

## Key Features Document

The Financial Conduct Authority is a financial services regulator. It requires us, Chorley 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.

This document forms part of the terms and conditions of this account and is required to be read in conjunction with the Society's Savings Terms and Conditions and the Tariff of Fees and Charges; please read all these documents carefully before you apply as they set out the contract between you and the Society.

### SUMMARY BOX

<b>Account name</b>	Chorley Cash ISA		
<b>What is the interest rate?</b>	<b>Minimum balance in the account</b>	<b>% Tax free<sup>(2)</sup></b>	<b>%AER<sup>(1)</sup></b>
	£1	1.00	1.00
	Interest is calculated on a daily basis and paid on 5 <sup>th</sup> April each year. Please refer to section 13 of the Savings Account Terms and Conditions for details of how your interest is calculated.		
<b>Can Chorley and District Building Society change the interest rate?</b>	This account has a variable rate of interest and is subject to changes; this means we may increase or decrease interest rates at any time; if we reduce the interest rate we will give you 14 days notification prior to the change and 30 day option from the notification to switch your account. Please refer to section 13 of the Savings Account Terms and Conditions for details for further information on this.		
<b>What would the estimated balance be after 12 months based on a £1,000 initial deposit?</b>	<b>Based on the current rate of interest, if you deposited £1,000 in this account, after 12 months you would have £1,010.00</b> <b>This figure is for illustration purposes and is based on no additional deposits, withdrawals or changes in interest rate within the 12 month period.</b>		
<b>How do I open and manage my account?</b>	<ul style="list-style-type: none"> <li>• Available to eligible UK residents over the age of 16 only</li> <li>• To open an account you will need to apply in branch or by post and let us have; <ul style="list-style-type: none"> <li>✓ a fully completed Cash ISA Share Account application form;</li> <li>✓ at least the minimum deposit of £1; and</li> <li>✓ proof of your identity, address and residency</li> </ul> </li> <li>• The Society's products can be opened and managed in branch or by post, please refer to the Society's Savings Accounts Terms and Conditions</li> <li>• The minimum deposit and account balance is £1 and further deposits are allowed up to the maximum investment of £20,000 in the 2019/20 tax year. Once the amount deposited in any tax year reaches the maximum annual investment limit no further deposits are allowed until the following tax year.</li> <li>• Transfer Out - This Cash ISA can be transferred into another provider's Cash ISA or a Stocks and Shares ISA. We will forward the funds to the new ISA provider within 15 business days of receiving your instruction from them.</li> <li>• Transfer In – Full and partial transfers-in from other ISA providers are allowed. On receipt of a transfer instruction from you we will forward it to your existing ISA provider, together with a confirmation that we will accept the transfer, within 15 business days of the date of receipt. Current year subscriptions must be transferred in full and previous years subscriptions can be full or partial transfers. Once we receive the funds and transfer information, we will credit the funds to the Cash ISA account within 3 business days of the date of the receipt. Interest will be earned from the day after the funds are credited.</li> <li>• Under current ISA regulations it can take up to 15 business days to complete the ISA transfer request.</li> </ul>		
<b>How can I withdraw money from this account?</b>	This is an easy access account and you may withdraw by cash, cheque or CHAPs (subject to a £25 fee). Cheques requested by post for withdrawals or closures will be issued within 48 hours of receipt and posted 1 <sup>st</sup> class to the account holder. Withdrawal conditions apply; please refer to section 16 of the Savings Account Terms and Conditions for further details.		
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• Please refer to the Important Cash ISA information section on page 2 of this document.</li> <li>• What are the risks? As the rate of interest paid on the account is variable this means that the interest rate could go down as well as up, this depends upon general market interest rates and the Bank of England Base Rate. The Government can also change the taxation treatment of ISAs at any time without prior notice.</li> <li>• This is a limited issue account and the Society reserves the right to withdraw this product without notice at any time</li> <li>• Interest is paid tax free on this product. Your tax treatment is dependent on your own personal circumstances and may be subject to change in the future.</li> <li>• Details of our full range of products and current interest rates are available on request at our branches, by telephone 01257 235003 or from our website <a href="http://www.chorleybs.co.uk">www.chorleybs.co.uk</a>.</li> </ul>		

### Interest Rate Definitions

- (1) AER stands for Annual Equivalent Rate and illustrates what the interest rate would be if interest was paid and compounded once each year.
- (2) Tax-free – Interest will be paid exempt of UK income tax.

