

Savings & Investment Plan

10 year investment plan



POIS
Post Office Insurance Society



What's inside

- Your guide to the Savings & Investment Plan
- An introduction to POIS and Foresters Friendly Society
- Important Information of the plan
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Saving made simple

with the POIS Savings & Investment Plan

It's a ten year savings plan where you can choose to pay contributions monthly from your bank or, to help with budgeting, contributions can be deducted weekly or monthly from your pay. So whether it's putting something away for a special anniversary, the holiday of a lifetime or perhaps to help pay for a child's future university costs, our Savings & Investment Plan is a simple way to make the most of tomorrow.



Please read through this brochure, which explains how the Savings and Investment Plan works, its benefits and risks. Do get in touch if you have any questions. We've also included an application form, so if you decide to take out this plan you can fill it in and send it back to us.

Savings & Investment Plan

So how does it all work?

Saving to suit you

Saving for your future doesn't have to cost much. In fact, you can decide to save any amount between £26 and £260 a month. You can pay your contributions monthly by direct debit from your bank. Or better still, to help with budgeting, if you are a Royal Mail employee, or your employer allows, you can pay contributions weekly or monthly through deductions from your pay. What could be simpler!

Available to everyone aged between 16 and 74 years, the Savings and Investment Plan is designed for savers who are already investing £25 per month into a tax-exempt savings plan and have already looked at maximising their tax-efficient savings allowances.

The maximum total amount you can save into POIS Savings and Investment Plans is £260 per month.



A cash sum when you want it

The Savings and Investment Plan is a 10 year savings plan. At the end of the 10 years, you'll have a number of options; cashing in your plan, extending it for a further 10 years or leaving it invested. This provides flexibility and helps ensure you're not tied to saving for too long, just in case your circumstances change. For more information see 'What happens at the end of the term' on page 10.

You can use the money from your plan for whatever you want; a holiday of a lifetime, buying a new car or helping towards purchasing a holiday home. You might even use it to do those home improvements you've always dreamed of. If you take out the plan to save for a child's future, you'll also benefit from knowing the money from the plan will be paid to you, so you can help to decide what it is spent on.

In-built life cover

A benefit of the Savings and Investment Plan is that life cover is automatically included at no additional cost to you. Provided you keep paying your contributions, if you die, a nominated beneficiary can receive the life cover or the value of the plan, if this is higher. The amount of life cover is based on the size of contribution you pay. For more information on the life cover provided see page 11.



The potential for growth

The contributions you make will be invested in the POIS Savings Fund. This fund aims to provide good potential for growth over the longer term, by investing in stocks and shares. It invests in UK shares individually chosen by the fund manager to provide long-term growth opportunities whilst managing risk through selecting shares across different sectors and by size of company.

For more information about the different types of investments and the POIS Savings Fund see page 6.

The Savings and Investment Plan is not designed to be a short term savings plan. As the contributions you make are invested in a fund which holds assets including stocks and shares that can vary in price from day to day, the value of the plan may fall as well as rise and you may get back less than you have paid in. Inflation will reduce what you can buy in the future with the proceeds of the plan.



Investments and the POIS Savings Fund

The aim of the POIS Savings Fund is to provide good potential for growth over the longer term, by investing in stocks and shares. It invests in UK shares individually chosen by the fund manager to provide long term growth opportunities whilst managing risk through selecting shares across different sectors and by size of company. It is an actively managed fund.

The contributions you make will be used to purchase units in the fund. The value of the units can go down as well as up depending on the price of the investments in the fund.

Different sectors of investment

Investing in different industry sectors helps reduce risk and increase potential returns through diversification. It's all about not having 'all your eggs in one basket'.

A sector's performance can be influenced by factors including legislation, competitiveness, price of raw materials, economic conditions and consumer spending. Therefore it can change over time. It is up to the fund manager to identify those sectors which offer the most potential. For example if the economy is buoyant people tend to spend more, which would mean sectors such as consumer services which include travel and leisure companies and clothing retailers might do well. Whereas if the price of raw materials or oil is low, then investing in mining companies or oil and gas producers may not provide the best returns. Within a sector the fund manager will select the individual companies to buy shares in.



