

Metfriendly is not authorised to give financial advice nor does Metfriendly pay any form of commission or make any incentive payments. Any cost of providing verbal or written information about Metfriendly plans is included in Metfriendly's overall expenses.

Is it suitable for me?

If you are unsure as to the suitability of these products, and wish to obtain personal advice, you should contact an independent financial adviser.

To find out more about our financial strength you can read our Solvency and Financial Condition Report (SFCR) available on our website at www.metfriendly.org.uk/sfcr.

How do I contact you?

Metfriendly, Central Court, Knoll Rise, Orpington BR6 0JA

Phone: 01689 891454

Fax: 01689 891455

Email: info@metfriendly.org.uk

Web: www.metfriendly.org.uk

How to complain

- If you have a complaint about any aspect of the service you have received, in the first instance please contact us. A summary of our complaints handling procedure is available from us.
- If you feel your complaint is not dealt with to your satisfaction, you can then contact the Financial Ombudsman Service, Exchange Tower, London, E14 9SR or visit their website www.financial-ombudsman.org.uk. This will not affect your right to take legal proceedings.
- In the event of any complaint, we would treat you as a normal retail customer and not make any assumptions of specialist investment knowledge on your part.

Compensation

- Information on compensation arrangements is available from us.
- We are a member of the Financial Services Compensation Scheme.
- **Metfriendly** is an insurance provider.

Law

- In legal disputes the law of England and Wales will apply.
- Full details of the plan are contained in the Society's Tables and Rules - which evidence the legally binding contract between you and **Metfriendly**.
- On taking out this plan, you will be issued with a certificate showing your benefits. As you are then a member of the Society you are subject to our Rules, which are available on the website or on request from us.