



Your Savings Terms And Conditions

Effective from 6 April 2016

www.saffronbs.co.uk 0800 072 1100

Important changes to the 'Your Savings Terms and Conditions'

We are making some changes to the terms and conditions. These amendments are due to changes in regulation and service upgrades.

These will take effect from 2 May 2017 and replace the current clauses in the terms and conditions

What's Changing (Current Condition)	How is it changing? (New Condition)
<p>1.1 When you open an account we are required by law to confirm your identity. We will ask you to provide proof of your identity and address. We will also seek to validate your identity and residence using an online search facility. Do not send original documents to us in the post. Further information is available in our Things You Need to Know leaflet.</p>	<p>1.1 When you open an account we are required by law to confirm your identity. We will ask you to provide proof of your identity and current residential address. If you have been at your current address for less than three months we will ask you to provide proof of your previous address.</p> <p>We will also seek to validate your identity and residence via an online search facility using information held by credit reference agencies including the Electoral Register and any database (public or otherwise) to which the credit reference agencies have access. They may also use your details in the future to assist other companies for verification purposes. A record of this search will be retained. We reserve the right to re-identify you via the online search facility each time you apply for an account with us.</p> <p>Do not send original documents to us in the post. Further information is available in our Things You Need to Know leaflet.</p> <p>If you are under 18 when you open your account we will need to confirm your identity as detailed above once you turn 18.</p>
<p>17.4 (New Clause)</p>	<p>17.4 In order to prevent or detect fraud, the information provided in the application will be shared with fraud prevention agencies. If false or inaccurate information is provided and fraud identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Law enforcement and government agencies may access and use this information to prevent fraud and money laundering. It is therefore important that accurate information is provided to us. Searches will be made for similar</p>

	<p>applications made by you to other financial institutions and if fraud is suspected, other relevant details will be shared with those financial institutions. This information may be used by other entities to prevent fraud and money laundering, for example, when:</p> <ul style="list-style-type: none"> a. Making financial or credit-related decisions about you b. Managing credit and credit related accounts or facilities c. Checking details on proposals and claims for all types of insurance d. Checking details of job applicants and employees. <p>You can find out which fraud prevention agencies are used by writing to the Head of Financial Crime, Saffron Building Society, 1A Market Street, Saffron Walden, Essex, CB10 1HX.</p>
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These changes took effect from 1 December 2016 and replace the current clauses in the terms and conditions

What's Changing (Current Condition)	How is it changing? (New Condition)
<p>8.10 Where a material change in the interest rate that is paid on your savings is proposed, and this change is to your detriment, we may make the change by giving you 30 days personal notice prior to the change happening.</p> <p>A material change that is detrimental to you is defined by the Society as: any drop in the rate of interest paid, where you have a balance of at least £500 in your account at the month end prior to the notification being given.</p> <p>We will give this notification in one of the following ways:</p> <ul style="list-style-type: none"> (a) sending you an email or a text message where we hold this information and you have agreed that we can communicate this information in this way; (b) writing to you. <p>This notification will include the following information:</p> <ul style="list-style-type: none"> (a) what the current interest rate payable is on your account; (b) what the proposed interest rate is; (c) the reason for the change; 	<p>8.10 Where a material change in the interest that is paid on your savings is proposed, and this change is to your detriment, we may make the change by giving you a minimum of 30 days personal notice prior to the change happening.</p> <p>A change to a rate of interest is considered 'material' except where the balance of the account is less than £100 at the month end prior to notification being made. We will notify you by email or text (where we have your permission to communicate in this way) or in writing.</p> <p>This notification will include the following information:</p> <ul style="list-style-type: none"> (a) the current interest rate payable on your account; (b) the proposed interest rate; (c) the reason for the change; (d) when the change will take effect; (e) the options that you have including: <ul style="list-style-type: none"> (i) how you can decline the change; (ii) how long you have to decline the change; (iii) the consequences of declining the change or

<p>(d) when the change will take effect; (e) the options that you have including: (i) how you can decline the change; (ii) how long you have to decline the change; (iii) details of any comparable accounts that the Society offers with similar account features and services; (iv) the consequences of declining the change or not declining the change.</p> <p>For clarification; no notification will be given where you have less than £500 in your account at the month end prior to the notification being given. However, you will be advised of the change to your interest rate in accordance with section 8.9 of these conditions.</p>	<p>not declining the change.</p> <p>Where the account balance is less than £100 we will not notify you. However, you will be advised of the change to your interest rate in accordance with section 8.9 of these conditions.</p> <p>Saffron Building Society will also contact you within 14 days of the change to remind you of any changes that will be applied to your savings interest rate. We will notify you by sending an email, online secure message or text (where we have your permission to communicate in this way) or by writing to you.</p>
<p>8.13 Where your account pays an introductory or bonus rate, we will give you personal notification a minimum of 30 days prior to this rate coming to an end, where all of the following applies; a) your account has a balance of more than £500 at the month end prior to the notification being given; b) you have had an account for at least 12 months when the introductory or bonus rate is due to end; c) the rate of interest paid to you will drop by more than 1.00%</p> <p>We will give this notification in one of the following ways: (a) sending you an email or a text message where we hold this information and you have agreed that we can communicate this information in this way; (b) writing to you.</p> <p>This notification will include the following information: (a) what the introductory bonus rate is; (b) when will it end; (c) what the interest rate payable will be after this time; (d) where you are not tied into the account, comparable accounts that the Society offers</p>	<p>8.13 Where your account pays an introductory or bonus rate, we will give you personal notification a minimum of 30 days prior to this rate coming to an end, where all of the following applies; a) your account has a balance of more than £100 at the month end prior to the notification being given; b) you have had an account for at least 12 months when the introductory or bonus rate is due to end; c) the rate of interest paid to you will drop by more than 1.00%</p> <p>We will notify you by email or text (where we have your permission to communicate in this way) or in writing.</p> <p>This notification will include the following information: (a) the introductory bonus rate; (b) when will it end; (c) the interest rate payable after this time; (d) where you are not tied into the account, comparable accounts that the Society offers.</p> <p>Saffron Building Society will also contact you within 14 days of the change to remind you of any changes that will be applied to your savings interest rate. We will notify you by sending an email, online secure message or text (where we have your permission to communicate in this way) or by writing to you.</p>
<p>12.16 If you have an account that matures after a certain period of time, then your options on maturity will be sent to you before the account</p>	<p>12.16 If you have a Fixed Term savings account; when your fixed term expires we will move your funds into another account. We will advise what type of account this is when you open your Fixed</p>

matures and closes.

