

# Key Features of the Child Trust Fund (CTF) - Options

The Financial Conduct Authority is a financial services regulator. It requires us, Forester Life, to give you this important information to help you decide whether our Child Trust Fund (CTF) - Options 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.

# **Key Features**

#### Its Aims

- To provide your child with a lump sum benefit at age 18.
- To achieve tax-efficient long-term savings growth.

#### Your Commitment

- If you are the Registered Contact; to act on behalf of your child until your child decides to take over responsibility for the Plan at age 16 or over.
- To invest contributions from yourself, family members, friends and anyone else who wishes to contribute.
- To provide your child with the best start in adult life you should aim to make monthly and/or single contributions.
- Monthly contributions will increase automatically each year to keep pace with inflation (within allowable limits). You have the option to opt out or reduce your contributions at any time.
- All contributions to the Plan are considered a gift to your child and cannot be returned and, except in the event of your child's earlier death or terminal illness, can only be accessed by your child at age 18.

#### Risk Factors

- The value of the Plan may fluctuate as the value of the investments can down as well as up. Your child may get back less than has been invested.
- The favourable tax treatment of CTFs may change in the future. This could reduce the potential growth of the investment
- Tax treatment depends on individual circumstances and may be subject to change in the future.

# Your questions answered

#### What is a Child Trust Fund?

 A CTF is a long-term, tax-free savings account for children born in the United Kingdom between 1st September 2002 and 2nd January 2011. Eligible children received a voucher from the Government which could be used to open a CTF.

#### What is the Child Trust Fund - Options?

 The Child Trust Fund - Options is a Non-Stakeholder Stocks and Shares CTF and offers a flexible and simple way to invest in stocks and shares, whatever your budget. Designed for low-cost savings, you can invest from £10 up to £9,000 each birthday year.

#### What should the Registered Contact do?

- The Registered Contact is responsible for managing the Plan so should keep all the paperwork, report changes such as a change of address and is the only person who can change the account or provider.
- As only one person can be the Registered Contact, if a Registered Contact already exists their consent will normally be required for any changes.
- When your child is 16 they can become the Registered Contact and manage their own account if they want to.

#### Where is the Child Trust Fund - Options invested?

- The Child Trust Fund Options has the option to invest or partially invest the whole investment in the following funds:
  - Aberdeen UK All Share Tracker Fund
  - Foresters Stakeholder (Schroders) Managed 1 Fund
  - Foresters Stakeholder (Schroders) Sustainable Future Managed 1 Fund
  - Henderson Cautious Managed 1 Fund
  - Henderson European Selected Opportunities 1 Fund
  - Henderson US Growth 1 Fund
  - Henderson Global Care Growth 1 Fund
  - Insight Investment UK Government All Maturities Bond 1 Fund
  - Invesco Perpetual Income 1 Fund
  - Invesco Perpetual Managed Growth 1 Fund
  - Invesco Perpetual UK Smaller Companies Equity 1 Fund

#### What are the investment objectives of the funds?

- The Aberdeen UK All Share Tracker Fund aims to achieve long-term capital growth and to produce a return that, before charges and expenses, matches the total return of the FTSE All-Share Index. The fund has a high-medium risk profile.
- The Foresters Stakeholder (Schroders) Managed 1 Fund is professionally managed by Schroders with the aim to generate capital growth over the medium to long term by



investing in a portfolio of UK and international company shares, global government and corporate bonds, and cash. No more than 60% of the portfolio is invested in stocks and shares. The fund has a medium-low risk profile.