### Financial Services Compensation Scheme

The Society is a member of the Financial Services Compensation Scheme. Your savings in this product may be covered, subject to eligibility. For more information contact the Financial Services Compensation Scheme, Telephone: 0800 678 1100 or 020 7741 4100, Email: [ICT@fscs.org.uk](mailto:ICT@fscs.org.uk), website: <http://www.FSCS.org.uk>

### Changing your mind

In respect of this Cash ISA, in order to protect your interests, we offer you a 14 day cooling off period from the date you open your account in which you can change your mind. If you cancel an account within the above period we will help you to either switch to another of our accounts or we will refund your money to you within 30 days of your notification of cancellation together with any interest that has been earned. Should you change your mind about this Cash ISA please send written notification of your cancellation to us at Head Office, Key House, Foxhole Road, Chorley, PR7 1NZ.

### What to do if you're not satisfied

If you are not satisfied with our services we operate an internal complaints procedure. A copy of this procedure is available online at [www.chorleybs.co.uk](http://www.chorleybs.co.uk) or you can ask in any of our branches for details of this procedure. If we cannot settle your complaint you may refer your concerns to the Financial Ombudsman Service.

### Important Cash ISA information

1. This document must be read in conjunction with our Savings Account Terms and Conditions and Tariff of Fees and Charges before opening this account, current copies are available on request or online at [www.chorleybs.co.uk](http://www.chorleybs.co.uk).
2. An individual is eligible for this account if;
  - ✓ they are aged 16 or over;
  - ✓ are resident in the United Kingdom or, if not resident, be performing duties as Crown employee serving overseas and paid out of the public revenue of the United Kingdom (typically a serving member of the armed forces, or a diplomat), or be married to, or in a civil partnership with, such a person;
  - ✓ they have not subscribed to another Cash ISA in the tax year; and
  - ✓ they have not exceeded the overall subscription limit.
3. You must notify the Society if you cease to be resident in the UK or if not resident, cease to perform duties as a Crown employee serving overseas or to be married to, or in a civil partnership with a person who performs such duties which allows you to subscribe to a Cash ISA. The Cash ISA will continue to be exempt from UK tax but no further subscriptions can be made until you meet the residency requirements again.
4. Please note that the ISA investments will be, and must remain in, the beneficial ownership of the investor and must not be used as security for a loan.
5. The account must not be a joint account or held on behalf of a person other than the investor.
6. We will make sure 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.
7. We will notify the investor if, by reason of any failure to satisfy the provisions of the ISA regulations, an ISA has, or will, become void.
8. Transfer In – Full and partial transfers-in from other ISA providers are allowed. On receipt of a transfer instruction from you we will forward it to your existing ISA provider, together with a confirmation that we will accept the transfer, within 15 business days of the date of receipt. Current year subscriptions must be transferred in full and previous years subscriptions can be full or partial transfers. Once we receive the funds and transfer information, we will credit the funds to the Cash ISA account within 3 business days of the date of the receipt. Interest will be earned from the day after the funds are credited.
9. The Cash ISA can be transferred into another provider's Cash ISA or a Stocks and Shares ISA. On instructions of the investor and within 15 business days, the ISA with all rights and obligations shall be transferred to another provider. For partial transfers we will forward the funds to the new ISA provider within 15 business days of receiving your transfer request.
10. Under current ISA regulations it can take up to 15 business days to complete the ISA transfer request.
11. Your Cash ISA application ceases to be valid at the end of a tax year in which you do not make a subscription (where this happens you must renew your application before subscriptions can recommence).
12. In the event of your death happening on or before 5th April 2018, any tax benefits will stop at the date of death and no further investments will be allowed. Your surviving spouse / civil partner will receive an Additional Permitted Subscription limit equal to the balance of the deceased's ISA at the date of your death.  
Where your death happens on or after 6th April 2018 no further investments will be allowed in your account. However, tax benefits of the ISA can continue until the earlier of;
  - Administration of the deceased's estate is complete
  - The ISA is closed
  - 3 years after the date of death
13. If you are found to have breached the ISA rules governing subscription limits or the number of Cash ISAs which may be opened in any one year, or your application is incorrect, your Cash ISA will cease to be exempt from tax and any interest earned in that year will be subject to tax.

**The favourable tax treatment of ISAs may change in the future subject to changes in government legislation.**

**Contact us - 01257 235003 or <http://www.chorleybs.co.uk/contactus.html> for further information.**

Chorley and District Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered on the Financial Services Register under number 206023. Registered Office: Key House, Foxhole Road, Chorley, Lancashire PR7 1NZ.

Your telephone conversations with the Society may be recorded. This is to help the Society to improve customer service and to offer additional security. Calls and electronic communications may also be monitored for staff training.