Term savings account. All customers are contacted in advance of their Fixed Term product coming to an end; a minimum of 30 days in advance of the product 'maturing' or reaching the end of its Fixed Term period. We will contact you again, within 14 days of the Fixed Term expiring, to remind you of the Fixed Term end date and to provide you with a reminder of how to review the choices you have on offer from us as a savings provider and what will happen to your savings if you choose to do nothing.

We will notify you by email or text (where we have your permission to communicate in this way) or in writing.

This notification will include the following information:

- (a) the current interest rate payable on your account;
- (b) where you can find information about what product your savings will move into if you do nothing
- (c) where you can find information about what other products you can choose to put your savings into at the end of the fixed term and how you can let us know what your choices are

Saffron Building Society is your payment service provider. We will operate your account in accordance with these terms and conditions. Every effort has been made to ensure that these terms are fair and in accordance with the relevant regulations by which we are governed.

We are committed to providing you with a prompt, efficient and fair service. In this leaflet we aim to give you information to help you operate your savings account, together with the general terms and conditions.

The leaflet explains the responsibilities of both you, the member, and us, the Society. The terms refer to all savings accounts that we offer and they specify our business relationship with you, the member. However, if a specific service we provide has terms and conditions stated in the savings account leaflet, then the specific conditions will take priority. We will ensure that these special conditions are also fair and in accordance with the regulations by which we are governed.

1 Account Opening, Holders and Membership

- 1.1 When you open an account we are required by law to confirm your identity. We will ask you to provide proof of your identity and address. We will also seek to validate your identity and residence using an online search facility. Do not send original documents to us in the post. Further information is available in our Things You Need to Know leaflet.
- 1.2 Prior to account opening, we will tell you about the accounts we offer which have the services you are looking for the main features of the accounts and the rates of interest payable on the accounts. However, if you require information on just one account in particular, we will provide you with this information. All of this information will be available to you in our branches, on our website or by talking to our staff on the phone.
- 1.3 Before you open an account, we will provide you with a copy of these terms and conditions and give you the opportunity to read and understand them fully before you are bound by any contract with us.
- 1.4 Once your savings account has been opened, we will provide you with a passbook, or other document that we deem to be a membership document, as a record of all transactions that you make on your account. For full details regarding the use and safe keeping of your passbook, please see section 2 and 17.2 of these conditions.
- 1.5 When opening an account, you will be required to complete the necessary application form in full. By signing an application form you are making the declaration as documented on the application form.

- 1.6 We reserve the right to refuse to open an account without giving a reason. We also reserve the right not to release a membership document until satisfactory evidence of identification has been provided.
- 1.7 To be eligible for an account, you must be permanently resident in the United Kingdom (UK).
- 1.8 When you open a share account you become a member of Saffron Building Society. This means that you have a direct say in how the Society is run. If you are aged 18 or over, and subject to section 2.6 of these conditions, you are entitled to vote at the Society's Annual General Meeting provided your account was open at the Society's previous year-end (31 December) and had a balance of at least £100. Full details of your rights as a member and the procedure for the Annual General Meeting are in the Society's rules. You can obtain a copy of our rules at any time by requesting them from our Head Office or any of our branches.
- 1.9 Accounts may be held in more than one name (except where stated). However, all account holders are responsible individually and jointly for the conduct of the account. For full details of your rights and liabilities as a joint account holder, please see sections 2.6 – 2.9 of these conditions.
- 1.10 We do not have to recognise the interest or claim of any person other than the account holder(s) in respect of money held in any account, nor will we be liable in any way for failing to recognise such interest or claim, except as required by law.
- 1.11 The Society offers accounts through the following channels:
- (a) face to face in one of our branches or agencies;
 - (b) through the post with Saffron Direct;
 - (c) over the phone with Saffron Direct;
 - (d) over the internet with our online accounts.

These terms and conditions do not cover our online accounts or ISA accounts, and the terms and conditions relating to these accounts can be found in the Online Account Terms and Conditions and ISA Terms and Conditions.

2 Membership

- 2.1 We will give you a membership document on account opening and on receipt of satisfactory evidence of identification. It will remain our property and must be returned to us whenever we ask, to be brought up to date or for such other purposes as we may reasonably require.
- 2.2 A membership document means a passbook, certificate, card or any similar items, which we designate to be a membership document. You must keep your membership document safe. For some practical advice about how you can do this, please see section 17.2 of these conditions. We recommend that you regularly check your passbook. If any entry appears to be wrong, you must advise us as soon as possible so that we can take action to sort it out. For full details of the process to follow and what action we will take, please see section 7 of these conditions.
- 2.3 If your membership document is either lost or stolen, you must notify us as soon as you can, in the first instance verbally, but always in writing. You can notify us verbally in a branch or over the phone on 0800 072 1100. On receipt of verbal notification, we will suspend the use of the membership document immediately. There is a messaging service available for out of office hours.
- 2.4 We reserve the right to suspend the use of your membership document where we reasonably believe that the security of the membership document is at risk, or where there may be fraudulent activity on the account. Unless it would be unlawful to do so, we will tell you if we are going to do this, and the reasons for doing so, by writing to you. We will remove any block on the use of the membership document once we have reasonable belief that the reason for stopping the membership document in the first place no longer exists.
- 2.5 Written notification will be deemed to have been received once a lost/stolen passbook indemnity form has been completed and any fee, as detailed in the Things You Need to Know leaflet, which we may reasonably require, has been paid. On receipt of this notification we will, after a period of up to 14 days, arrange for the balance of your account to be transferred to a new account and provide you with a new membership document showing your new account number. For joint accounts, we will require the signature of each account holder.
- 2.6 As referred to in section 1.9 of these conditions, accounts may be held in more than one name. The first named on your account is called the representative joint holder and is the only person on a joint account who is entitled to vote at the Society's Annual General Meeting. The other parties to the account do not have voting rights. You are entitled to choose the order in which the joint holders are named on the account.