- The Foresters Stakeholder (Schroders) Sustainable Future Managed 1 Fund is professionally managed by Schroders with the aim to achieve medium to long-term capital growth, by investing in a diversified range of assets and markets worldwide which meets the investment manager's sustainability criteria. The fund has a medium-low risk profile.
- The Henderson Cautious Managed 1 Fund aims to achieve a combination of income and growth over the long term. In choosing investments, the investment manager looks for bonds and equities that offer good income and that appear to have greater potential to rise in price over the long-term than is reflected in current market prices. The fund has a medium risk profile.
- The Henderson European Selected Opportunities 1 Fund aims to achieve a long-term return that is above the average return expected from an investment in European shares. The fund has a medium-high risk profile.
- The Henderson US Growth 1 Fund aims to achieve a longterm return that is above the average return expected from an investment in US shares. The fund has a medium-high risk profile.
- The Henderson Global Care Growth 1 Fund aims to grow your child's investment over the long-term as well as achieve an increasing level of income. The fund has a medium-high risk profile.
- The Insight Investment UK Government All Maturities Bond 1 Fund aims to generate a total return, comprising both income and capital growth, by investing principally in sterling-based bonds issued by the UK government. The fund's benchmark is FTSE-A All Stocks Index. The fund has a medium risk profile.
- The Invesco Perpetual Income 1 Fund aims to achieve a reasonable level of income together with capital growth. The fund invests primarily in shares of UK companies but may include some international and unlisted investments. The fund has a high-medium risk profile.
- The Invesco Perpetual Managed Growth 1 Fund aims to achieve capital growth by investing primarily in other qualifying collective investment schemes, which invest in shares of companies and fixed interest securities globally.
   The fund will also invest directly in shares of US companies.
- The Invesco Perpetual UK Smaller Companies Equity 1 Fund aims to achieve capital growth by investing primarily in shares of UK smaller companies. The fund has a high-medium risk profile.

#### Can I switch the investment to a different fund?

- Yes. You may switch either part, or all of your child's CTF into the above funds.
- Forester Life does not charge for fund switches.

#### How can contributions be paid?

- Single contributions can be made by cheque, debit card or directly from your bank (direct credit).
- Monthly contributions are collected monthly by direct debit or standing order.
- Contributions will be accepted in date order up to the maximum contribution limit.

#### Can monthly contributions be increased?

• Each year we will automatically increase the amounts received

from each monthly contributor to help the Plan keep pace with inflation. The increase will be applied to the first monthly contribution payable after your child's birthday, or the anniversary of an additional payment made by the Registered Contact or other payer.

- There is a minimum increase of 2.5% each year which will provide a boost to the Plan when inflation is low.
- Additional increases can be made at any time subject to a minimum of £5 per month for monthly contributions and £10 for single contributions.
- All increases are subject to HMRC maximum limits.
- If anyone paying a monthly contribution wishes to stop automatic increases to their contribution they should tell us at least 14 days before the increase is due.

#### Can contributions be stopped?

- Yes. Any person paying a monthly contribution can stop paying or reduce their monthly contribution at any time.
- The minimum decrease amount is £5 and the Direct Debit cannot be less than £10.

#### How will I keep track of the value of the Plan?

- If the Plan has received any contribution in the birthday year, and the Plan value exceeds £300, we will send you a statement showing the payments received, the number of units held and the value of your child's Plan.
- We will also issue statements on your child's and 16<sup>th</sup> birthday and just before they reach 18.
- You can check unit prices at any time by visiting foresters.com or online at myplans.foresters.co.uk if you have a My Plans account.
- You should monitor the value of the Plan and the level of contributions paid.

#### Can money be withdrawn from the Plan?

- No. All savings are locked in until your child's 18th birthday.
- The Planholder will be contacted at least a month before their 18th birthday with details on how to access their savings. After their 18th birthday they will have the choice to leave the money where it is, withdraw the money, or reinvest all or some of the money in an Adult ISA. For more information, visit foresters.com/MaturedCTF

#### Is there a death benefit?

- Yes. In the event that your child dies before age 18 we will pay out 101% of the value of the units to their legal personal representatives.
- Payments may also be made in the event of your child suffering a terminal illness, subject to HMRC approval.