Sectors can include:

- Oil and gas – production and support companies
- Industrials – construction and engineering companies
- Consumer goods – food and clothes retailers
- Telecommunications – fixed line and mobile companies
- Utilities – electric, gas and water companies
- Financial – banks and insurance companies

Investments in the POIS Savings Fund will vary, for example as new opportunities arise or if economic conditions or investment markets change. The fund may purchase shares directly or through collectives. A collective investment enables a number of investors to combine their assets and have these professionally managed by an independent manager. By doing this, investors can reduce risk by spreading their investments more widely than is possible by investing in the assets directly.

If you would like more information on the investments in the POIS Savings Fund then see our Fund Fact Sheet which can be found on our website (www.pois.co.uk) or by calling 0800 622 417. A guide to 'How we manage our unit linked funds' can also be found on the site.

The price of the POIS Savings Fund is published daily on www.pois.co.uk

You should bear in mind that past performance is not a guide to future performance.





POIS and Foresters Friendly Society...ready to look after you and your family

The Post Office Insurance Society, known as POIS, was formed in 1878 and has been providing affordable financial products to Post Office and Royal Mail employees for over 135 years. Now part of Foresters Friendly Society, a well established UK friendly society, Foresters' aim is to be the most member centric financial mutual in the UK. We put our members' interests at the heart of everything we do.

Being a mutual society means we have no shareholders, we are exclusively owned by our members. We are therefore run for the benefit of our members and offer a wide range of services and membership benefits.

You will have access to loads of unique extras

By taking out a Savings and Investment Plan, you automatically become a Foresters member. And with membership you'll have access to a range of brilliant extras that can give you support and assistance when you need it, including:

Financial grants for education and health care

Because we're a friendly society with no shareholders, we can provide extra benefits at no extra cost that you won't find from other financial providers. We provide a number of discretionary financial grants to help you to cover the cost of things like higher education, healthcare costs and convalescence assistance.

Foresters Care

We all know somebody who has been diagnosed with a serious health condition. Usually the treatment received is first class, but often the practical help and emotional support needed by the individual and their family can be missing.

Any member struggling with a serious health condition, or diagnosed with one in the future, can use Foresters Care. Through Foresters Care, you will have access to your own Personal Nurse Adviser who will be there for you to provide practical information and emotional support for as long as you need it.

Access to your local social Branch

We're about much more than finance, which is why with Foresters Extras you can join one of our 189 regional branches. Each branch organises regular social and community events that you can get involved with.



Manchester Unity Credit Union

Foresters' members can join Manchester Unity Credit Union (MUCU), a financial co-operative owned and controlled by its members.

The membership benefits we provide aren't regulated and are regularly reviewed by us to ensure they are relevant to our members.

"A caring, progressive society that supports its members. If you have met a Forester, you know you have met a human being."

A satisfied Foresters member, 2016

The Savings & Investment Plan Important Information

Important info you need to read

Before applying for the Savings and Investment Plan, please read the Important Information which explains how the plan works, its aims, the commitment you will need to make and the risks involved. It will help you decide if it's a suitable plan for you.

This section is full of really important information and will hopefully answer any questions you might have.



Savings and Investment Plan

Important Information

Its aims

- To provide a tax free cash sum at the end of 10 years.
- To achieve long term growth by investing in stocks and shares.

Your commitment

- You can contribute an amount between £26 and £260 per month.
- You cannot increase or reduce this amount at any time.

Risks

- As the contributions you make are invested in a fund which holds assets including stocks and shares that can vary in price from day to day, the value of the plan may fall as well as rise and you may get back less than you have paid in.
- Your circumstances may change forcing you to stop making contributions.
- If you stop making contributions during the first year, the plan will be closed and the value of the plan, if any, will be paid to you.
- If you stop making contributions after the first year, the plan becomes paid-up. Charges will continue to be taken which increases the chance of the plan falling in value.
- As the plan includes life cover you have to make a statement about your health. If you do not make this truthfully the plan may be cancelled by us.
- If you do not keep making contributions, we will stop providing life cover.
- Our charges may turn out to be higher than expected.
- Inflation will reduce what you can buy in the future with the cash sum.
- Legislation may change, to affect the tax status of the plan and tax rules depend on your individual circumstances.

Your Questions Answered

What is a unit?

The value of the fund is divided into units. The price of each unit is based on the value of the fund, divided by the number of units in issue. Every contribution you make will buy a certain number of units. The number of units bought will depend on the price of those units on the day the units are bought. The value of the

investment is calculated by multiplying the number of units held by the current unit price. The price of units may go down as well as up.

What happens at the end of the term?

