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# Instant Access ISA Members' Notice ISA

Cash ISAs  
Tax-free savings

# Individual Savings Accounts

This leaflet tells you everything you need to know about our cash ISA and is designed to answer any questions you may have.

The Financial Services Authority is the independent financial services regulator. It requires us, Cambridge Building Society, to give you this important information to help you 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.

If you have any further questions or would like to know our current interest rates, just ask at your local branch, visit [www.cambridgebs.co.uk](http://www.cambridgebs.co.uk) or call us on 0845 601 3344.

## What is ISA?

The Government's tax efficient savings scheme the 'Individual Savings Account' or 'ISA', offers a range of savings options in cash savings and equities (stocks and shares).

## Your ISA options

There are two types of ISA: 'cash' ISAs and 'stocks and shares' ISAs.

Each tax year you can take out one cash and one stocks and shares ISA.

## Subscription limits and tax

Under the current Government rules, you can invest up to £7,200 each tax year in the ISA scheme. The tax year starts on 6th April.

As well as the overall limit you can hold in the ISA, there are restrictions on how much you can pay into each type of ISA in each year.

### Maximum Annual Subscriptions

<i>Cash</i>	Up to £3,600
<i>Stocks and shares</i>	Up to £7,200
<i>Total</i>	£7,200

On 6th October 2009, the Government increased ISA subscription limits for anyone eligible to invest in an ISA who was born on or before 5th April 1960 (that is, who will be aged 50 or over during the current tax year). Please see the separate 'Addendum' leaflet for more details.

## Important restrictions

By opening a cash ISA, you will be limiting the amount of investment in equities that you may make through ISAs.

You can transfer some or all of the money saved in previous tax years from cash ISAs to stocks and shares ISAs without affecting your annual ISA investment allowance. You can also transfer all of the money saved in the current tax year from cash ISAs to stocks and shares ISAs. You cannot, however, transfer money invested in stocks and shares ISAs to cash ISAs.

For more information about ISAs, visit the Inland Revenue website at [www.inlandrevenue.gov.uk/isa](http://www.inlandrevenue.gov.uk/isa).

## Who can open an ISA?

Currently anyone who is aged 18 or over, and who is a UK resident for tax purposes, can subscribe to the ISA scheme. For cash ISAs (such as our Instant Access ISA and Members' Notice ISA) the minimum age for investors is 16.

## Stakeholder

The Government's Stakeholder status for ISAs provides a benchmark designed to identify straightforward savings products which are simple, clear and fair. Stakeholder status does not guarantee the best performance nor is it necessarily suitable for every saver.

## Why save with the Cambridge?

- We have offered local people a secure place to save since 1850
- We operate in our local area which we understand well. Our staff all live locally and are part of the community
- We are owned by our members not shareholders. We do not take big risks with our customer's money

## Solid, personal advice at your convenience

- We have savings experts at every branch who will help you choose which account is best for you through our savings review service, and will provide you with ongoing help and advice thereafter
- Most of our branches are open on Saturday and our Grafton Centre branch is open every day, including many bank holidays
- You can also contact us by telephone from 9am - 10pm Monday to Friday; from 9am – 6pm on Saturdays and from 11am – 5pm on Sundays
- Save with us and you get a passbook to look after. And you get a person to look after you

We offer two cash ISAs

## Instant Access ISA

### Summary Box

#### Key Product Information for our Savings Account

Account name	Instant Access ISA
Interest rates (AERs)	Interest rates are variable. Current interest rates can be found in our 'Interest Rates for Savers' leaflet. The interest rate is guaranteed to be no less than 1% below the Bank of England base rate.
Tax status	Interest is tax-free and is paid with no tax deducted as long as your account qualifies as an ISA.
Conditions for bonus payment	Not applicable.
Withdrawal arrangements	This is an instant access account. You can take cleared funds from your account at any time without notice or interest penalty.
Access	Your account can be operated at any of our local branches.

### Additional key features

- Open your account with £1 or more and invest up to £3,600 each tax year (this annual limit is set by the Government)
- You can draw your account down to just £1
- We pay a higher rate of interest if your balance is £3,000 or more
- We provide you with a passbook to help you keep track of your savings and interest
- Meets the Government's Stakeholder standards (see table opposite for more information)

# How your account works

## Paying money in

You can pay in cash and cheques at any of our local branches, or you can transfer funds into your Instant Access ISA from another account. If you want to make regular deposits, we can help you to set up a 'standing order' from your bank account.