#### What are the charges?

- For funds invested in the Aberdeen UK All Share Tracker Fund, Foresters Stakeholder (Schroders) Managed 1 Fund and the Foresters Stakeholder (Schroders) Sustainable Future Managed 1 Fund there is an annual charge of 1.5% of the value of the funds you accumulate. If your fund is valued at £250 throughout the year, this means that we charge £3.75 that year. If your fund is valued at £500 throughout the year, this means that we charge £7.50 that year. These charges are capped under stakeholder rules.
- For funds invested in the Henderson Cautious Managed 1
   Fund there are total annual charges of 1.355% of the value of the funds you accumulate. Charges may vary in future.
- For funds invested in the Henderson European Selected Opportunities 1 Fund, Henderson US Growth 1 Fund and

- Henderson Global Care Growth 1 Fund there are total annual charges of 1.60% of the value of the funds you accumulate. Charges may vary in future.
- For funds invested in Insight Investment UK Government All Maturities Bond 1 Fund there are total annual charges of 1.05% of the value of the funds you accumulate. Charges may vary in future.
- For funds invested in Invesco Perpetual Income 1 Fund there are total annual charges of 1.66% of the value of the funds you accumulate. Charges may vary in future.
- For funds invested in Invesco Perpetual Managed Growth 1 Fund there are total annual charges of 1.82% of the value of the funds you accumulate. Charges may vary in future.
- For funds invested in Invesco Perpetual UK Smaller Companies Equity 1 Fund there are total annual charges of 1.67% of the value of the funds you accumulate. Charges may vary in future.

#### What is the tax situation on the CTF account?

- The amount paid to the Planholder at age 18 is completely free from UK Income and Capital Gains Tax. Benefits paid out on death could be subject to inheritance tax.
- Tax treatment depends on individual circumstances and may be subject to change in the future.
- Benefits paid out on death form part of the deceased's estate and may be subject to Inheritance Tax.

#### Can Child Trust Fund accounts be transferred?

- You are entitled to transfer between CTF providers and our Forester Life CTF can be transferred at no charge. We accept transfers from both Stocks and Shares and Cash CTFs. Any transfer needs to be made in full and the transfer can only be made by the Registered Contact.
- If you are transferring from a Cash CTF you should note that there will now be some risk to the investment.
- Forester Life does not give advice on transfers. If you are in any doubt about a transfer you should seek full financial advice.

#### Are we covered by the Financial Services Compensation Scheme (FSCS)

- Yes. This means that your child may be entitled to compensation from the FSCS in the unlikely event that we cannot meet our obligations.
- Compensation depends on the type of business and the circumstances of the claim.
- Further information about compensation scheme arrangements is available from the FSCS at fscs.org.uk or by phone on 0800 678 1100.

#### Important information

- All Forester Life Plans are subject to the law of England and Wales. We will always communicate with you using the English language.
- Forester Life fulfils the required standards for meeting financial obligations. You may view our Solvency and Financial Condition Report on our website at foresters.com/SFCR
- Full details are set out in the Terms and Conditions. A copy of the Terms and Conditions are available on request or online.
- At Foresters Financial we provide products, advice and service that embrace financial sense and simplicity. If there is anything in this document you don't understand, or you have specific requirements, please let us know.
- This information is issued by Forester Life Limited, Foresters House, 2 Cromwell Avenue, Bromley BR2 9BF. Information is based on our current understanding of legislation and tax practice as at April 2023, which may change in the future.

### Additional Information

#### What if I am unhappy with the service I receive?

- We take the concerns of our customers very seriously. If you are unhappy with any aspect of the service provided by us, please write to the Customer Relations Officer at Foresters House, 2 Cromwell Avenue, Bromley, BR2 9BF.
- If we do not deal with your complaint to your satisfaction, you can write to the Financial Ombudsman Service (FOS), Exchange Tower, London, E14 9SR (telephone 0300 123 9123, email complaint.info@financial-ombudsman.org.uk or visit www.financial-ombudsman.org.uk).
- You can view Forester Life customer complaints procedure at foresters.com or phone 0333 600 0333 for a copy.