- 2.7 When you open a joint account you will be asked how you want to operate it. You make the decision as to whether withdrawals can be made by any of the account holders in their own right (subject to the account type) or whether more than one, or all of the signatures, are required. This decision also applies to account amendments and closure. Whatever the decision, however, both signatures will be required to amend the account from 'any one signature required' to 'all signatures required' and when completing a lost/stolen passbook form as stated under section 2.5 of these conditions. Communication from the Society to one of the named account holders will be deemed to be effective to all account holders.
- 2.8 It is important to note, that if you choose to allow any one joint account holder to sign for withdrawals by ticking the 'any one signature required' box on the application form, this means that, subject to section 2.7 of these conditions, any one account holder can withdraw funds, amend or close the account without the consent or knowledge of the other account holder(s) at any time.
- 2.9 On proof of death of any joint account holder, we will recognise only the surviving account holder(s) as having ownership of, or interest in, the account and the survivor(s) shall be entitled to operate the account on the same terms.
- 2.10 The maximum overall deposit any customer may hold with the Society may not exceed £5,000,000. Exceptions to this limit may be considered by the Society's board. Some products carry their own maximum investment limits, details of which can be found in the relevant product literature.

3 Distance Contract

- 3.1 Accounts that are opened at a distance, i.e. not by visiting one of our branches or agencies, are deemed to be distance contracts.
- 3.2 Distance contracts can be opened with the Society through the post or through the internet. Online accounts are subject to different terms and conditions. Please see the Online Account Terms and Conditions on our website.
- 3.3 When you apply for an account through the post, you will be sent a copy of these terms and conditions and given an opportunity to read and understand them fully before being bound by any contract with us.
- 3.4 We will always provide you with sufficient information about our accounts so that you are able to make an informed decision about the type of service that you wish for us to provide. This information is not limited to, but will include, the following:
- (a) a description of the main characteristics of the service that we will provide;

- (b) the details about any right to cancel that may exist for the contract;
 - (c) details about our complaints procedure;
 - (d) details about any compensation scheme that may apply to your account.
- 3.5 The normal conditions for account opening will apply; in that a fully completed and signed application form will be required and you will be needed to prove your identification and residency as stated in section 1.1 of these conditions.
- 3.6 When operating an account through the post, it is important that you do not send us any cash through the post as the Society cannot accept liability for any loss.
- 3.7 Postal accounts can only be transacted on through the post. Any cheques withdrawn from a postal account will be made payable to the account holder only.

4 Services Of Notices And How We Will Communicate With You

- 4.1 We will ensure that all communications (including financial promotions) with you are clear, fair and not misleading. All communications with you will be in English and in comprehensible form.
- 4.2 We will contact you using the most recent email address, postal address or phone number you have given us and in the format agreed by you. Any notice we send to the most recent address (email or postal) we have for you, will be binding on you. If you do not tell us about a change of contact details and, as a result, an email or post is returned to us, we may restrict access to the account until we receive satisfactory proof of your new address. When we send a notice or other document by post, it will be treated as properly served 72 hours after it is posted to you, if we post it to your notified address. We will not be liable for delays due to circumstances outside our control, including postal delays. Where you have elected to communicate by email and the email service is not available, we may communicate with you through the post.
- 4.3 If we inadvertently fail to:
- (a) send to you a communication intended for our investors generally or a category of investors of which you are one;
 - (b) display a notice at our Head Office or any other branch office;
- this will not make the notice invalid.
- 4.4 We will never explain the benefits of a product or service without also making its risks clear to you.

- 4.5 Where required to by the regulations which govern us, we will send you information in a durable medium. This means that it will be in a format that is storable for future reference by you.
- 4.6 Unless you tell us that you want to receive them, you will not receive from us an annual statement of interest paid to your account. You can let us know that you wish to receive annual statements by telling us at any time in person at one of our branches, over the phone on 0800 072 1100, in writing or by email to marketing@saffronbs.co.uk.
- 4.7 The regulations, by which we are governed, require us to send you notices and information when certain things on your account happen and/or change. These notices are detailed under the relevant section of these conditions.
- 4.8 We will not make any charge for providing any of the information that we are obliged to provide by the regulations by which we are governed. We are entitled to make a charge for the provision of information that is in addition to the requirements set out by the regulations by which we are governed. We will only provide additional information where you ask us to and we will always tell you if it will incur a charge prior to carrying out your request.
- 4.9 If your name and/or address, including your post code changes, you must inform us, in writing, within 28 days. Before we can change our records, we will require you to complete the necessary form and supply documentary evidence for a change of name (marriage certificate etc.).

5 Deposits Into Your Account

- 5.1 Subject to the product specific conditions, we will accept deposits to your account in pound sterling in the following ways:
- (a) Cash;
 - (b) Cheques;
 - (c) Standing order;
 - (d) BACS payments;
 - (e) Internal transfer;
 - (f) CHAPS payments;
 - (g) Faster Payments Service.

The accounts that the Society offers do not allow you to receive money in any currency other than sterling.

- 5.2 When arranging for money to be credited to your account, you must give the person sending you the money the correct bank details in order that the money be credited to your account. The correct details for electronic payments are:

Sort Code: 20-74-05

Account Number: 00775991

Reference: Your 8-digit Society account number, which can be found at the front of your passbook (or other membership document or account record).

Should you send or arrange for money to be sent that does not reach your account, we will not be liable where you have not given the correct payment details. Where the correct payment details have not been given we will make all reasonable efforts to help you recover the funds.

5.3 Cash

- (a) You can pay cash in over the counter at any of our branches. You must complete a paying in slip in order to do this.
- (b) You can also pay cash in via one of our agencies. Cash paid in by this method will be forwarded to us by the agency. We normally receive payments within four business days after the day you pay in the cash at the agency.
- (c) When we receive the payment, it will be added to your account and will be available for you to withdraw immediately. It will be treated as cleared for interest calculation purposes (if applicable) from the day that you paid it in at the agency.

