



**KINGSTON UNITY**  
**THE FRIENDLY SOCIETY**  
TRADITIONAL VALUES - MUTUAL BENEFITS



**key features and terms & conditions of our**  
**Junior Investment NISA**

## What is the purpose of this document?

The Financial Conduct Authority is a financial services regulator. It requires us, Kingston Unity Friendly Society, to give you this important information to help you decide whether our Junior Investment NISA is right for you. You should read this document carefully along with the illustration so that you understand what you are buying and then keep it safe for future reference.

## Key Features of the Kingston Unity Junior Investment NISA

### Who is the Junior Investment NISA suitable for?

- Eligible individuals aged 16 or 17 who wish to save or invest tax free until at least their 18th birthday in a fund which consists of a spread of different assets such as equities, property, fixed interest & cash.
- Individuals who have parental responsibility for an eligible child aged up to 15 and who wish to save or invest tax free on their behalf until at least their 18th birthday in a fund which consists of a spread of different assets such as equities, property, fixed interest & cash.

## Its Aims

- To enable you to save or invest tax free (with the exception of tax credits on dividends which we can no longer reclaim) in a range of assets to build a lump sum with low to medium risk.
- To add bonuses to your investment.
- To allow you to vary or cease your contributions if your circumstances change.
- To provide a higher return over the medium to long term than a Bank or Building Society deposit based account.

## Your Commitment

- To pay a regular monthly premium of at least £5.00 per month, or single premiums with a minimum initial investment of £10.00 up to the maximum limit in any one tax year.
- You cannot withdraw all or part of the investment at any time until the child reaches the age of 18. You can transfer the amount to another provider.
- You will be unable to start a Stocks & Shares Junior NISA with another provider whilst this Junior NISA is running.

## Risks

- The tax treatment of Junior NISAs may change in the future which may result in you having to pay additional tax or reducing the amount you may get back.
- Your circumstances may change preventing you from making further payments.
- Bonus rates are not guaranteed and depend on investment performance of the Society.
- A reduction in value (known as a Market Value Reduction or MVR) may apply on transferring to another provider depending on the performance of investment returns.
- Inflation may reduce what you could buy in the future.
- Your investment may not achieve a higher return than a deposit based account.
- Proceeds from the Junior NISA will be payable to the Junior NISA policyholder and any payments into the Junior NISA are treated as gifts to the policyholder.

### Why should I save with the Kingston Unity Friendly Society?

Kingston Unity is a Friendly Society which was established in 1840 and is a mutual organisation owned by its members. Being mutual means that any surplus funds are used for the benefit of members and not to pay shareholders.

### What is a Junior Individual Savings Account (NISA)?

Junior NISAs are investments with tax advantages, available to all UK resident children under the age of 18 who are not eligible for a Child Trust Fund account. There are two categories of Junior NISA available - Stocks & Shares Junior NISAs and Cash Junior NISAs. Kingston Unity only offers a With Profits Junior NISA which falls within the Stocks and Shares category.

Junior NISAs have special tax advantages which mean that the proceeds from the NISA will be completely tax free. This is subject to current legislation which may change in the future.

### What is the Kingston Unity Junior Investment NISA?

A Stocks & Shares NISA which invests in the Kingston Unity With-Profits Fund. A bonus rate is declared annually and any declared Bonuses are added to the NISA (**see section How does the Bonus work?**). The With-Profits fund aims to smooth returns to avoid the worst of market fluctuations. It does this by investing in a mixture of asset classes.

### How much can I invest?

- You can currently invest up to the maximum allowed by the Government per tax year in a Junior Stocks & Shares NISA. If you have also invested in a Junior Cash NISA in the same year this will reduce the amount you can invest in the Stocks & Shares NISA accordingly.
- You are able to invest in a Junior Cash NISA and a Junior Stocks & Shares NISA with different providers but cannot hold more than one of each type at any time. It is up to the account holder or individual with parental responsibility to ensure that investment does not exceed the annual allowance for that tax year.
- Payments can be a minimum of £10 lump sum or £5 if you are paying monthly contributions by direct debit.
- Payments can be made to the account by any individual eg parents, relatives, friends.

### Who can open a Junior NISA?

An account can be opened by the individual if he/she is aged 16 or 17. However, where the child is aged under 16, a person with parental responsibility can open the account on his/her behalf and that person will be responsible for the account until the child reaches the age of 16. At 16 responsibility can be passed over to the account holder.

### Where is my money invested?

The premium is invested into the Society's With-Profits fund.