#### How to contact us

**Customer Services** Forester Life Foresters House 2 Cromwell Avenue Bromley BR2 9BF

T 0333 600 0333 8:30am to 5:00pm weekdays Calls are charged at local rates E service@foresters.co.uk foresters.com

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# Terms and Conditions of the Child Trust Fund - Options

#### **Definitions**

Throughout the Terms and Conditions there are words and phrases that have special meanings and are shown in italics.

"Child" means the child named in the Schedule.

"Contributor" means you and/or the child, your relatives and friends, local authorities and charities, and any other person. "Contribution" means an amount in the currency of England that is gifted to the Plan from the contributor's own resources. "Contribution Year" means that period running from the child's previous birthday to the day before the next birthday. For the year in which the Plan is opened the contribution year starts on the Opening Date and ends on the day before the child's next birthday.

"CTF Regulations" means The Child Trust Funds Regulations 2004 as amended from time to time.

"Fund" means each separately identifiable account maintained by us.

"Fund Switch" means the cancellation of units in one Fund and their allocation instead to an alternative Fund or Funds. The Unit Account Value on the effective day of the Fund Switch will be the same before and after the Fund Switch.

"Maturity Date" means the child's 18th birthday.

"Opening Date" means the date from which payments can be accepted into the Plan.

"Parental responsibility" means parental responsibility within the meaning of the Children Act 1989 or the Children (Northern Ireland) Order 1995, or parental responsibilities within the meaning of the Children (Scotland) Act 1995.

"Plan" means the Child Trust Fund - Options which is evidenced by this document and the Schedule.

"Registered Contact" means the person who can give instructions for the management of the account.

"Schedule" means the document with that heading attached.
"Unit Account" on a given date means the units of the Funds
that remain allocated to the Plan at the end of the previous day.
Any units cancelled before that time for any reason described in
this document do not form part of the Unit Account.

"Unit Account Value" effective on a given date means the sum of the units of each Fund of the Unit Account on that date multiplied by the respective unit price effective on that date. "We" and "Us" mean Forester Life Limited. "Our" has a corresponding meaning.

"You" means the Registered Contact. "Your" has a corresponding meaning.

#### CTF Account Provider

Forester Life Limited is approved by HM Revenue & Customs as a CTF account provider under the CTF Regulations.

#### Registered Contact

There can only be one Registered Contact at any time.

The *child*, provided he (or she) has attained his (or her) 16th birthday, or any other person with *parental responsibility* for the *child* may apply to be the *Registered Contact*. Before we change the *Registered Contact*, we will require certain information and declarations. We will not change the *Registered Contact* unless the information and declarations have been provided to *us*. The declarations may include the consent of the existing *Registered Contact*.

Notwithstanding the previous paragraph, if the *child* is the *Registered Contact*, then the *Registered Contact* cannot be changed.

If we become aware that the *Registered Contact*, other than the *child*, no longer has *parental responsibility* for the *child*, then we will stop accepting instructions from the *Registered Contact*. We will resume accepting instructions only when we have changed the *Registered Contact* in accordance with *our* procedures.

#### Contributions

You, or anyone else, may contribute regular and/or single contributions to the Plan. The minimum contribution is £10.

The total amount contributed to the *Plan* in any *contribution year* cannot exceed the *contribution* limit specified in the *CTF Regulations*.

All *contributions* are gifts to the *child* and, once accepted into the *Plan*, cannot be repaid to the *contributor*.

We will not accept any contributions after the Maturity Date or the earlier death of the child.

#### Optional Changes to Regular Contributions

Any contributor may increase or decrease their regular contributions at any time subject to a minimum increase of £5. Regular contributions may not be reduced below the minimum of £10.

Any contributor may stop their regular contributions at any time. Contributions from other contributors will be unaffected. If regular contributions are stopped they may be restarted at any time subject to the minimum and maximum limits.