5.4 Cheques

- (a) You can pay cheques in over the counter at any of our branches or by post.
- (b) You can also pay cheques in via one of our agencies. Cheques paid in by this method will be forwarded to us by the agency. We normally receive payments within four business days after the day you pay in the cheque at the agency.
- (c) When we receive the payment, it will be added to your account on the day that we receive it. It will be treated as cleared for interest calculation purposes (if applicable) from the day after you paid it in at the agency.
- (d) Cheques can only be made payable to the account payee. Cheques crossed 'account payee' will only be accepted into the account of the payee named. Any endorsements to an 'account payee' cheque will not be accepted.

- (e) We will refuse to accept a cheque drawn in your favour which is dated more than six months earlier than the date on which it is presented for payment.
- (f) You will not normally be allowed to withdraw money against uncleared cheques. A cheque normally takes six working days to clear, as shown below. All number of days are working days:

Day 0 – Saffron Building Society receives the cheque.

Day 1 – The account starts to earn interest on the money paid in.

Day 2 – The payer’s bank account will be debited with the amount shown on the cheque. Up until the end of day 6, a cheque may still bounce and the money be reclaimed from the payee’s account.

Day 7 – The money is available to withdraw (if the account allows withdrawals). This is the same day that you can be certain that the money is yours and cannot be reclaimed without your permission subject to point (h) below.

- (g) If we allow you to make a withdrawal against a cheque earlier than the seventh working day, this is no guarantee that the cheque has been ‘cleared’. If the cheque is not ‘cleared’, you will have to repay us the amount of the withdrawal.
- (h) If a cheque that you have paid into your account is lost in the clearing process, then it will not be cleared and (provided we have not acted negligently) we will remove the amount from your account accordingly. It will then be your responsibility to obtain a replacement for the lost cheque.
- (i) Cheques paid in, which are subsequently returned from the bank, will be debited to your account. We may reasonably make a charge for returning the cheque; details of any applicable charge can be found in the Things You Need to Know leaflet. If this happens, we will give you personal notification either through email (where we hold this information) or letter. Should we receive the returned cheque back then this will be forwarded on to you.

5.5 Standing orders and BACS Payments

- (a) A payment that is sent to you by Standing order or through the BACS system will take three business days to reach your account.
- (b) Funds sent by Standing order and BACS will be credited and made available to you on the same business day that we receive them.

- (c) A Standing order or BACS payment into your account can only be instigated at the sending bank. You will need to give the details noted under section 5.2 of these conditions in order for the payment to reach your account.

5.6 Internal Transfer

- (a) Payment that is transferred internally between your Saffron accounts will be processed and sent on the same business day that you execute the transaction where this is done before 1pm. For transactions executed after 1pm, the payment will be processed and sent on the next business day.
- (b) Funds sent by an Internal Transfer will be received in the destination account and made available on the same business day that it is sent.
- (c) An Internal Transfer can only be instigated via our Online Banking Service using your personal security features.

5.7 CHAPS

- (a) Payment that is sent to you through the CHAPS system will be received into your account on the same business day that it is sent. There is normally a charge for this type of transaction that will be levied by the sending bank.
- (b) Funds sent by CHAPS will be credited and made available to you on the same business day that we receive them. Where the funds are received outside of a business day, the credit and availability of the funds will be made the next business day.
- (c) A CHAPS payment into your account can only be instigated at the sending bank. You will need to give the details noted under section 5.2 of these conditions in order for the payment to reach your account.

5.8 Faster Payments

- (a) A payment that is sent to you through the Faster Payments system will be received into your account on the same business day that it is sent.
- (b) Funds sent as a Faster Payment will be credited and made available to you within two hours of us receiving the funds, where this is received on a business day. Where the funds are received outside of a business day, the credit and availability of the funds will be made within two hours of the start of the next business day.
- (c) A Faster Payment into your account can only be instigated at the sending bank. You will need to give the details noted under section 5.2 of these conditions in order for the payment to reach your account.

- 5.9 While we try to operate your account accurately, mistakes may occur. If you are aware that an amount has been incorrectly credited to your account you should notify us immediately. If you use funds with the knowledge that they were incorrectly credited to your account, we may take steps to recover the money from you or take it from your account and take such other proceedings or actions as may be appropriate.
- 5.10 If we become aware of an error that we have made, we will notify you either by telephone, in person or by letter or email. We will amend the error accordingly, including removing any money incorrectly credited into your account.
- 5.11 Should the removal of such funds result in any account charges or debit interest, we will refund these to you except where section 5.8 of these conditions applies.
- 5.13 We may refuse to accept any deposit to an account where we believe that it would be unlawful to accept the deposit, or where it contravenes the conditions of the account as set out in this document and any product specific conditions. For example, without the production of a signed paying in slip.
- 5.14 When you ask us to execute a transaction we will tell you, on request, how long it will take for the transaction, to reach its destination and about any charges in respect of the transaction. We will give you this information before we carry out your instructions.
- 5.15 Once an instruction to credit your account has been sent, you can only cancel the transaction up to the close of business on the working day before the funds leave the source account. You must do this by contacting the bank from where you are sending the payment.

6 Investment Withdrawals

- 6.1 There may be specific terms and conditions that apply to withdrawals from your specific type of account and, therefore, you should check your product literature for any additional conditions on withdrawals; or you can ask any of our staff. Any withdrawal limits or restrictions, as detailed within the product specific conditions, must be observed at all times.
- 6.2 Withdrawals can be made from your account in sterling in the following ways, where your account allows such transactions:
- (a) Cash;
 - (b) Society Cheque;
 - (c) Adhoc BACS;
 - (d) Internal Transfer.

The accounts that the Society offers do not allow you to send money internationally.

