

CAF 90 DAY NOTICE ACCOUNT

Summary box

Account name	CAF 90 Day Notice Account						
What is the interest rate?	<p>The interest rate is variable. The current annual rate is shown in the table below.</p> <table><thead><tr><th>Balance</th><th>Gross* Rate/AER**</th></tr></thead><tbody><tr><td>£500+</td><td>0.15%</td></tr></tbody></table> <ul style="list-style-type: none">You can select your interest to be paid monthly, quarterly or annually on the account.Monthly interest payments are only available on balances of at least £50,000.Interest is calculated on your daily balance.Interest can be paid to this account or, providing the account balance is above £2,500, transferred to your nominated UK account which is identified on your application form.	Balance	Gross* Rate/AER**	£500+	0.15%		
Balance	Gross* Rate/AER**						
£500+	0.15%						
Can Scottish Widows Bank change the interest rate?	<p>Yes. We can move the interest rate up or down at any time. The Terms and Conditions explain how and when we will do this.</p>						
What would the estimated balance be after 12 months based on a £10,000 deposit?	<p>An illustration of the future balance is shown below.</p> <table><thead><tr><th>Initial Deposit</th><th>Gross* Rate/AER**</th><th>Balance at 12 months</th></tr></thead><tbody><tr><td>£10,000</td><td>0.15%</td><td>£10,015</td></tr></tbody></table> <p>This is an illustrative example assuming that:</p> <ul style="list-style-type: none">You don't withdraw or deposit any additional money.The interest rate stays the same and is paid annually.Interest is calculated on a cleared deposit for a full 12 months.	Initial Deposit	Gross* Rate/AER**	Balance at 12 months	£10,000	0.15%	£10,015
Initial Deposit	Gross* Rate/AER**	Balance at 12 months					
£10,000	0.15%	£10,015					
How do I open and manage my account?	<ul style="list-style-type: none">You can open an account by printing the online application form and posting it to: Savings and Investment Services, CAF Financial Solutions Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA.The product is only available to charitable organisations***.The minimum initial deposit is £10,000.The minimum account balance is £500.Additional payments into the account must be at least £100.The account cannot have a balance of more than £5,000,000.You can manage the account by telephone or by post.You may set up a direct debit from your nominated UK account to pay into the account each calendar month or send a cheque drawn on your UK current account identified on your application form.						
Can I withdraw money?	<ul style="list-style-type: none">Yes, you can make withdrawals from this account to your nominated UK account identified on your application form.Individual withdrawals must be at least £100 and require 90 days' notice to be given by post or by telephone.If you ask us to withdraw from or close the account with less than 90 days' notice and we agree, we will deduct the equivalent of 90 days' Gross* interest on the amount withdrawn.						

Additional information

- You can close this account at any time with the required 90 days' notice.
- There is a 14 day cancellation period from account opening date during which the account can be closed without any charge.
- Interest is paid Gross*.
- Please read this summary in conjunction with the CAF 90 Day Notice Account Terms and Conditions.

Account conditions

The Information provided in the summary box above is a summary of the key features of the account and is not intended to be a substitute for reading the *Conditions - effective from 12 September 2019* that apply to the account.

***Gross** means that all interest will be paid without any deduction of tax. You are responsible for paying any tax due to HMRC.

****AER** stands for the Annual Equivalent Rate and illustrates what the interest rate would be if interest was paid and compounded once each year.

*****charitable organisations** means organisations that are (a) registered with the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator or the Charity Commission for Northern Ireland or (b) recognised by HMRC to have charitable status in the UK.

This product is introduced by **CAF Financial Solutions Limited** and provided by **Scottish Widows Bank**. CFSL is authorised and regulated by the Financial Conduct Authority (FRN 189450).

All CAF Financial Solution Limited's profits (after tax) are transferred to Charities Aid Foundation and used to benefit the third sector in accordance with its charitable objectives. This amount will not affect your own savings balance or the interest payment you receive.