It may be necessary for *us* to reduce or suspend regular *contributions* from time to time to keep within the maximum *contribution* limit for the *contribution year*.

#### Automatic Increases to Regular Contributions

Regular *contributions* paid by Direct Debit will increase automatically following the occurrence of the *child's* birthday. The increase will be equal to the proportion by which the Retail Prices Index for the month six months before the month in which the *contribution* following the *child's* birthday falls exceeds the Index for the month 18 months before the month in which the *contribution* following the *child's* birthday falls, subject to a minimum increase of 2.5%. The increase will be applied to the regular *contribution* payable immediately preceding the *child's* birthday, allowing for any *contribution* changes attributable to Optional Changes.

If the Retail Prices Index is replaced or discontinued we will decide which other suitable Index we should use for calculating Automatic Increases. Automatic Increases will be reduced or cancelled if *CTF Regulations* prevent an Automatic Increase from being made in full.

If a contributor has made Optional Changes to their regular contributions within the 12 months preceding the child's birthday, then we may, at our discretion, postpone the Automatic Increase by up to 12 months from the Optional Change. Future Automatic

Increases will then occur at 12 month intervals, subject to any further postponement from future Optional Changes.

If a contributor commences regular contributions within the 12 months preceding the *child's* birthday, then *we* may, at *our* discretion, postpone the Automatic Increase by up to 12 months from the *contribution* commencement. Future Automatic Increases will then occur at 12 month intervals, subject to any further postponement from future Optional Changes.

If any *contributor* asks *us* to do so, *we* will stop their future Automatic Increases, subject to 14 days' written notice. The *contributor* may request that they recommence at any time, subject to 14 days' notice. The recommencement will not take account of any Automatic Increases that would have been made previously but for their earlier cessation.

#### **Investment of Contributions**

Contributions will be invested in the Fund(s) selected for your Plan. We have discretion as to how the assets of each Fund are invested. Any income arising from the assets of a Fund will be added to the Fund.

Each *Fund* is divided into units of equal value. *We* will increase or reduce the number of units into which a *Fund* is divided at *our* discretion, in which case *we* will transfer in to or out of the *Fund* an amount of money so that the value of each unit is unaffected.

We will value each Fund each business day based on the closing prices of the assets for that day, or such other time as we may decide. We will calculate the value of the assets in each Fund on a fair and reasonable basis.

We will calculate the value of a unit of each Fund at a valuation by dividing the total value of the Fund calculated at that day's valuation by the total number of units of the Fund existing at that time. We will then set a price for a unit of the Fund for the purpose of allocating units to Plans and computing the benefits under Plans that are linked to the Fund. It will be equal to the value of a unit of the Fund rounded to the nearest one-tenth of a penny. Unit prices set at a valuation will be effective for unit transactions on that day.

We may open new Funds from time to time, or close or combine existing Funds if we think this is appropriate. Where we close or combine Funds we will redirect future contributions and/or Fund Switch existing units, as we decide are appropriate, using the unit prices on the effective date.

#### **Switching Funds**

Subject to any conditions or restrictions we may apply, you may request that we redirect future contributions and/or Fund Switch existing units, using the unit prices effective on the later of the date you select and the day we receive your written instructions.

#### Allocation of Units to your Plan

For each *contribution* or transfer payment received, *we* will allocate to the *Plan* units of the *Fund(s)* using the unit price or prices effective on the day *we* receive the payment. The total value of the units *we* allocate at those prices will be equal to the payment received.

The number of units of a *Fund* allocated in respect of each payment and each *Fund Switch* will be rounded to the nearer 1/1000th of a unit.

If the effective date for any unit cancellations under the *Plan* is the same day as the effective date for any unit allocations, the allocations will take place first.

#### Charges

There are annual management charges which are deducted directly from the *Fund(s)* and are reflected in the unit prices. These annual management charges vary by *Fund* with a maximum of 1.5%.