This fund is made up of investments into four main asset classes; equities, commercial property, fixed interest (eg gilts, corporate bonds etc) and cash. The purpose of this is to reduce investment risk whilst giving exposure to assets that over a period of time are expected to generate growth and provide a balanced approach with low to medium risk. This makes an appropriate investment for someone who is not averse to some risk and would like the opportunity to take advantage of the potential growth in assets not given by deposit based accounts, but without the enhanced risk of investment in single equities or assets. The mix of assets will vary from time to time to reflect market conditions.

### How does it work?

In addition to your invested capital, depending upon investment performance of the With-Profits fund, the Society's Board, in consultation with the Actuary, may declare an annual bonus which is added to the Junior NISA (**see section 'How does the Bonus work?'**). This is based on the daily balance during the year.

### How does the Bonus work?

Depending on investment performance, we will declare a bonus rate around February to April in each year and any resulting bonus will be added to your policy. The bonus will be calculated on the previous calendar year and will depend upon the balance of the Junior NISA during this year. This is known as a 'reversionary' bonus.

Once added, reversionary bonuses cannot be taken away, except in the case of a Market Value Reduction (MVR) being applied (**see section 'What is a Market Value Reduction?'**).

The value of regular bonus given in the past should not be used as a guide to what you may receive in the future. Note that there is no guarantee that an annual bonus will be declared, although historically the Society has never failed to do so. Further details can be found in sections 10 to 12 of the Terms & Conditions.

### What happens when the child reaches the age of 18?

Your Junior NISA will 'roll-over' into an adult NISA. If you do not withdraw the proceeds within 7 days of reaching the age of 18 then your Junior Investment NISA will become subject to the terms and conditions of the adult Investment NISA.

### Are there any guarantees?

If you choose to withdraw from your Junior Investment NISA at the age of 18 (this period includes up to 7 days after your 18th birthday), the policy guarantees to pay the sum assured (this being the premiums paid to date) plus the bonuses accrued to the date of the 18th birthday. The Society may increase this with an additional final bonus if the investments backing the fund have performed better than the regular bonus accrued to date. A Market Value Reduction (**see section 'What is a Market Value Reduction (MVR)?'**) will not be applied on withdrawals at the age of 18 up to and including 7 days after the 18th birthday.

### **Can I stop paying into the Junior NISA?**

Yes you can stop or vary payments at any point during the tax year subject to the overall maximum amount.

### **Can I make withdrawals from my Junior NISA?**

No, withdrawals are not allowed from the Junior NISA until the child reaches the age of 18 at which point the NISA will be accessible by the child only. The only potential exception is upon the diagnosis of a terminal illness.

### **Can I transfer my Stocks & Shares or Cash Junior NISA with another provider to Kingston Unity Friendly Society?**

Yes, under normal circumstances you can do this. As you can only have one Cash and one Stocks & Shares Junior NISA at any time, if you choose to transfer your Stocks & Shares Junior NISA to a Kingston Unity Stocks & Shares Junior NISA then you will need to transfer the whole amount, including any previous year's subscriptions.

If you wish to transfer a Cash Junior NISA to a Kingston Unity Stocks & Shares Junior NISA then you can transfer all or part of previous year's subscriptions to us. You can also transfer money saved in the current tax year with another provider in a Cash Junior NISA to a Kingston Unity Stocks & Shares Junior NISA.

Under regulations which became effective on 1st July 2014, there are no restrictions on transfers between Cash Junior NISAs and Stock and Shares Junior NISAs.

### **Can I transfer my Kingston Unity Junior Stocks & Shares NISA to another provider?**

Obviously we hope you will be completely satisfied with the performance of your Junior NISA and the service you receive from the Society but if you want to transfer to another provider that can be arranged. If you do decide to do this, a Market Value Reduction may be applied (**see section 'What is a Market Value Reduction (MVR)?'**).

### **What is a Market Value Reduction (MVR)?**

A Market Value Reduction, also known as an MVR, is a percentage based reduction in the value of your withdrawal. The Society reserves the right to apply an MVR on policies being encashed in part or fully during times of adverse investment conditions. Encashment could relate to transferring to another provider, or by withdrawing the proceeds of the Junior NISA outside the 7 day period which comes into force on the policyholder's 18th birthday. This applies to both capital and bonus and is designed to ensure that you receive your fair share of the fund and that withdrawals by members cashing in do not affect the value of your continuing investment.

The amount of the MVR depends on when you invested, the period over which you have invested and the investment market conditions during this time. An MVR is not applied on death. The level of MVR will be set by the Society's Board after receiving advice from the Society's actuary. We will try to smooth the returns payable to members through their Junior NISAs.