- 6.3 When requesting an amount to be paid from your account, the full amount of the transaction will be debited, plus any charges that are associated with that transaction. Details of all charges that relate to particular types of transactions are detailed in the Things You Need to Know leaflet.
- 6.4 Withdrawals can only be made from cleared funds in your account of up to £500 in cash per day at branches and agencies, and £100,000 by cheque on demand at branches, agencies, and by post. A withdrawal form must be completed in full, including a signature, and the passbook or membership document must be presented. For your protection, we may require proof of your identity before allowing withdrawals from your account.
- 6.5 For withdrawals larger than the daily allowance, notice of one banking day is required. Please note: cash withdrawals with notice are subject to a maximum of £1,000 per day.
- 6.6 Cash
- (a) You can withdraw cash over the counter at any of our branches. You must complete a withdrawal slip and present your passbook or membership document in order to do this.
 - (b) You can also withdraw cash via one of our agencies. You must complete a withdrawal slip and present your passbook or membership document in order to do this. For cash withdrawn by this method, the details of the transaction will be forwarded to us by the agency. We normally receive the instruction within four business days after the day you withdraw the cash at the agency.
 - (c) When we receive the details of the transaction it will be debited to your account immediately. It will be treated as debited for interest calculation purposes (if applicable) on the day that you withdrew it at the agency.
- 6.7 Cheques
- (a) You will not receive a cheque book with your Society account. If you require a cheque from your account, you can request this in one of our branches, at an agency or through the post. There is no charge for the provision of a Society cheque.
 - (b) If you make a withdrawal by cheque and it is made payable to a third party, then the cheque can only be stopped by the Society if it is reported lost or stolen. You will need to provide written instructions to your branch or call Saffron Direct for further details. A charge may be payable for this service, please refer to the Things You Need to Know leaflet for details.
 - (c) Any cheque withdrawn on a postal account cannot be made payable to a third party, but in the account holder's name only.

- (d) All cheques drawn from Society accounts are 'Account Payee Only' which means that they cannot be endorsed to the benefit of a third party.
- (e) Cheques drawn from your account are valid for six months.

6.8 Adhoc BACS

This service is available for when accounts are closed. This is not a service that is available as normal activity on any of our ISA accounts.

6.9 Internal Transfer

- (a) You may transfer money to one of your other Society accounts, subject to the conditions of the receiving account.
- (b) Where you request to transfer money to another of your Society accounts before 1pm on a business day, the funds will be sent on the same business day. Where your request to transfer money is after 1pm on a business day, the funds will be sent the next business day.
- (c) Funds that are sent to another of your Society accounts will be received and made available in the destination account on the same business day that they are sent.

6.10 The minimum balance, as detailed within your product specific conditions, must be maintained at all times. If your balance falls below the minimum balance, as detailed within your product specific conditions, we will advise you personally. If you do not increase the balance within 30 days, we may close your account and return your money plus any interest you are due. A lower rate of interest will apply whilst your balance is below the minimum balance. We will advise you what this rate of interest will be when we send you notification in accordance with this condition.

6.11 Should notice be required by the product specific terms and you provide us with this notice to make a withdrawal you will be given a due date on which the withdrawal, can take place. The notice can be extended by up to six days from the due date. Any further extension will not be permitted, and any withdrawal will be subject to a new notice period of interest penalties in accordance with the terms of the account.

6.12 Once a request has been received and/or the money has debited your account you are not able to revoke the transaction. For transactions that are forward dated you are able to cancel your instruction up to the close of business the working day before the funds are debited from the account.

- 6.13 We can restrict at any time the amount which can be withdrawn from any account. We will only do this if:
- (a) we reasonably believe that there may be fraudulent activity or other financial crime affecting the account;
 - (b) we are required to do so by any law, regulation or court order;
 - (c) there is a dispute (which we reasonably believe may be genuine) about the ownership of, or entitlement to, the money in the account;
 - (d) circumstances beyond our reasonable control prevent us from offering a normal service (such as in the event of terrorist threat, computer systems failure or strikes); or
 - (e) circumstances exist which lead us reasonably to believe our financial stability is under threat (such as where rumours cause actual or potential abnormal levels of cash withdrawals).

In the case of (d) and (e);

- (i) we will act proportionately to the circumstances in question;
 - (ii) we will take all reasonable steps to ensure that the restrictions are lifted as soon as practical to minimise the inconvenience to you;
 - (iii) we will take into account the interests of the Society's membership as a whole;
 - (iv) we will, if practical, give advance notice; and
 - (v) we may consider exceptions to the restrictions if we are reasonably satisfied that substantial hardship would otherwise be caused.
- 6.14 When you ask us to execute a transaction, we will tell you, on request, how long it will take for the transaction to reach its destination and about any charges in respect of the transaction. We will give you this information before we carry out your instructions.
- 6.15 When an electronic payment transaction debits your account, we will make the following information available to you; for you to obtain on a monthly basis should you wish to do so:
- (a) a reference enabling you to identify the electronic payment;
 - (b) the payee's name so that you know where the payment has gone;
 - (c) the amount of any charges for the transaction;
 - (d) the date that the money left your account.

You can obtain the above information by visiting one of our branches, or contacting us in writing or over the phone. This information will be provided to you in writing, either through personal notification or your passbook. There will be no charge for the provision of this information on a monthly basis.

- 6.16 When an electronic payment transaction debits your account we will provide the following information to the intended recipient so that they can easily identify where the funds have come from:
- (a) a reference enabling the payee to identify the electronic payment and its source;
 - (b) the amount of the transaction to be credited to the intended account;
 - (c) the amount of any charges for the transaction;
 - (d) the credit value date for interest calculation purposes.
- 6.17 Your account must not go overdrawn. Withdrawals cannot be made unless you have sufficient cleared funds in your account. If withdrawals, payments or fees made from your account do take the balance below zero, therefore creating an unauthorised overdraft, your account must be brought back to credit immediately. If this happens we will advise you personally by email or letter.
- 6.18 If full settlement of any unauthorised overdraft is not made within 28 days from the date that we issue the notification as stated in section 6.20 of these conditions, we reserve the right to register the account as defaulting with one or more licensed credit reference agencies.
- 6.19 Where we take court action to recover any outstanding unauthorised overdraft, interest may be charged at the Bank of England's base rate up to and including the date of judgement. Following judgement by the court, the debt will continue to attract interest set at a rate by the court.
- 6.20 If you have other savings accounts with the Society, we may set off any debt balance on one account against a credit balance on another account to bring the account back into a positive balance. We will notify you personally if we do this by email or letter.