Financial Services Compensation Scheme (FSCS)

This product is covered by the Financial Services Compensation Scheme (FSCS).

For further information about the compensation provided by the FSCS (including amounts covered and eligibility to claim), refer to the FSCS website www.FSCS.org.uk or call the FSCS on **0800 678 1100**.

Details correct as at 12/04/2022

Copies of this literature can be provided in large print or in Braille and additional assistance is available to any customer upon request. If you have any special requirements, please contact Scottish Widows Bank's customer service team on **0345 845 0829**.

Telephone calls to and from Charities Aid Foundation (CAF) may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English bank holidays).

CAF Financial Solutions Limited (CFSL) is authorised and regulated by the Financial Conduct Authority under registration number 189450.

CFSL Registered office is 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA. Registered under number 2771873. CFSL is a subsidiary of Charities Aid Foundation (registered charity number 268369).

Scottish Widows Bank is a trading name of Lloyds Bank plc. Registered office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales, no. 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under number 119278.

CAF

Charities Aid Foundation working in association with

SCOTTISH WIDOWS BANK

INTEREST RATES AND CHARGES

Account	Interest rate	Charges				
CAF 1 YEAR FIXED TERM DEPOSIT ACCOUNT	<p>The interest rate is fixed for the term of the account. For Issue 133*: Offer period – 22/03/2022 to 23/05/2022; maturity date – 23/05/2023, the rate is:</p> <table border="1"> <thead> <tr> <th>Balance</th> <th>Gross Rate/AER</th> </tr> </thead> <tbody> <tr> <td>£10,000 – £5,000,000</td> <td>0.15%</td> </tr> </tbody> </table> <p>Interest is paid at the end of the fixed term.</p>	Balance	Gross Rate/AER	£10,000 – £5,000,000	0.15%	<p>Withdrawals by CHAPS transfer to another UK account – £25</p> <p>We may charge for duplicate statements – £5</p>
Balance	Gross Rate/AER					
£10,000 – £5,000,000	0.15%					
CAF 90 DAY NOTICE ACCOUNT	<p>The interest rate is variable. The current rate, effective from 12/04/2022 is:</p> <table border="1"> <thead> <tr> <th>Balance</th> <th>Gross Rate/AER</th> </tr> </thead> <tbody> <tr> <td>£500+</td> <td>0.15%</td> </tr> </tbody> </table> <p>Interest can be paid monthly, quarterly, or annually. Monthly interest payments are only available on balances of at least £50,000.</p>	Balance	Gross Rate/AER	£500+	0.15%	<p>Withdrawals by CHAPS transfer to another UK account – £25</p> <p>We may charge for duplicate statements – £5</p>
Balance	Gross Rate/AER					
£500+	0.15%					
CAF MATURITY BASE RATE TRACKER	<p>The interest rate is a tracker rate. It tracks the Bank of England Base Rate.</p> <table border="1"> <thead> <tr> <th>Balance</th> <th>Gross Rate/AER</th> </tr> </thead> <tbody> <tr> <td>£500+</td> <td>1.00%</td> </tr> </tbody> </table> <p>Interest can be paid monthly, quarterly or annually.</p>	Balance	Gross Rate/AER	£500+	1.00%	<p>Withdrawals by CHAPS transfer to another UK account – £25</p> <p>We may charge for duplicate statements – £5</p>
Balance	Gross Rate/AER					
£500+	1.00%					

*Holders of previous issues of our Fixed Term Deposit Accounts will find the rate for their specific issue on their original account documentation and account statements.

The CAF 1 Year Fixed Term Deposit Account, CAF 90 Day Notice Account and CAF Maturity Base Rate Tracker are provided by Scottish Widows Bank and introduced by CAF Financial Solutions Ltd.

INTRODUCED ACCOUNTS

If your application was submitted to Scottish Widows Bank by an introducer, the introducer will receive a trail fee of 0.10% annually based on the average balance in your account.