This practice may alter at any time and without notice.

However, information on the current practice is available on request.

### **What happens if the Junior NISA policyholder dies?**

On early death, the Society will pay 101% of the value of the Junior NISA at the date of death to the individual's estate. Interest to the date of death will be credited tax free but any interest added between the date of death and the date of payment will be subject to tax at the applicable rate in force.

Upon death, Junior NISAs lose their tax free status and cannot be continued by the holder's beneficiaries.

### **Will there be any liability to tax?**

Any money you receive from your Junior NISA under current legislation will be completely free of tax and you will not need to declare any growth or income from your investment on your tax return.

Capital gains and investment income made to the fund are currently tax-free but we cannot reclaim the 10% tax credit on dividend income.

The tax treatment is subject to current legislation which may change in future.

If you are in any doubt about how the legislation may affect you, we strongly suggest that you seek professional taxation advice.

### **How will it work for me?**

Accompanying this leaflet you will find an illustration which shows an example of possible growth and performance of a Junior NISA. If you require a specific illustration please contact us.

### **Are there any charges?**

Yes, the Society takes into account an annual charge of 1.5% before bonus rates are calculated and declared.

### **How can I keep track of the investment?**

We will send you a statement showing the value of your Junior NISA at the end of each tax year. The statement will also show any debits and credits during the year. You can contact us at any time if you have queries regarding the value of your Junior NISA.

### **Can I change my mind?**

You can change your mind within 30 days from the date you receive the policy document. You will receive a full refund of your investment. If you have taken out your plan via an IFA and you have agreed for any fees to be taken directly from your investment, then your refunded investment amount will be net of any fees paid to the IFA.

### **How to apply**

Providing you do not need any advice, you should complete and return the application form, transfer authority (where applicable) and direct debit authority (where applicable) and your cheque for your lump sum investment (where applicable) and send them to FREEPOST RSJC-BBGE-KSAX, Kingston Unity Friendly Society, 9 Navigation Court, Calder Park, Wakefield WF2 7BJ.

You can request a personalised illustration before applying if you wish. A personalised illustration will always be provided on receipt of your application.

### **What if I would like advice?**

Due to regulation the Society is unable to provide Investment advice to you. If you would like advice you should consult an Independent Financial Adviser who may charge for their services.

The following websites list IFAs:

**www.which-advisor.co.uk**, **www.ifa-guide.co.uk**. Note this does not constitute a recommendation of their services.

### **How can I contact you?**

If you have any questions please contact our new business department at 9 Navigation Court, Calder Park, Wakefield, WF2 7BJ or telephone us on 01924 240164.

You can also email **enquiries@kingstonunity.co.uk**.

### **What law applies to my policy?**

In legal disputes the law of England and Wales will apply.

### **Legislation**

It is possible that legislation affecting the Junior Investment NISA may change in the future. This may affect the benefits or conditions of the plan.

### **How do I make a complaint?**

If you need to complain, please contact the Compliance Officer at the address under the section **“How can I contact you?”**. If you're not satisfied with our response you can write to The Financial Ombudsman Service, Exchange Tower, London, E14 9SR. Making a complaint won't affect your legal rights.

### **Client Category**

We are required to categorise our clients. We will treat you as a “Retail Client” which means that you will benefit from the highest level of consumer protection.

### **Compensation**

The Society is covered by the Financial Services Compensation Scheme (FSCS). If we cannot meet our obligations, you may be entitled to compensation from the scheme. This depends on the type of business and the circumstances of the claim. Most types of insurance business are covered for 90% of the claim with no upper limit. Information on compensation arrangements is available from the FSCS via [www.fscs.org.uk](http://www.fscs.org.uk) or calling 0800 678 1100.

## Terms and Conditions for the Kingston Unity Junior New Individual Savings Account

### In the following:

"you" refers to the insured member of the Society and "your" means belonging to the insured member of the Society who owns this insurance. "us", "we" and "our" all refer to the Kingston Unity Friendly Society (the "Society");

We will maintain a unit-linked and a unitised with profits whole life assurance for the purposes of providing a Junior New Individual Savings Account (JNISA). All owners of the insurance will be members of the Society.