In addition to the annual management charge the unit prices are affected by other fees incurred directly or indirectly in the sale or purchase of investments held in the *Fund(s)* and expenses connected with the valuing, owning and maintenance of the underlying assets.

#### Ownership

The *Plan* may only be owned or held as a qualifying investment for a Child Trust Fund and the *Plan* investments shall be in the beneficial ownership of the *child*.

The title to the *Plan* is vested in the *Registered Contact*. The *Schedule* showing title to the *Plan* shall be held by the *Registered Contact*.

The *Plan*, or the rights conferred by the *Plan* or any share or interest in the *Plan* or rights respectively cannot be transferred to another person. The *Plan* cannot be used as security for a loan.

The *Plan*, the rights conferred by the *Plan* and any share or interest in the *Plan* or rights respectively, are not capable of assignment or assignation (other than that the *Plan* may be transferred to another CTF account or Junior ISA) and the rights may vest in the personal representatives of a deceased *child*.

#### Statements

We will periodically send to you a statement in accordance with the CTF Regulations.

This will normally be annually, but will be less frequent if no contributions are received into the Plan since the previous statement date (or  $Opening\ Date$  if appropriate) or the value of the Plan is below the minimum value for statements as set out in the  $CTF\ Regulations$ . An annual statement will always be sent on the child's  $11^{th}$  and  $16^{th}$  birthday and just before they reach 18.

If an annual statement is not sent, you may request that we send one to you.

If there is no *Registered Contact*, the statement will be sent to the *child* (care of the person for correspondence notified by HM Revenue & Customs).

The statement will include a valuation of the *Plan* and the amount of all *contributions*, and transfers received into the *Plan* since the previous statement date (or *Opening Date* if appropriate).

#### Transfers

On receipt of *your* written instructions and within any time period *you* have stipulated (but not less than 10 business days after receipt of *your* instructions) we will transfer the *Unit Account Value* of *your Plan* with all rights and obligations to another CTF provider or to the Forester Life Junior Individual Savings Account (Junior ISA) or to another Junior ISA provider. No *contributions* will be payable on

and after the date on which *your* request becomes effective. We do not make any charge for the transfer.

Before the transfer can take place we will require written authority from the new provider. We will issue you with a statement of your Plan at the date of transfer. Transfer of the entire Unit Account Value will release us from all of our obligations under the Plan.

#### **Benefits**

Benefits are payable only on the *child* reaching their 18th birthday, on earlier death or on sufferance of a terminal illness.

On survival of the *child* to the *Maturity Date* (and unless the *Registered Contact* directs otherwise), the *Unit Account Value* will become payable to the *child* effective on that date.

If the *child* does not withdraw the full value of the investment on the *Maturity Date* it will automatically roll over into an Adult Stocks and Shares ISA.

On the earlier death of the *child*, we will pay 101% of the *Unit Account Value* effective on the day of death. Payment will be made to the *child's* legal personal representatives after we receive evidence satisfactory to *us* of the *child's* death.

If we are advised by HM Revenue & Customs that a terminal illness claim has been agreed, then on receipt of your written instructions you can withdraw some or all of the investment. We will pay you all or a portion of the Unit Account Value effective on the later of the date you select and the day we receive your request.

Before we make any payment, we will require evidence satisfactory to us of the entitlement to the benefits of the person or persons claiming payment. All payments are due in the currency of England at our Registered Office. Except when a terminal illness is suffered by the child, payment of benefit will release us from all of our obligations under the Plan.

#### Withdrawal and Termination

Withdrawals may not be made from the *Plan*. All payments are locked in until the benefits become payable at the *child's* 18th birthday or on earlier death of, or sufferance of a terminal illness by, the *child*.