DEFINITIONS

- **Gross rate** means we will not deduct tax from the interest we pay on money in the account. It's your responsibility to pay any tax you may owe to HM Revenue and Customs (HMRC).
- **AER** stands for Annual Equivalent Rate and illustrates what the interest rate would be if interest was paid and compounded once each year. The AER advertised is based on interest paid gross and capitalised to the account once a year – please note other interest payment periods are available and the actual interest rate on your account will be lower if you have interest applied more frequently, but when compounded will equal the AER.

Details correct as at 06/05/2022

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Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under number 119278.

The logo for Charities Aid Foundation (CAF) consists of the letters 'CAF' in a bold, red, sans-serif font. The letters are closely spaced, with the 'A' being slightly larger than the 'C' and 'F'. A thin red horizontal line is positioned directly beneath the letters.

Charities Aid Foundation working in association with

SCOTTISH WIDOWS BANK

CAF 90 DAY NOTICE ACCOUNT

CAF 1 YEAR FIXED TERM DEPOSIT ACCOUNT

Key features and benefits



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SCOTTISH WIDOWS BANK

Added interest for your nest egg

CAF is pleased to offer two banking products specifically for the charitable sector in association with Scottish Widows Bank, part of Lloyds Banking Group – the largest retail bank in the UK.

With a wide range of banking products, CAF can offer access to current and deposit accounts specifically for not-for-profit organisations. More information on other products and services can be found at the end of this brochure.

Because CAF is a charity we understand the needs of the charity sector and aim to provide competitive rates, and support the flexible service requirements that we know charitable organisations have.

CAF 90 Day Notice Account

Account features

The CAF 90 Day Notice Account is a deposit account provided by Scottish Widows Bank. Available only to charitable organisations it's a simple way to earn more interest on the funds you have, rather than having a high cash balance in your current account. You can open an account with £10,000 and it can be operated by post or telephone.

Interest rate

The interest rate is variable. For the latest rate see the enclosed interest rate sheet or visit our website www.cafonline.org/rates

Interest payment

Interest can be paid monthly, quarterly or annually. Interest will be paid gross and you will be responsible for paying any tax due to HMRC. A minimum balance of £50,000 is required for monthly interest. Interest can be added to the account or sent to a nominated account. A minimum balance of £2,500 is required for interest payments to be transferred this way.

Amount of initial deposit

Minimum £10,000
Maximum balance £5,000,000

Further deposits

Further deposits can be made at any time. The simplest way to deposit on a regular or occasional basis is by completing a Direct Debit mandate from your nominated current account. If you complete a mandate rest assured we will only ever request Direct Debit payments on your instruction. Please note Direct Debit instructions take three business days to set up.

Alternatively you can send a cheque to Scottish Widows Bank or you can transfer funds by CHAPS (these must come from an account in your organisation's name). CHAPS can allow you to transfer funds between your accounts on the same day. Please contact Scottish Widows Bank on **0345 845 0829** for further details.

Withdrawals

When you need to withdraw funds 90 days' notice is required. Simply write to **Scottish Widows Bank at PO Box 12757, 67 Morrison Street, Edinburgh, EH3 8YJ** or call **0345 845 0829** (please see the section 'operating your accounts'). At the end of the notice period, the money will be paid directly into your nominated account.

Withdrawal payments cannot be made directly to a third party.

The minimum withdrawal is £100.

Any withdrawals where 90 days' notice is not given would be subject to a loss of 90 days' interest on the withdrawal amount. This may be taken from your account balance if the interest earned is less than the value of 90 days' interest on the balance amount withdrawn. Scottish Widows Bank reserves the right to deduct the shortfall from your original deposit.

Account suitability

As this is a notice account it may not be suitable for all clients. If you feel you need instant access to your funds CAF can give you access to other accounts that may be more suitable for you. Please call us to discuss other options on **03000 123 444** or visit www.cafonline.org/savings

CAF 1 Year Fixed Term Deposit Account

Account features

The CAF 1 Year Fixed Term Deposit Account is a deposit account provided by Scottish Widows Bank. Available only to charitable organisations it's a simple way to get more out of funds that you won't need to access for the next year.