### The terms and conditions of owning this insurance will be:

1. 100% of any contributions received for the Account will be allocated to units in this fund at the next published unit price.
2. The insurance policy (and any of the underlying value attached) cannot be used as security for a loan and is in the beneficial ownership of you;
3. The Account can be transferred to another Junior New Individual Savings Account provider at any time. You can choose to transfer all or part of the value of your account to another provider's cash Junior New Individual Savings Account or you can choose to transfer the whole account to another provider's stocks & shares Junior New Individual Savings Account. The value provided will be the then current number of allocated units to the Account multiplied by the next published unit price following receipt of the required form at the Society's head office. The value may be adjusted by a market value reduction factor on transfer at the discretion of the Board. We will carry out this transfer within 30 days from receiving your instructions. For partial transfers the value provided will be the value you have requested to be transferred, and the number of units held in your account will be reduced by the transfer value divided by the unit price in force on the day of transfer. The value may be adjusted by a market value reduction factor on transfer at the discretion of the Board.
4. We do not accept any investments in this Junior New Individual Savings Account other than the insurance policy covered by these terms and conditions. However, if other assets existed:
  - a. except for cash deposits and for our insurance policies, the title to the JNISA investments will be registered
    - a. in the name of the the Society's nominee, or
    - b. jointly in the name of the Society's nominee and you
  - b. except for cash deposits and for our insurance policies, share certificates or other documents evidencing title to NISA investments will be held by us or as we may direct;
  - c. except for cash deposits we will arrange, if you elect, for you to receive a copy of the annual report and accounts issued by every company or other concern in respect of shares, securities or units which are held directly in the JNISA (if the investor receives these automatically this fact should be stated in the JNISA terms and conditions);
  - d. except for cash deposits and our insurance policies, we will arrange if you wish, to arrange for you to be able:
    - a. to attend shareholders', securities holders' or unit holders' meetings
    - b. to receive, in addition to the annual report and accounts, any other information issued to shareholders, securities holders or unit holders
  - e. we will need to satisfy ourselves 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;
5. We will notify you if, by reason of any failure to satisfy the provisions of the JNISA regulations laid down by Her Majesty's Revenue and Customs, an ISA has, or will, become void.
  - a. You cannot surrender the policy and encash all the proceeds until you have attained the age of 18. Once you reach the age of 18 you can surrender the policy and encash all the proceeds. The value provided will be the then current number of allocated units to the Account multiplied by the next published unit price following receipt of the required form at the Society's head office. We may apply a Market Value Reduction if the surrender is not at your 18th birthday (or a period of 7 days after this), at the tenth anniversary of you attaining the age of 18, or at every subsequent fifth anniversary of this date.
  - b. On attaining the age of 18, your Junior NISA will automatically roll-over into an adult Stocks & Shares NISA and the terms & conditions relating to the adult Stocks & Shares NISA will then apply.
6. There will be a limit to the total contributions that can be accepted by the Society on any Account in the year of subscription. This limit will be published from time to time in the relevant Tables.
7. If you die, the Society will pay the greater of 101% of the total contributions paid to date or the value of the then current number of units in your Account attached times the unit price current at receiving your notification to your estate.
8. The units allocated to the account do not belong to the Member. They are purely for the calculation of benefits under the terms of the insurance. The funds and the units are part of the long-term business funds of the Society.
9. The units will be within funds (The Funds) that will be published from time to time in the relevant Tables. The Society can create new Funds at any time or merge funds together at its complete discretion.
10. The Board will determine reversionary bonuses annually in their normal bonus declarations. The unit price of the unitised with profit will increase from the price calculated from the last annual reversionary bonus by applying the current declared reversionary bonus as a compound increase. After the bonus has been declared, the unit price will be guaranteed not to fall below that price at any time in the future.
11. The Board will also declare, from time to time, an interim reversionary bonus rate which would be applied as a compound annualised rate from the last unit price fixed by the annual reversionary bonus as an increase in the current price. This interim bonus is not guaranteed and can be reversed by the Board in its absolute discretion. The unit price could fall to the level set by the last full annual reversionary bonus at any time.
12. The annual reversionary bonus will be fixed by the Board to reflect the smoothed performance of its main with profits fund after allowing for the level of guarantees within the fund. It will also reflect an allowance for expenses of 1.5% of funds under management.
13. The Account cannot be assigned to another beneficial owner, nor can any loan be taken out against the value of the Account.
14. The Account can be linked to as many Funds as the Society publish in its Tables, as allowable from time to time. Units may be switched from one Fund to another by cancelling the units in one Fund and allocating units in another Fund. The number of units allocated in the second Fund will be the number of units in the first Fund multiplied by the next published unit price in the first Fund divided by the next published unit price in the second fund. The unit prices will be the ones next published after receipt of the switch instructions at the head office of the Society in the required form.
15. The Board may declare, from time to time, a terminal bonus which would increase the value of the policy payable on death or on transfer or on encashment.