You can continue your ISA savings in your Instant Access ISA each tax year without the need to re-apply for a new account providing you make at least one deposit each tax year.

## Taking money out

You can withdraw cleared funds from your account at any time by using your passbook at any of our branches. You can withdraw up to £500 in cash and up to £250,000 by cheque. Once you have paid in the maximum subscription for the tax year, you cannot top up your savings after making a withdrawal.

## Stakeholder standards

Our Instant Access ISA meets the Government's Stakeholder standards for cash ISAs.

	Stakeholder Standards	Our Instant Access ISA promise
Deposits	<ul style="list-style-type: none"><li>• <b>Minimum deposit</b> No more than £10</li><li>• <b>Method of deposit</b> Cash, cheques, direct debits, standing orders and other forms of direct credit</li></ul>	<ul style="list-style-type: none"><li>• <b>Minimum deposit</b> £1</li><li>• <b>Method of deposit</b> Cash, cheques, direct debits, standing orders, transfers and other forms of direct credit</li></ul>
Interest	<ul style="list-style-type: none"><li>• <b>Interest payment</b> Accrues daily and rate paid not less than 1% below the Bank of England base rate</li><li>• <b>Rate changes</b> Interest rate increases must be made within one month of Bank of England rate increases</li></ul>	<ul style="list-style-type: none"><li>• <b>Interest payment</b> Accrues daily and the rate paid is guaranteed to be no less than 1% below the Bank of England base rate</li><li>• <b>Rate changes</b> We will raise interest rates within one month of Bank of England rate increases</li></ul>
Withdrawals	<ul style="list-style-type: none"><li>• <b>Notice period</b> No more than seven days' notice needed for withdrawals or transfer</li><li>• <b>Number of withdrawals</b> No restriction of the number of withdrawals</li></ul>	<ul style="list-style-type: none"><li>• <b>Notice period</b> No notice required for withdrawal of cleared funds. Transfers take no more than seven days</li><li>• <b>Number of withdrawals</b> No restriction of the number of withdrawals</li></ul>

# Members' Notice ISA

## Exclusive to existing members

Members' Notice ISA is exclusively available to existing members who have held a savings or mortgage account with us for at least three months.

## Summary Box

### Key Product Information for our Savings Account

Account name	Members' Notice ISA
Interest rates (AERs)	Interest rates are variable. Current interest rates can be found in our 'Interest Rates for Savers' leaflet.
Tax status	Interest is tax-free and is paid with no tax deducted as long as your account qualifies as an ISA.
Conditions for bonus payment	Not applicable.
Withdrawal arrangements	You choose between giving us 60 days' notice before taking money out of your account or taking cleared funds from your account immediately and paying an interest penalty equivalent to 60 days' interest on the amount withdrawn.
Access	You may operate your account at any of our local branches.

## Additional key features

- A cash ISA that provides higher interest rates for larger balances
- Open your account with £500 or more and invest up to £3,600 each tax year (this annual limit is set by the Government)
- You can draw your account down to £500
- We provide you with a passbook to help you keep track of your savings and interest

## How your account works

### Paying money in

You can pay in cash and cheques at any of our local branches, or you can transfer funds into your Members' Notice ISA from another account. If you want to make regular deposits, we can help you to set up a 'standing order' from your bank account.

You can continue your ISA savings in your Members' Notice ISA each tax year without the need to re-apply for a new account providing you make at least one deposit each tax year.

### Taking money out

You can withdraw cleared funds from your account using your passbook at any of our branches. You can withdraw up to £500 in cash and up to £250,000 by cheque. Please read the withdrawal arrangements in the Summary Box. Once you have paid in the maximum subscription for the tax year, you cannot top up your savings after making a withdrawal.

### Tax free interest

Interest is calculated daily and paid annually on 31st December for both Instant Access ISA and Members' Notice ISA. We can add the interest to the balance of your account or transfer it to another account. Interest is paid without tax deducted and is tax-free as long as your account qualifies as an ISA. Interest added to your account balance earns tax-free interest too and is not counted as part of your annual subscription limit. Tax treatment depends on your individual circumstances and may be subject to change in the future. You can keep up to date with our interest rates by picking up an 'Interest Rates for Savers' leaflet in our branches, calling us on 0845 601 3344, or visiting our website at [www.cambridgebs.co.uk](http://www.cambridgebs.co.uk). We will tell you about changes to our interest rates by placing a notice in our branches, on our website and in two local newspapers.