We will inform you if, by reason of any failure to satisfy the provisions of the CTF Regulations, the Plan has, or will, become void. We will terminate the Plan if it becomes void under the CTF Regulations and will pay to you and any other contributors as applies the balance of the Unit Account Value reduced by such amount of tax and Government contributions including income and gains on those contributions, as we are obliged to account for under those regulations. This will release us from all of our obligations under the Plan.

The proceeds from the termination of the *Plan* or the partial surrender of the rights conferred by the *Plan* cannot be paid to the *child* whilst the *Plan* is held in the Child Trust Fund.

#### Disputes

We take the concerns of our customers very seriously. If at any

time you do have any comments or wish to make a complaint, please write to the Customer Relations Officer at Forester Life, Foresters House, 2 Cromwell Avenue, Bromley BR2 9BF. In the unlikely event that your complaint cannot be resolved to your satisfaction, you can write to the Financial Ombudsman Service (FOS), Exchange Tower, London, E14 9SR (telephone 0300 123 9123 or email complaint.info@financial-ombudsman.org. uk or visit www.financial-ombudsman.org.uk). Referring your complaint to FOS does not prejudice your right to take legal action.

#### Using your Personal Information

We are committed to ensuring your privacy and personal information is protected. This notice explains the information we may hold, how we obtain it and for what purposes, who we share it with and why, and the rights you have in respect to your information. This is further explained in more detail in our Privacy Policy.

Personal information is information that identifies you and the child, is about you and the child and is provided through your dealings with us. It includes your names, addresses, contact details, dates of birth and Forester Life Plan details. In addition we hold information that we use to manage our relationship with you (contact, complaints and financial information) and information about how you interact with our website. In certain circumstances we may request and receive sensitive personal information about you and the child.

The information *you* provide to Forester Life will be used for setting up and administering the *child's* Forester Life *Plan*, for communicating with and keeping *you* informed and for maintaining a record of complaints. In addition it will also be used for research and analysis, for marketing of *our* products and services and for compliance monitoring and crime prevention.

We share the information with *our* service providers, identity verification services such as credit reference agencies, and other parts of the Foresters organisation. We will not disclose any of the information to any other body or organisation except to prevent crime or if required by regulations or any law enforcement organisation.

We will retain the information for as long as the *child* is a Forester Life Planholder, and in accordance with *our* data retention quidelines and legal and regulatory obligations.

*Your* rights in relation to the information are set out in *our* Privacy Policy. This is available on *our* website or by request from Customer Services.

The policy provides more detailed information on how to view, correct, withdraw or otherwise change the way we use your and the child's personal information.

If we have been unable to satisfy *your* concerns regarding any aspect of the processing or handling of the information *you* can contact the Information Commissioners Office on telephone helpline: 0303 123 1113, email visit www.ico.org.uk/global/contact-us/email/ or by post at Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

#### General

This document and the *Schedule* contain all the Terms and Conditions of the *Plan. We* will not be liable for any condition, claim, statement, warranty or representation, whether express or implied, and whether collateral to this agreement or not, which differs from these Terms and Conditions.

No term or condition in this document or the *Schedule* can be modified or waived (unless this document expressly provides that it can be) except by an endorsement issued by *us* from *our* registered office and signed by one of *our* authorised officials.

We will satisfy ourselves that any person to whom we delegate any of our functions or responsibilities under these Terms and Conditions is competent to carry out those functions and responsibilities.

Any requests made in connection with these Terms and Conditions must be made in writing and delivered to *us* at *our* registered office at Foresters House, 2 Cromwell Avenue, Bromley BR2 9BF. We will use certain procedures and forms when any change to *your Plan* or any payment is to be made. We will only make changes when all normal procedures have been complied with.

We will retain all the charges and deductions described in this document for our own use and benefit. You authorise us to provide HMRC with relevant information about your Plan and its investments. We are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. We will send any notices or other correspondence to the address we currently hold in our records, or to a new permanent residential address provided you have advised us of it in writing. We will update our literature from time to time. We will always communicate with you using the English language. The law that applies to your Plan is English law.