**For more information call 01924 240164 or visit [www.kingstonunity.co.uk](http://www.kingstonunity.co.uk)**

### Kingston Unity

9 Navigation Court, Calder Park, Wakefield, WF2 7BJ. Tel: 01924 240 164 Fax: 01924 242 992

Email: [enquiries@kingstonunity.co.uk](mailto:enquiries@kingstonunity.co.uk) Web: [www.kingstonunity.co.uk](http://www.kingstonunity.co.uk)

Kingston Unity is the trading name of Kingston Unity Friendly Society Limited, an incorporated Society within the meaning of the Friendly Societies Act 1992 (Register 775f). Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register 110056.



# Junior Investment (Stocks & Shares) NISA Application Form



**KINGSTON UNITY**  
**THE FRIENDLY SOCIETY**  
TRADITIONAL VALUES - MUTUAL BENEFITS

Please complete this form in **block capitals using black ink**.

For further details about this product, please see the 'Key Features and Terms & Conditions'.

If you would like help completing your application, please contact us on **01924 240164**

## 1 applicant and child's details

If the Junior NISA is for a child aged 16 or 17 then they must apply in their own right. If this is the case then the child should complete all sections apart from 1b. If you are applying to open a Junior NISA on behalf of a child aged under 16 please complete all sections.

### 1a Applicant's Details (must have parental responsibility for child)

Title

Surname

Forename(s)

Address

Postcode

Tel. No.

Day

Evening

Email

Date of birth

Male

Female

Relationship to Policyholder

### 1b Child's Details

Title

Surname

Forename(s)

Address

Postcode

Tel. No.

Day

Evening

Email

Date of birth

Male

Female

## 2 child's National Insurance Number if known

If yes, you must enter it here

## 3 investment details

I apply to subscribe to a Junior Investment NISA:

### subscriptions

Subscriptions can be made by monthly direct debit and/or lump sum cheque payments and are subject to the overall maximum allowed by the Government.

**Please see the attached guidance on the current limits.**

#### ● Monthly Payments by Direct Debit

How much do you wish to invest in your Investment NISA each month?

The minimum monthly amount is £5

Payment date (choose one) 1st

16th

#### ● Lump sum payment

How much do you wish to invest into your Investment NISA as a lump sum

Please make your cheque payable to Kingston Unity. If you use a Building Society cheque or bankers draft, ask the organisation to print your name and account number on the reverse of the cheque and endorse it with their stamp.

## 4 permission to keep you informed

Information about you will be held by **Kingston Unity** to provide the products and services for which you apply. We would also like to keep you informed of other products and services. Please tick the appropriate boxes if you **DO NOT** wish to be sent information about our products and services by: mail ☐ phone ☐ email ☐

You can change any of your choices by calling us on **01924 240164**

## 5 declaration - please ensure you sign and date this section

I declare that:

- I am 16 years of age or over
- I am the child/I have parental responsibility for the child (delete which does not apply)
- I/the child does not have a Child Trust Fund Account (delete which does not apply)
- I will be the registered contact for the Junior Investment (Stocks & Shares) NISA
- The child is resident in the UK, or is a UK Crown servant, a dependant of a UK Crown servant or is married to/in a civil partnership with a UK Crown servant
- I have not subscribed and will not subscribe to another Junior NISA of this type for this child
- I am not aware that this child has another Junior NISA of this type
- I am not aware of other Junior NISA subscriptions that will result in this child exceeding the annual limit
- I will not knowingly make subscriptions to Junior NISAs for this child that will result in the subscription limit being exceeded.

### I authorise Kingston Unity Friendly Society

- To hold the child's subscriptions, Junior NISA investments, interest, dividends and any other rights or proceeds in respect of those investments and cash, and
- To make on the child's behalf any claims to relief from tax in respect of Junior NISA investments

The Junior NISA is subject to the Key Features and Terms & Conditions. You should read these carefully before signing this application form. If you do not understand any point please ask us for further information. I understand that a copy of this application and rules is available on request. **I agree to the Junior NISA Terms & Conditions**

I declare that this application has been completed to the best of my knowledge and belief.

I agree to inform Kingston Unity in writing immediately of any changes in the child's or my details.

We will treat you as a 'retail customer' which means that you will receive the highest level of customer protection available under UK financial services rules and regulations.

### Client Agreement

I agree to be bound by this Client Agreement, which is a legal agreement, and defines our respective rights and obligations.