You have three choices:

1. Extend the plan term by another 10 years.
2. Leave the money invested in the fund until it is needed, but make no more contributions.
3. Cash in the plan.

If the plan hasn't already been cashed in, it will end on the plan anniversary before your 85th birthday.

What happens if I stop making contributions?

If your salary deductions stop or are suspended, or your Direct Debit is cancelled, you should contact us immediately to discuss your options.

If you stop making contributions, life cover will cease, so, if you die, the only payment made will be the value of the plan. You do however, have 13 months to pay the missing contributions, altogether in one lump sum, and continue paying into the plan. If, at the end of the 13 months, you have not made up the missing contributions the following will apply:

- If you have made less than one year's contributions, or the plan has no value, the plan will be closed. A charge of £125 will be deducted and any remaining balance will be paid to you.
- From year two, as long as there is a value, the plan becomes paid up. This means that it will remain invested with no further contributions being made until it is cashed in. We will continue to deduct charges including the £1.50 monthly administration charge. The plan's value will continue to fluctuate in line with the movement of the unit price. If the value falls to £0, we will close the plan.
- You may be liable for tax on any growth.

What happens if I die?

If you were to die the value of the plan or, if higher, the life cover will be paid. This will normally form part of your estate and may be subject to Inheritance Tax, depending on your individual circumstances.

Life cover

As life cover is included as a benefit under the plan, to be eligible for the plan you must, as part of the Declaration in the Application Form, make a statement about your state of health. If you are unable to do this you will not be able to take out the plan. If we find out that you did not make a truthful declaration about your state of health when you took out the plan, we may close the plan. This means we will not pay the amount of the life cover; we will either return the value of the plan, or the amount you have paid in (without interest).

- The amount of life cover is set by the amount you choose to save. It is calculated as 75% of the contributions you are due to make over the initial 10 year term.
- The amount of life cover is reduced if you apply for the plan when you are aged 56 or over. It is reduced by 2% for each year. For example, if you are 56, you will receive life cover based on 73% of the contributions you are due to make over the initial 10 year term. If you are 57 you will receive 71%.
- As long as you keep making contributions, your life cover continues.
- If you die and the value of your plan is higher than the amount of life cover, we will pay the current value.

If you wish, you can nominate a beneficiary to receive the value of your plan if you die. They can receive up to £5,000 immediately following your death. This can be done without having to wait for your estate to be administered, which can often be a lengthy process at a difficult time. Any excess would become part of your remaining estate and have to wait for probate.

Further information

Cancellation rights

After your application is accepted you will receive a statutory notice of your right to cancel. You will then have 30 days from the commencement date of the plan, or the date the notice is received whichever is later, in which to change your mind. If you choose to change your mind a full refund of all monies will be paid. You can do this by completing and returning the cancellation form to us at POIS, 29-33 Shirley Road, Southampton, SO15 3EW.

You can cancel the plan anytime after the 30 days but

there is a risk you could get back less than you have paid in.

Financial advice

We do not offer financial advice. You should contact a financial adviser if you have any doubts about this plan's suitability. You may have to pay a fee for this advice.

Contributions

Contributions can be made monthly by Direct Debit or weekly/monthly salary deductions for Royal Mail employees or if your employer allows.

Contributions will buy units in the POIS Savings Fund, the table below shows when these contributions are invested.

Payment type:	Day Invested:
Direct Debit	The collection date
Salary deduction weekly	The last Friday of the month in which the salary deductions are made
Salary deduction monthly	The last working day of the month in which the salary deduction is made

The unit price used to purchase units is the price calculated on the working day before the payment is invested.

Tax

The final cash sum you receive is free of tax on both income and capital gains. Under 'qualifying policy' rules, if you do not continue to pay the contributions for 10 years or three quarters of the term of the plan, if this is shorter, the cash sum may be liable to tax. This means that if you were to cash-in your initial 10 year plan after seven and a half years, there would be no tax to pay. Do remember that tax benefits may vary as a result of statutory change and their value will depend on individual circumstances. The fund into which the plan is invested will pay Corporation Tax.

Qualifying policies

A qualifying policy is a life insurance plan which meets HM Revenue and Customs rules. Subject to certain conditions, the proceeds of these policies are paid to an individual free of income and capital gains tax. Such policies are regular contribution policies and have a minimum plan term of 10 years.

There is an annual contribution limit for qualifying policies of £3,600 per individual. This limit applies to policies where you are the beneficial owner i.e. the person who the proceeds belong to, usually the policyholder. If you are a beneficiary of a policy written in trust, then you are also the beneficial owner. Policies which only provide a pay-out on death are not included within the annual limit.