7 Unauthorised Payments And Disputed Transactions

- 7.1 As noted under section 2.2 of these conditions, we recommend that you check your passbook or membership document on a regular basis.
- 7.2 If someone other than you produces your membership document to us, pretends to be you or to be authorised by you, and is therefore able to withdraw money from your account, you will be liable for the amount of any withdrawals made if you have acted fraudulently or with gross negligence.

- 7.3 Where you identify that a transaction has occurred on the account that you did not authorise, you must tell us as soon as possible so that we can take the necessary action.
- 7.4 You will not be liable for any losses incurred in relation to an unauthorised payment where you have not acted fraudulently or intentionally, or with gross negligence, or failed to comply with your obligations under these conditions in relation to the use and safe keeping of your membership document.
- 7.5 Where you have acted fraudulently, or you have intentionally, or with gross negligence, failed to comply with your obligations under these conditions in relation to the use and safe keeping of your membership document, you will be liable for all losses incurred.
- 7.6 Where we are unable to prove that you authorised the payment, we will (subject to sections 7.4 and 7.5 of these conditions) refund the amount of the unauthorised payment and restore your account to the state it would have been in had the transaction never taken place, by the end of the same business day.
- 7.7 Where you identify that we have either:
- (a) not executed a transaction at your request;
 - (b) not executed a transaction in accordance with your instructions;
- you must tell us as soon as possible so that we can take the necessary action.
- 7.8 Unless we are able to prove that the payment was authenticated, accurately recorded, entered into our system and not affected by any technical breakdown, we will (subject to section 7.10 of these conditions), without undue delay, refund the amount of the non-executed or incorrectly executed payment and, where applicable, restore your account to the state it would have been in had the transaction never taken place.
- 7.9 Where we have carried out a transaction in accordance with your instructions, we will be deemed to have carried out your instructions correctly. Where it is identified, however, that the instructions that you provided were incorrect, we will make all reasonable efforts to trace and recover the funds for you.
- 7.10 Where we identify that the payment reached the firm with whom the destination account is held, it will be the responsibility of the destination firm to immediately make the payment available to the intended recipient of the funds by crediting the amount to the intended account.
- 7.11 Where we refund any amounts in accordance with section 7 of these conditions, we will also refund any charges or debit interest incurred as a result of the unauthorised or disputed transaction in question.

8 Interest

- 8.1 Details of the interest rates that apply to all of our savings accounts can be found in our Savings Rates at a Glance leaflet on our website, or over the phone. This information will be provided to you prior to you being bound by any contract with us.
- 8.2 Interest will be earned on all credit balances at the current stated rate of pay. Up to date interest rate information can always be found in our branches, on our website or over the phone.
- 8.3 Interest will be paid on the 31 December each year unless specified to be different for your type of account. If the interest on your account is paid at a different time, we will always tell you this prior to you being bound by any contract with us.
- 8.4 Interest will always be paid gross into the account on which the interest was earned. Subject to the conditions of the account, you can choose to have your interest paid to another bank, building society or Saffron account, and you can change your instructions at any time by writing to us at least 28 days before the next interest payment date.
- 8.5 Interest on our accounts is calculated on a daily basis. There may be specific conditions to your particular account which stipulate that this is different. In this circumstance, the special condition will take priority. If this is the case, we will tell you before you are bound by any contract with us.
- 8.6 Most deposits into your account will start to earn interest from the day that we receive your deposit. How this works for the individual types of transaction is detailed below.

Transaction Type	Interest earned from or up to
Cash Deposit	From the day of credit to account
Cheque Deposit	From the day after credit to account
Automated Transfer In	From the day of credit to account
Cash Withdrawal	Up to the day before it is withdrawn
Cheque Withdrawal	Up to the day before it is withdrawn
Automated Transfer Out	Up to the day before it is transferred out

Automated Transfers include internal transfers from one Society account to another.

- 8.7 Where a deposited cheque into the account does not clear, the interest that may have accumulated on the credit will not be paid on the interest payment date.

- 8.8 We can change the rate of interest paid to your savings for any valid reason where we reasonably believe change is appropriate.
- 8.9 Where a change in interest rate is to your advantage, we may make the change without giving you any prior notice. We will, however, tell you that a change has happened in one, or more, of the following ways:
- (a) by putting up notices in our branches or agencies informing you that our interest rates have changed;
 - (b) by sending you an email or a text message where we hold this information and you have agreed that we can communicate this information in this way;
 - (c) by putting notification on our website that our interest rates have changed;
 - (d) by advertising in the newspapers that are local to our branches.

You can then obtain the information specific to your account by checking our website, asking our staff or requesting to receive a copy of our latest rates in the post.

- 8.10 Where a material change in the interest rate that is paid on your savings is proposed, and this change is to your detriment, we may make the change by giving you 30 days personal notice prior to the change happening.

A material change that is detrimental to you is defined by the Society as: any drop in the rate of interest paid, where you have a balance of at least £500 in your account at the month end prior to the notification being given.

We will give this notification in one of the following ways:

- (a) sending you an email or a text message where we hold this information and you have agreed that we can communicate this information in this way;
- (b) writing to you.

This notification will include the following information:

- (a) what the current interest rate payable is on your account;
- (b) what the proposed interest rate is;
- (c) the reason for the change;
- (d) when the change will take effect;
- (e) the options that you have including:
 - (i) how you can decline the change;
 - (ii) how long you have to decline the change;
 - (iii) details of any comparable accounts that the Society offers with similar account features and services;
 - (iv) the consequences of declining the change or not declining the change.

For clarification: no personal notification will be given where you have less than £500 in your account at the month end prior to the notification being given. However, you will be advised of the change to your interest rate in accordance with section 8.9 of these conditions.

- 8.11 We will display all interest rate changes on our website and in our branches or agencies.
- 8.12 Details of historic rates are available by asking our staff or on our website; this includes for accounts that are no longer available.
- 8.13 Where your account pays an introductory or bonus rate, we will give you personal notification 30 days prior to this rate coming to an end, where all of the following applies:
 - (a) your account has a balance of more than £500 at the month end prior to the notification being given;
 - (b) you will have had your account for at least 12 months when the introductory or bonus rate is due to end;
 - (c) the rate of interest paid to you will drop by more than 1.00%.