### Your Rights

You will be treated fairly in all of your dealings with Kingston Unity including:

- The product and associated services will be clearly described, so that you can decide whether it meets your needs
- Being provided with clear and accurate information, during and after the point of sale
- Our dealing effectively with your queries and complaints. We publish our internal complaints handling process on our website [www.kingstonunity.co.uk](http://www.kingstonunity.co.uk) and these are also available on request. In circumstances where you feel your complaint has not been dealt with to your satisfaction, or if we have not been able to give you a final response within eight weeks, then you will have the option of contacting the Financial Ombudsman Service. Their website is [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk).

### Your Obligations

- To complete the application to the best of your knowledge and inform Kingston Unity in writing immediately of any changes in your circumstances
- To read the documentation that we will send to you, particularly the Key Features Document.

### Data Protection

In order to process your application, we must obtain certain information from you. We will also need to maintain certain other records.

- You agree that the information we hold about you can be held electronically and/or in hard copy form.
- You agree that any information we hold about you may be disclosed a) to third parties for the purpose of processing your application and ongoing membership, b) to our Regulators, c) to our Compliance Consultants, d) It will not be disclosed to any other parties (even if related) without your express permission in writing.
- If your plan has been arranged as an advised sale via an IFA, then we will automatically disclose your plan information to them unless you instruct us otherwise. If in future you do not wish to give us permission to disclose your information to your IFA, or if your relationship with your IFA ceases then please advise us.
- If you have been referred to us by an IFA then we will not provide them with any details of your plan information and we will send all documentation directly to you.

**Please sign and date this declaration.**

Applicant's signature 

Date

## 6 Please complete this section if this is a non-advised sale:

Kingston Unity does not give advice in relation to its products and our external and Society introducers are not authorised to give advice. However, you may have received advice from an Independent Financial Advisor in relation to this plan. Where you have received advice from an Independent Financial Advisor, **please do not complete this section.**

**I confirm that I have not requested nor received any advice from the Society or its introducers in relation to this product.**

Signed: .....

Date: .....

## 7 return to us

Please return your completed application to:

**Freepost RSJC-BBGE-KSAX, Kingston Unity, 9 Navigation Court, Calder Park, Wakefield, WF2 7BJ**

IFA Ref/Name

How did you hear about us? IFA ☐ KU Agent ☐ KU Website ☐ Other (specify) ☐



## Instruction to existing Junior NISA Manager for transfer of Junior NISA

When complete please return the form to us at Freepost RSJC-BBGE-KSAX, Kingston Unity Friendly Society, 9 Navigation Court, Calder Park, Wakefield, WF2 7BJ along with your completed JISA application form.

To *(Name of current Junior NISA Manager)*

|                            |  |
|----------------------------|--|
| Junior NISA Manager        |  |
| Address INCLUDING POSTCODE |  |
|                            |  |

**Applicant's Details** (where a child is under 16, the applicant will be the registered contact for the Junior NISA. Where a child is 16 or over, the applicant will be the child)

|                            |  |
|----------------------------|--|
| Full Name                  |  |
| Title                      |  |
| Address INCLUDING POSTCODE |  |
|                            |  |

**Child's details** (these must be completed for all transfers)

**I apply to transfer a Junior NISA for:**

|  |  |  |   |  |                |   |   |  |
|--|--|--|---|--|----------------|---|---|--|
| Child's Full Name  |  |  |   |  |                |   |   |  |
| Address INCLUDING POSTCODE   |  |  |   |  |                |   |   |  |
|  |  |  |   |  |                |   |   |  |
| Child's National Insurance Number (if they have one)   |  |  |   |  |                |   |   |  |
| Child's Date of Birth  |  |  |   |  | Child's Title  |   |   |  |
| Current Junior NISA Provider   |  |  |   |  |                |   |   |  |
| Type of Junior NISA held with current Junior NISA Manager (cash or stocks and shares)  |  |  |   |  | Account Number |   |   |  |
| Type of Junior NISA you want to transfer into  | <b>STOCKS &amp; SHARES</b><br>We only offer a Stocks & Shares Junior NISA. |  |   |  |                |   |   |  |
| I wish to transfer (tick one box only)<br><b>PART BALANCES CAN ONLY BE TRANSFERRED FROM CASH JNISAS</b>                              | <b>Transfer full balance of the account</b>                                |  |   |  |                | <b>Transfer part balance of the account (also complete row below)</b> |   |  |
| For part balances only please indicate the amount to transfer, and amount of current year's subscriptions to be included in transfer | Amount to transfer   |  | £ |  |                |   |   |  |
|  | Amount of current year's subscriptions to transfer (one only)              |  |   |  | All            | Or  | £ |  |