The Savings and Investment Plan is classed as a qualifying policy. You must ensure that the £3,600 limit per individual is not exceeded in any one year. If, for example you take out a plan for £26 a month, this will total £312 per year which will count towards your £3,600 limit.

Law

This contract is governed by English Law. We will communicate with you in English.

Legislation

All or any of the benefits, the contribution or the Plan Conditions may be adjusted as deemed appropriate:

- If there is any change in law or taxation affecting the plan.
- If any levy is imposed on Foresters Friendly Society under statute or statutory authority.

Notice would be given of any such adjustment.

Client categorisation

We are required under the Financial Conduct Authority (FCA) and Prudential Regulation Authority (PRA) rules to categorise our clients. All of our clients are categorised as 'Retail Clients', which affords our clients the highest level of protection under the FCA and PRA rules.

Apply now to make the most of tomorrow

Send your completed application form to:

POIS

FREEPOST RLST-SJZE-BACC

29-33 Shirley Road

Southampton

SO15 3EW

Telephone: 0800 622 417

Email: memberservices@pois.co.uk

www.pois.co.uk

The Direct Debit Guarantee (please retain this Guarantee for your records)



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Foresters Friendly Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Foresters Friendly Society to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Foresters Friendly Society or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when Foresters Friendly Society asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written notification may be required. Please also notify us.

Savings & Investment Plan

Application Form

Please read the Key Information Document and Important Information section before completing this form. Please return your completed form to POIS to proceed with your application.

Complete in BLOCK CAPITALS in black ink.

FOR OFFICE USE ONLY

Staff/Int Name

Contact/Int Number

Marketing Code

1. Your details

Title

First name

Middle name(s)

Last name

Date of birth

Minimum age entry 16 years, maximum age entry 74 years

Your NI Number

We require your National Insurance number to process your application. It can be found on a payslip, form P45 or P60.

Address

Postcode

Contact telephone

Email

Postcode for place
of work

Payer details (if different from your details)

Title

First name

Middle name(s)

Last name

Date of birth

Address

Postcode

Signature

2. Money laundering regulations

To comply with anti-money laundering requirements, we may verify your identity by carrying out an online check with a credit agency. The agency will add a note to your reference file to show that an identity check has been made. We may pass information to third parties for the prevention of crime or detection of fraud or where required by law or regulation.

3. How much do you want to save?

EITHER: Weekly (Minimum £6 per week, Maximum £60 per week)

£

OR: Monthly (Minimum £26 per month, Maximum £260 per month)

£

Note that weekly instalments can only be accepted if you are paid weekly and they are deducted from your salary. This will be subject to your employer offering this facility.

4. How do you want to make contributions?

Deduction from pay (complete section 5)

Direct Debit (complete section 6)

Contributions are collected for 10 years. If you pay by Direct Debit, we will collect your contributions on the 1st working day of each month.

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5. Saving through deduction from pay (complete only if you wish to make contributions through salary deduction and your employer offers this facility)

Your National Insurance (NI) Number

We require your NI number to process your application. It can be found on a payslip, form P45 or P60.

Full Pay/Pension No.

Are you paid weekly or monthly?

Weekly

Monthly

Name of pay group

Address of pay group (if known)

Postcode

I authorise the deduction of the appropriate regular amount from my pay/pension to cover contributions on this plan in addition to any existing amount paid to POIS on my behalf, or of any requested amount not exceeding the new total deduction. I understand that it will be necessary to exchange information with relevant parties in order to effect and maintain plan contributions. This will include details of any deductions being taken from my salary in respect of POIS plans being disclosed by telephone, mail or email to POIS on their request. I understand that any amendments to my deductions from salary should be arranged by POIS whenever possible.

Signature

Date

6. Instruction to your Bank or Building Society to pay by Direct Debit (please do not detach)

To The Manager

Name and full address of your Bank/Building Society branch.

Name(s) of Account Holder(s)

Sort Code

 - -

Account Number

Originator's Identification Number

2 5 3 6 8 6

Reference Number (office use only)

Instruction to your Bank or Building Society

Please pay POIS, a part of Foresters Friendly Society, Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with POIS, a part of Foresters Friendly Society, and, if so, details will be passed electronically to my Bank/Building Society.