We will do this in one of the following ways:

- (a) sending you an email or a text message where we hold this information and you have agreed that we can communicate this information in this way;
- (b) writing to you.

This notification will include the following information:

- (a) what the introductory or bonus rate is;
 - (b) when it will end;
 - (c) what the interest rate payable will be after this time;
 - (d) where you are not tied into the account, comparable accounts that the Society offers.
- 8.14 Where the interest rate payable on your account is linked to a reference rate, for example the Bank of England base rate, your rate will change to be in line with any change in the reference rate within 28 days.

9 Taxation

- 9.1 If you have any queries regarding your tax liability, you should get in touch with your local HM Revenue & Customs Tax Office.
- 9.2 Interest received and subject to higher rate income tax should be entered in your annual tax return and any further liability to pay higher rate tax must be settled directly with HM Revenue & Customs.
- 9.3 If you are parents investing on behalf of a child, you can each give your child a lump sum that produces up to £100 gross income each year without any personal liability. If the gross income from the deposit exceeds £100, then the whole amount becomes subject to income tax as if it were the parents' earned income. This rule only applies to parents.
- 9.4 If you are a minor under 16 then you can register as a non-taxpayer and receive gross interest on your savings as long as your total income is not greater than your personal allowance. For information about your personal allowance and how income tax is worked out please visit the HM Revenue & Customs website or contact your local tax office.

10 Charges

- 10.1 In accordance with the Society rules, we may make charges for certain services that are available on the account. We are not, however, allowed to charge for the provision of any information that we are required to give you under the regulations by which we are governed.
- 10.2 Savings charges are listed in the Things You Need to Know leaflet and they accurately reflect the expenses that we incur, the cost of staff time and the use of our office and computer facilities.
- 10.3 We will always provide you with a copy of the Things you Need to Know leaflet prior to you being bound by any contract with us.
- 10.4 We will advise you if a charge is applicable before we provide a product or service, and whenever you ask us. The charge will be deducted from the amount in the account on providing the service.
- 10.5 We may change the charges for any valid reason where we reasonably believe the change is appropriate.
- 10.6 Where we make a change to any of our charges, we will give you 60 days' personal notice prior to the change happening. We will do this in one of the following ways:
 - (a) sending you an email or a text message where we hold this information and you have agreed that we can communicate this information in this way; or
 - (b) writing to you.

This notification will include the following information:

- (a) what the current charge is for the one(s) we are changing;
- (b) what we are changing it to;
- (c) the reason for the change;
- (d) when the change will take effect;
- (e) the options that you have including:
 - (i) how you can decline the change;
 - (ii) how long you have to decline the change;
 - (iii) the consequences of declining the change or not declining the change.

10.7 Not declining the change, as detailed in your notification, will have the effect of you accepting the change for the account and, therefore, the changes being adopted.

11 Changes To Terms And Conditions

11.1 Upon opening the account, you are bound by these terms and conditions. For internet-based accounts, Online Account Terms and Conditions will apply. For ISAs, the ISA Terms and Conditions will apply.

11.2 You can obtain a written copy of our terms and conditions at any time by asking one of our staff or agency staff, or by calling 0800 072 1100.

11.3 We can change the terms and conditions, as detailed in this document, on which your deposit is held. The conditions under this section do not apply to any changes in interest rate or charges. The provisions for these areas are detailed under sections 8 and 10 respectively.

11.4 Any proposed changes will automatically take effect unless you tell us in accordance with the notice you will receive under condition 11.5 of these conditions.

11.5 Where we make a change to any of the terms and/or conditions as set out in this document, we may make the change by giving you 60 days' personal notice prior to the change happening. We will do this in one of the following ways:

- (a) sending you an email or a text message where we hold this information and you have agreed that we can communicate this information in this way; or
- (b) writing to you.

This notification will include the following information:

- (a) what the current condition is where one is changing;
- (b) what the proposed change is;

- (c) the reason for the change;
- (d) when the change will take effect;
- (e) the options that you have including:
 - (i) how you can decline the change;
 - (ii) how long you have to decline the change;
 - (iii) the consequences of declining the change or not declining the change.

11.6 Not declining the change, as detailed in your notification, will have the effect of you accepting the new terms and conditions of the account and, therefore, the changes being adopted within these conditions.

11.7 If we have made a major change, or a lot of minor changes, we will give you a copy of the full terms and conditions, or a summary of the changes that have been made with the notification given under section 11.5 of these conditions.

12 Account Closure

12.1 For a period of 14 calendar days following the opening of your account, you are entitled to change your mind and cancel your account and contract with us without any notice, reason or penalty. We will help you to switch accounts or simply give you your money back without losing any interest.

12.2 You can let us know that you wish to change your mind over the phone on 0800 072 1100, or by writing to us at your local branch or at Saffron Direct, Saffron House, 1A Market Street, Saffron Walden, Essex, CB10 1HX. We will take verbal notification in our branches or agencies where this is backed up in writing.

12.3 By exercising your right to change your mind, you will be cancelling your contract with us. Consequently, should you wish to reinvest, a new application form will be required.

12.4 In the case of cancellation we will, within 30 calendar days, return to you any funds in your account, including the interest that it may have earned. We are also entitled to receive back any sums that you may owe us within 30 calendar days. We will let you know if this applies to you when we receive your notification.

12.5 After the 14 day cancellation period, you are still entitled to close your account but you may be required to comply with the special conditions that apply to that particular account; subject to sections 12.6 – 12.8 of these conditions.

12.6 Unless you have a fixed term account, if you wish to close your account after the 14 day cancellation period and your specific account conditions impose a notice period for withdrawals, a maximum notice period of one month will be required. This

notice must be given in writing. No further charges will be levied for closing your account.