**I declare that**

- I am 16 years of age or over
- I am the child/I have parental responsibility for the child (delete which does not apply)
- I am the registered contact for the Junior NISA

**I authorise Kingston Unity Friendly Society**

- to hold the child's subscriptions, Junior NISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash;
- to make on behalf of the child any claims to relief from tax in respect of Junior NISA investments

**I agree to the Junior NISA terms and conditions and declare that this application form has been completed to the best of my knowledge and belief.**

|           |  |      |    |    |      |
|-----------|--|------|----|----|------|
| Signature |  | Date | DD | MM | YYYY |
|-----------|--|------|----|----|------|

**Instruction to existing Junior NISA Manager** - Please ensure that the cheque and Junior NISA transfer documentation is sent to: Kingston Unity Friendly Society, 9 Navigation Court, Calder Park, Wakefield, WF2 7BJ quoting the account holder's Surname & Forename. Kingston Unity Friendly Society's NISA Reference No is Z1679.



Service User Number

9 Navigation Court,  
Calder Park,  
Wakefield,  
WF2 7BJ

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your bank or building society

To: The Manager

Bank/Building Society

.....  
Address

Postcode

Reference Number

FOR KINGSTON UNITY FRIENDLY SOCIETY LIMITED OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.

**Instruction to your Bank or Building Society**

Please pay Kingston Unity Friendly Society Limited 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 Kingston Unity Friendly Society Limited and, if so, details will be passed electronically to my Bank / Building Society.

Signature(s)

Date \_\_\_\_\_

Banks and Building Societies may not accept Direct Debit Instruction for some types of account

**This guarantee should be detached and retained by the Payer.**

## The Direct Debit Guarantee

- 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 Kingston Unity Friendly Society Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Kingston Unity Friendly Society Limited 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 Kingston Unity Friendly Society Limited 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 Kingston Unity Friendly Society Limited asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.





## A Guide to how we manage our with profits fund

### Principles and Practices of Financial Management (PPFM)

This document sets out how the Society manages it's with profit fund and can be obtained on request from head office or by download from our web site. It covers two areas; the principles which are high level statements regarding the long term management of the fund, and the practices which are statements about how we implement the principles. Over time we may amend the principles but if we do this we will write to members to advise them of the changes. If we amend the practices we will write to members at the earliest opportunity to inform them.

This guide aims to provide a simplified version of the main items contained in the PPFM.

### What are our guiding principles

- **We manage our with profit fund in a lawful, sound and prudent manner.**
- **We aim to treat all our customers fairly.**
- **We will operate in a manner to enable us to pay all guaranteed benefits when they become due.**

### What is the with profit fund

This is an investment fund where your money is combined with that of other customers and then invested in a range of different assets (see section: How is the with Profit Fund invested). The objective is to ensure that on death or maturity you will receive the guaranteed benefit under the policy along with any annual bonus that has been added. Annual bonus is not guaranteed to be paid and may vary, including the possibility of none being paid in a particular year or years, depending upon the investment performance of the fund. Some of our policies may also have a terminal bonus added but again this depends on the funds' performance.

- **Annual bonus** - The rate of bonus is set by the Society's Board after consultation with the With Profits Actuary, usually once every year. It is set by taking into account what the fund can afford both now and in the future to make sure that we can meet all the guaranteed amounts when they need to be paid. Once an annual bonus has been added it cannot be taken away providing the policy runs to maturity.
- **Interim bonus** - This type of bonus may be added if your policy matures during a period for which an annual bonus has not been declared.
- **Terminal bonus** - Any terminal bonus is again agreed by the Board following consultation with the With Profits Actuary. This type of bonus is designed to ensure that the amount that you get back fairly represents the performance of the fund during the period of your investment.

### What is an Asset Share

An asset share is calculated by taking into account the premiums you have paid, the investment performance of the fund whilst you have been investing minus the charges that we make to cover expenses. The investment returns credited reflect the level of guarantees on an individual policy. If the guaranteed benefits on a policy are high we have to adopt a safer investment approach in order to meet the guarantee (for example by investing in deposits or fixed interest assets). However where guarantees are low it allows us to invest in assets that may have a higher level of risk attached but over time could be expected to outperform the safer assets to provide a better return.

On average we aim to pay out the full asset share to policyholders but we also use smoothing (see section on smoothing) to make sure that payouts, wherever possible, do not alter significantly from year to year. The Society's Board sets the target range for payouts and these are detailed in the PPFM.