Signature

Date

Signature

Date

Banks/Building Societies may decline to accept instructions to pay Direct Debits from some types of account, such as a savings account.

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7. Payment nomination (optional)

Under Friendly Societies legislation you may wish to nominate any person to receive an amount not exceeding £5,000 of the sum payable at your death from the plan. If the value of the plan at that time is less than the amount you have requested to be paid to your nominee, the value of the plan will be paid. The person nominated may not be an officer or employee of POIS or Foresters Friendly Society unless also a close relative. If you wish to take advantage of this facility please complete the nomination form below. If you marry after making this nomination then the nomination is annulled, and a new nomination should be made.

I hereby nominate

Witnessed by*

Title

Title

First name

First name

Last name

Last name

Of (nominee's address)

Of (witness address)

Postcode

Postcode

Relationship to
policyholder

Signature

to receive

Date

(not exceeding £5,000) upon my death

* The witness must not be the nominee, the policyholder or a relation to the policyholder.

8. How we will use your data

The information that you provide on this form will be held by POIS, a part of Foresters Friendly Society, and used to set up and administer the plan for which you are applying and for other business purposes. Further information about how we hold and use your personal information is available on our website (www.forestersfriendlysociety.co.uk/privacy-policy).

Where an application is made via a Financial Adviser (FA), you agree to your details being disclosed to that FA until you instruct us otherwise.

We (Foresters Friendly Society, including your Branch) would like to provide you with information about products, services and events which may be of interest to you. To consent to receive this, please select your preferred option(s) below:

Post Email Text Message (SMS) Phone

You can update your preferences at any time by calling 0800 783 4162, emailing memberservices@forestersfriendlysociety.co.uk, completing the online form available at www.forestersfriendlysociety.co.uk/contactpreferences or writing to us at: Foresters Friendly Society, 29-33 Shirley Road, Southampton SO15 3EW.

From time to time, carefully selected third parties that Foresters Friendly Society work with may like to contact you about products, services and events which may be of interest to you. To consent to receive this, please select your preferred option(s) below:

Post Email Text Message (SMS) Phone

As above, you can update your preferences at any time via the methods provided.

Please turn over to continue and complete your application

Savings & Investment Plan

9. Health Declaration

I declare, to the best of my knowledge and belief, that the following statements are true (please tick boxes):

- I have not been diagnosed with and/or suffered with cancer, stroke, heart or lung disease in the last five years.
- I have not been diagnosed as having a terminal medical condition.*

*A terminal medical condition is one that has no known cure or has progressed to the point where it cannot be cured, and in the opinion of the attending consultant, it is expected to lead to death within 12 months.

If you are unable to declare that the statements above are true, we regret that we will be unable to accept your application. If you declare that the statements are true and we later find out that one or more of the statements are not true, we may close the plan. If we do this, we will not pay the amount of the life cover; we will either return the value or return the amount you have paid in (without interest). It is therefore important that you consider the statements above carefully before you sign the application.

I consent to the provision of medical information (about both my physical or mental health) to Foresters Friendly Society, both before and after my death, from any doctor who has at any time attended me. I agree that a copy of this consent is as valid as the original.

Signature

Date

10. Declaration

This is our standard client agreement upon which we intend to rely. For your own benefit and protection you should read these terms carefully before signing them. If you do not understand any point please ask for further information.

I wish to apply for the POIS Savings and Investment Plan.

I have read and understood the Savings and Investment Plan Key Information Document and Important Information section. I confirm that I am a UK resident (excluding Isle of Man and Channel Islands) and I declare that to the best of my knowledge and belief the statements provided on this Application Form are true and correct.

I confirm that, once this plan starts, the combined amount I will then be paying into Savings and Investment Plans held with POIS will not exceed £260 a month and the amount I will be paying into qualifying plans will not exceed my current annual limit of £3,600.

I understand that I will be entitled to Foresters Friendly Society surplus in the event of the closure of the Society only after having been a member for five years. I understand that a copy of the Rules and Memorandum are available upon request.

I confirm that I have not been given advice by POIS or Foresters Friendly Society in relation to the

Signature

Date

Information, including a copy of this document, is available in large print, audio and Braille upon request.

POIS is not part of the Post Office or Royal Mail plc. POIS is a part of Foresters Friendly Society which is the trading name of The Ancient Order of Foresters Friendly Society Limited which is an Incorporated Friendly Society (Registration No. 511F) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Registration No. 110029).

562/2017/SIPBRO/11/17