### Opening your ISA

#### Our staff are here to help

Because everyone has different reasons for saving, we offer a range of savings accounts for you to choose from. Our branch staff will be happy to provide you with all the information you need to help you decide which of our savings schemes best suits your own needs - contact your local branch to book your savings review now.

## 14 days to change your mind

If in the first 14 days of opening your account, you decide that the account you have chosen is not right for you, you can have your money back - without penalty. We will arrange to close the account and return your money or to switch your funds to another of our savings accounts. We will pay you interest up to the day before closure at the appropriate ISA rate on the balance of your account, less income tax. Your account will not be classed as an ISA.

## What you need to do

Before opening your account, please read our Terms and Conditions for Savers, found in a separate leaflet, and the Special Terms and Conditions below. Our staff will be happy to answer any questions you may have.

To open your ISA, simply complete the application form and take it, with your deposit to any of our branches.

When you open an account with us, under regulations for prevention and detection of financial crime, we will also need to verify your name and address. We use an electronic verification system to do this. However, in certain cases we will need further proof of your identity in order to open your account. To find out which forms of identification are suitable, please see our 'Proving Your Identity' leaflet.

## Financial Services Compensation Scheme

The Society is a participant of the Financial Services Compensation Scheme (FSCS) and you may be entitled to compensation if we are unable to meet our financial obligations. Payments under the scheme are limited to a maximum of £50,000 of a saver's total shares and/or deposits in Cambridge Building Society. Details of the scheme can be obtained from the Society or FSCS: FSCS, 7th Floor, Lloyds Chambers, 1 Portsoken Street, London E1 8BN, 0207 892 7300, [www.fscs.org.uk](http://www.fscs.org.uk)

## Complaints

We are committed to providing you with a first class customer service. However, there may be occasions when you feel you have cause for complaint. If so, please tell us about it straight away – and we will do all we can to put things right.

We will investigate your complaint thoroughly and aim to resolve it as quickly and amicably as possible. Our complaints procedure can be found in the 'Information Section' of our 'Terms and Conditions for Savers' leaflet. Please contact any of our branches or our Head Office on 0845 601 3344 for a copy, or visit our website [www.cambridgebs.co.uk](http://www.cambridgebs.co.uk).

# Special terms and conditions

Effective from 28th October 2009

*Please see additional sections for special terms and conditions specific to Instant Access ISA and Members' Notice ISA.*

## 1 Introduction

- 1.1 These special terms and conditions apply to all Individual Savings Accounts with the Society. Our "general terms and conditions for savers" also apply to your account. Where the general terms and conditions are inconsistent with the special conditions, these special conditions will apply.
- 1.2 In the special terms and conditions:
  - "the Society", "we", "us" and "our" refer to Cambridge Building Society; and
  - "you" and "your" refer to holders of savings accounts.

## 2 ISA Manager

We have an ISA Manager who may delegate any of his functions and responsibilities to others within Cambridge Building Society. Our ISA Manager will satisfy himself that any person to whom he delegates is competent to carry out any of the tasks delegated.

## 3 Definition

Instant Access ISA and Members' Notice ISA are cash Individual Savings Accounts, as defined by the Inland Revenue ISA Regulations.

## 4 Membership

ISAs are share accounts.

## 5 Qualification

- 5.1 To comply with the ISA regulations, to open a cash ISA you must:
    - be aged 16 or over;
    - be UK resident for tax purposes; and
    - not have already subscribed to any other cash ISA during the current tax year.
  - 5.2 The account must be opened, and held, in the name of the sole beneficial owner. You must not assign the rights of your account or use the account as security for a loan.
  - 5.3 Joint accounts are not permitted.
- ## 6 Subscription limits
- 6.1 The Government sets maximum subscription limits for each tax year. We will notify you of any changes to subscription limits by placing notices in our branches.
  - 6.2 If you do not deposit up to the maximum statutory subscription level in any tax year, you cannot carry over the unused limit to the following tax year.

## 7 Paying money in

- 7.1 You can add to the balance of your Instant Access ISA or Members' Notice ISA at any time, subject to the Government's subscription limits and our maximum investment limits (see general condition 5.3).
- 7.2 Withdrawals from your ISA savings are permitted (see 8, 16 and 19) but once the maximum annual subscription limit has been reached, you cannot 'top-up' your subscriptions for that tax year after making a withdrawal.
- 7.3 The ISA rules allow you to continue to save in your ISA for more than one tax year, without the need to complete a new application form, provided you make at least one deposit per tax year. This means, however, that you will not be able to subscribe to any other cash ISA in the same tax year.