- 12.7 Should you wish to close your account after the 14 day cancellation period and your specific account conditions do not impose any notice period, then you may close your account without any notice or penalty. This notice may be given verbally or in writing. No further charges will be levied for closing your account.
- 12.8 Where you have an account that is for a fixed term, for example a Two Year Bond, then you may close your account at any time after the 14 day cancellation period after giving the required notice specified in the particular account conditions, where the product specific terms and conditions allow this. Failure to provide the required notice will incur a loss of interest as specified in the particular account conditions.
- 12.9 If you decide that you want to close your account and move your funds to another financial institution, we will help you do this by providing you with a cheque for any amount that we owe you in accordance with section 12.4 of these conditions.
- 12.10 We will close your account as soon as possible after we receive your instructions to do so, subject to the clearance of your funds.
- 12.11 Under normal circumstances, we will not close your account without giving you at least 60 days' notice. Should we give you this notice, it will be in writing to you at the address that we hold for you.
- 12.12 Examples of circumstances that are not 'normal' include threatening or abusive behaviour towards staff.
- 12.13 We will not close your account, or threaten to do so, as a response to a valid complaint you have made.
- 12.14 If you break the general or specific terms and conditions of your account, or any account holder becomes bankrupt, we may suspend the use of the account immediately.
- 12.15 We reserve the right to close the account if the balance falls below the minimum investment amount for that account.
- 12.16 If you have an account that matures after a certain period of time, then your options on maturity will be sent to you before the account matures and closes.

13 Branch Closure

- 13.1 If we plan to close or move your branch or agency, we will tell you at least 12 weeks beforehand.
- 13.2 We will also tell you how we intend to continue to provide financial services to you.

14 Unclaimed Balances And Dormant Accounts

- 14.1 If you cannot be traced after reasonable enquiry, and either
- (a) for a period of three years you have made no payment to or withdrawal from your account and the amount in that account is less than £100; or
 - (b) for a period of five years you have made no payment to or withdrawal from your account and the amount in that account is more than £100;

then we may decide to close that account and the money in it will be retained by us. If, however, you contact us at a later date, we will either open a new account for you and credit that account with the amount of money in the closed account (including interest), or repay the money to you.

- 14.2 Where an account becomes dormant, we will re-identify you in accordance with section 1.1 of these conditions.

15 Lien

- 15.1 We have the right to retain and offset all money you hold with us against any money you may owe to us (whether under a mortgage, loan, guarantee or otherwise) which is due for payment but which has not been paid.
- 15.2 We will notify you in writing when we have done this. Interest or bonuses will not be paid on any money that has been used in this way.

16 Regulations

- 16.1 The Payment Services Regulations (PSRs) became effective from 1 November 2009 and introduced a number of benefits for customers, and cover:
- (a) the information that we have to give you before you open an account with us;
 - (b) giving instructions and what happens when mistakes are made;
 - (c) how we give you information before you open an account with us and during our relationship with you;
 - (d) how we can vary or terminate your agreements.
- 16.2 The PSRs cover certain types of transactions that you are able to execute on your accounts with us, for example, a Standing order. For all other aspects of your account and the service that we offer, you are protected by the governance of the Financial Conduct Authority's (FCA) Banking Conduct of Business Rules.

17 Data Protection And Security

- 17.1 We will treat all your personal information as private and confidential (even when you are no longer a customer). We will not make your name and address or details about your accounts known to anyone, including other companies in the group, unless you give us your authority to do so. There are exceptions to this as detailed in our leaflet Your Guide to Data Protection.
- 17.2 The following should be taken into account when considering the security of your account and membership document:
- (a) never give your account details or other security information to anyone unless you know who they are and why they need them;
 - (b) always take reasonable steps to keep your membership document safe, ensuring that you always know where it is;
 - (c) take care when storing or getting rid of information about your accounts. People who commit fraud use many methods such as bin raiding to get this type of information. You should take simple steps such as shredding printed material.
- 17.3 For full details of how we use your information, and your rights to see the information that we hold about you, please refer to our leaflet Your Guide to Data Protection, available at any of our branches, by calling 0800 072 1100 or by visiting our website www.saffronbs.co.uk.

18 Complaints And Compensation Scheme

- 18.1 We have an internal complaints procedure and are a member of the Financial Ombudsman Services Scheme.
- 18.2 You may make a complaint at any time by talking to us over the phone, face to face, writing to or emailing us. Specific details about how you can do this are provided in our Things You Need to Know leaflet.
- 18.3 Nothing in these terms and conditions will reduce your statutory rights. For further information about your statutory rights contact your local authority Trading Standards Department or Citizens Advice Bureau.
- 18.4 We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a building society is unable to meet its financial obligations. Most depositors - including most individuals and small businesses - are covered by the scheme.

In respect of deposits, an eligible depositor is entitled to claim

up to £75,000. For joint accounts, each account holder is treated as having a claim in respect of their share so, for a joint account held by two eligible depositors, the maximum amount that could be claimed would be £75,000 each (making a total of £150,000). The £75,000 limit relates to the combined amount in all the eligible depositors' accounts with the building society, including their share of any joint account, and not to each separate account.

For further information about the scheme (including the amounts covered and eligibility to claim), please ask at your local branch, refer to the FSCS website www.FSCS.org.uk or call them on 0800 678 1100.

18.5 As a customer of Saffron Building Society, your account(s) are covered by the FSCS, unless you are:

A local, provincial or municipal authority (unless it is a small local authority); a credit institution; an overseas financial services institution; an operator or trustee of a collective investment scheme; a pension and retirement fund or a trustee of such a fund; a supranational institution; a government, or central administrative authority; a firm within the Saffron Building Society group; a person whose claim arises from transactions relating to a conviction they have received for money laundering, or the holder or beneficial owner have never been identified in accordance with money laundering requirements.

For further details of exclusions please refer to the FSCS website at www.FSCS.org.uk

Under the Data Protection Act 1998, you have the right to see and receive a copy of your personal information that we hold about you. Should you wish to exercise this right we will charge you an administration fee of £10. Further information can be found in our leaflet Your Guide to Data Protection, which is available on request.

Saffron Building Society is a member of the Financial Ombudsman Service and of the Building Societies Association.

Saffron Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register no 100015).

Registered Office: Saffron House, 1A Market Street, Saffron Walden, Essex, CB10 1HX.

Large print, audio and Braille editions of this leaflet are available. Please call 0800 072 1100.

Saffron House,
1A Market Street,
Saffron Walden,
Essex, CB10 1HX.

Call our Saffron Direct team free on:

0800 072 1100

9am to 5pm Monday to Friday, 9am to 1pm Saturday