### What is smoothing

Smoothing helps to protect policyholders from short term fluctuations in the value of assets within the fund but will not protect from long term and sustained falls in value. We do this by retaining some of the surplus during a good year and distributing a similar amount during a poorer year. It can be used to:

- **Reduce the variation in maturity values between policies maturing at the same time with different contribution levels and type.**
- **Reduce the variation in maturity values at different maturity dates.**
- **Reduce the differences in payouts over time.**

### What are charges

Charges are there to cover the expense of selling and setting up the policy, investment and ongoing administration. We assess what these are likely to be over the period of the policy but they can vary. If actual expenses are higher than those shown in the illustration any excess will be charged against the asset share and therefore any future bonus credited.

### What happens if you end the policy before it matures

If you want to stop paying the premiums on your policy (another name for this would be surrender) we have to calculate how much to pay you to be fair both to you and the other members remaining in the fund. We do this by using an asset share approach with a target range of 100% though this may vary slightly. Unlike on maturity there is no guarantee that you will receive a certain amount and particularly during the early years you may not get back as much as you have paid in.

### What happens if you die before the end of the policy term

You will receive the guaranteed sum assured or fund value depending on the type of policy along with all regular bonus that has been added up to the date of death.

### What is a Market Value Reduction (MVR)

At certain times we may apply an MVR to reduce the surrender value of with profit investment bonds and ISA's. We do this to bring the overall payout closer to the asset share when the underlying value of the assets in our fund is lower to ensure that:

- **The surrender value is not unfairly higher than the market value of the assets in the fund.**
- **To protect the remaining members by making sure that a fair share remains.**

We will advise you if we are applying an MVR when you ask for a surrender value but this can change at any time if there is a sudden drop in the value of assets in the fund.

Our with-profit bond has guaranteed MVR free dates at every fifth anniversary and the ISA on the tenth anniversary and each subsequent five years. In addition we do not apply an MVR on death.

### How is the With Profit fund invested

The with profit fund is invested in a range of different assets such as shares, property, fixed interest type investments for example Government and corporate bonds and cash. We vary the proportions held in each particular asset class depending upon:

- **The level of guarantees on the fund.**
- **The current and future financial position to ensure that we meet the reasonable expectations of our customers. We aim to maximise the investment return whilst providing a safe route to meeting commitments.**

We operate the fund within an investment matrix agreed by the Actuary and review the percentage of assets held in a particular class formally each year and more frequently when there is volatility in the market. You can find out the split of where the assets are held at a specific time by contacting head office.

### **Do we have more assets than the total asset shares.**

We always hold more assets than we need to pay policyholders to meet the benefits promised to them. These extra assets are sometimes referred to as the 'estate' and this provides the Society with working capital and extra security to cover unforeseen risks. They may also be used to smooth out policy payouts and absorb losses and profits. Over the long term the Society Board will credit or debit any difference in the estate back to or from the asset shares of policyholders.

### **What risks are there to the With Profit Fund**

As the Society does not have shareholders the With Profit members receive the benefits but also bear the risk of running the fund. The main risks to which the fund is exposed are:

- **New business:** The cost of acquiring new business may be higher than the immediate charges that flow from the policy. We manage this by ensuring that the cost of selling and maintaining new business can be supported by the fund without damaging the interests of existing policyholders. This may result in restrictions being made on the amount of new business that we accept during a particular period.
- Any other business ventures that the Society undertakes such as new products or establishing new ways to market our products may be supported by the with profit fund with any profits or losses accruing to the fund. The Board will take advice before approving any activity from the With Profit Actuary who has to report whether such ventures are consistent with our Principles and Practice of Financial Management.  
Any profits or losses are normally added to the individual asset share by a smoothed addition or subtraction from the asset share.
- The general risks of carrying out insurance business such as operational or compliance failures.



The full version of our PPFM is available either on request by calling our number or by visiting the website shown below.

**For more information call 01924 240164 or visit [www.kingstonunity.co.uk](http://www.kingstonunity.co.uk)**

#### **Kingston Unity**

9 Navigation Court, Calder Park, Wakefield, WF2 7BJ. Tel: 01924 240 164 Fax: 01924 242 992

Email: [enquiries@kingstonunity.co.uk](mailto:enquiries@kingstonunity.co.uk) Web: [www.kingstonunity.co.uk](http://www.kingstonunity.co.uk)

Kingston Unity is the trading name of Kingston Unity Friendly Society Limited, an incorporated Society within the meaning of the Friendly Societies Act 1992 (Register 775f). Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register 110056.