## 8 Withdrawals and account closure

- 8.1 You may make withdrawals from your account, or close your account, at any of our branches. You must advise on which date you wish to make the withdrawal. You do not have to give prior notice, if the funds you wish to withdraw are cleared. (See general condition 10.1 and 10.2 for more details on uncleared funds.)
- 8.2 We will provide a 'withdrawal request' form, which you must authorise by signing.
- 8.3 We will carry out your request straightaway, provided it does not exceed our branch limits for cash and cheque withdrawals. Details of branch limits can be found in our 'Interest Rates for Savers' leaflet.
- 8.4 If you close your account, and have made one or more subscriptions to the account during the current tax year, the ISA rules do not allow you to open another cash ISA in the same tax year.

## 9 Interest payments

- 9.1 We pay interest on your account annually on 31st December. When you open your account you must advise us if you want the interest either added to your ISA, transferred to another account held with us, or transferred to an account held with another bank or building society.
- 9.2 You may change your payment of interest instructions by writing to us. We will require a minimum of 14 working days' notice to carry out this change.
- 9.3 Interest is tax-free provided your account meets Inland Revenue's ISA regulations. We will pay your interest (on 31st December each year and on account closure) without tax deducted, unless we have reason to believe your account, or part of your account, has failed to meet the ISA rules.

## 10 Interest rates

- 10.1 Interest rates are variable. (See general terms and conditions for details on how we can change interest rates.)

10.2 The rate applied to your ISA will depend on the account balance. Interest rates applied to different balance tiers can be found in our 'Interest Rates for Savers' leaflet.

## 11 Transferring your existing cash ISA to Cambridge Building Society

You may transfer your existing cash ISA savings held with another ISA Manager to our Instant Access ISA or Members' Notice ISA, provided the ISA regulations are met, as follows:

- You may transfer the total amount of your current year subscriptions; and/or
- You may transfer all or part of any previous years' savings (this transfer, when deposited, will not be included as part of your current year subscriptions).

## 12 Transferring your cash ISA to another ISA Manager

12.1 You may transfer your cash ISA account held with us to another ISA Manager, provided the ISA regulations are met, as follows:

- You may transfer the total amount of your current year subscriptions; and/or
- You may transfer all or part of any previous years' savings.

12.2 Your transfer instructions must be in writing and stipulate the date on which you require the transfer to be completed. We require seven working days to complete the transfer.

12.3 If you transfer your current year subscriptions to another ISA Manager, you will not be able to make any further deposits into your ISA held with us. Any remaining balance in your account will continue to earn tax-free interest under the ISA rules.

## 13 Disqualification

13.1 If you breach the ISA regulations, we will write to you to confirm that all or part of your ISA account has become void. If this happens the invalid contributions to your ISA account will not qualify for tax free interest, and any interest earned on them will be liable to income tax. In addition, some or all of the invalid contributions may need to be removed from your ISA account.

13.2 On your death, the account will cease to be an ISA. All interest earned after the date of death will be paid net of the applicable rate of income tax prevailing at the time of closure. No further deposits can be made into the account and the account must be closed once probate or letter of administration has been granted.

## Instant Access ISA

*In addition to terms 1 - 13 above, the following terms 14 - 16 apply.*

## 14 Stakeholder

Instant Access ISA meets the Government's Stakeholder standards.

## 15 Minimum deposit

The minimum deposit required to open the account is £1. The minimum annual deposit required to enable you to continue to pay in new subscriptions each tax year is £1.

## 16 Withdrawals, transfers and account closure

We will not charge penalties for withdrawals, transfer to another ISA Manager or account closure. (See 8 above for more details on withdrawals.)

# Members' Notice ISA

*In addition to terms 1 - 13 above, the following terms 17 - 19 apply.*

## 17 Qualification

Members' Notice ISA is available to existing Cambridge Building Society members only. To qualify, you must be a saver or borrower with the Society for at least three months prior to opening your Members' Notice ISA.

## 18 Minimum deposit

The minimum deposit required to open the account is £500. The minimum annual deposit required to enable you to continue to pay in new subscriptions each tax year is £1.

## 19 Withdrawals, transfers and account closure

19.1 If your instructions provide us with less than 60 days' notice to carry out your request to withdraw funds from the account, transfer funds to another ISA Manager, or to close your account, we will make a charge equivalent to 60 days' interest on the sum to be withdrawn.

19.2 If your remaining balance falls below £500, we pay interest at Instant Access ISA rates. For balances below £500, the 60 days' penalty or notice period still applies.

Member of the Building Societies Association