The account is available in issues. Each issue has a specified offer period and maturity date – a year after the end of the offer period. Funds must be received before the end of the offer period. The fixed interest rate earned during the one year term is determined before the start of the offer period and is available for you to check before you choose to open your account.

Interest

The fixed rate of interest will apply from when the account is opened until maturity.

- The interest earned during the offer period will be added to your original investment at the end of the offer period.
- The interest earned after the end of the offer period will be applied to the account on the maturity date.

The fixed rate and dates applicable to each issue can be found on the enclosed interest rate sheet or on our website www.cafonline.org/rates

Interest will be paid gross and you will be responsible for paying any tax due to HMRC.

Amount of deposit

Minimum £10,000
Maximum balance £5,000,000

After the end of the offer period money can't be added to the same account. If you have further deposits to make we'll help you to open additional accounts when a new issue is available.

Withdrawals

As this is a 12 month fixed term deposit account, no partial withdrawals may be made throughout the one year term, and you cannot close the account before the maturity date.

Account suitability

As this is a fixed term account with no partial withdrawals allowed, it may not be suitable for all clients. If you feel you need instant access to your funds, CAF can give you access to a range of savings products with competitive interest rates that may be more suitable for you. Please call us on **03000 123 444** to discuss other options or visit www.cafonline.org/savings

What happens at the end of the term?

Scottish Widows Bank will write to you at least 30 days before the end of the one year term. Your options will be:

- roll over your current term deposit into another CAF Fixed Term Deposit Account available at the time of maturity
- transfer money to a CAF 90 Day Notice Account which pays a variable rate of interest
- transfer money to your nominated account – we will happily discuss your options at this time

If no instruction is received from you the account will convert to an instant access variable interest rate account, equivalent to the Bank of England base rate. See terms and conditions for more information.

Operating your account(s)

These accounts are operated by Scottish Widows Bank. All enquiries once the account is up and running should be directed to Scottish Widows Bank on **0345 845 0829**. Telephone lines are open 8am to 6pm Monday to Friday, and from 10am Wednesday.

You may elect one or more signatories on the account, as is appropriate for your organisation. The following details will help you to understand the operational differences.

- All signatories to the account are separately responsible for keeping to its terms. If any signatory does not keep to the terms we can take action against them; individually or all together.
- Information about the account can be given to any signatory by telephone (even if you choose that more signatories are required to sign instructions). Security details will be required.
- If you choose to allow any signatory to authorise transactions, they will be able to close/withdraw funds which may be without other signatories' knowledge. Scottish Widows Bank is not obliged to make enquiries about the purpose of any transactions.
- The account cannot later be put into just one of the signatories' names.
- If there is a dispute between signatories about the running of the account, Scottish Widows Bank may require all signatories to authorise transactions until you agree how the account is to be run.
- If more than one signatory is required to authorise transactions the instructions can only be accepted in writing. If one signatory is required to authorise transactions for the account, instructions can be accepted by telephone or in writing.

Please note the instructions you give will apply to all future accounts you open with Scottish Widows Bank unless you specifically tell us otherwise.

Each year Scottish Widows Bank will pay CAF Financial Solutions a contribution to the equivalent value of 0.1% of the value of your deposit. All CAF Financial Solution's profits (after tax) are transferred to CAF and used to benefit the third sector in accordance with its charitable objectives. This amount will not affect your own savings balance or the interest payment you receive.

Important information about compensation arrangements

Eligible deposits with Scottish Widows Bank are protected by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Please note that, due to FSCS eligibility criteria, not all non-personal customers will be covered.

For further information about the compensation provided by the FSCS (including amounts covered and eligibility to claim), please see the Financial Services Compensation Scheme (FSCS) Information sheet, refer to the FSCS website, www.FSCS.org.uk, or call the FSCS on 0800 678 1100.

How to apply

- complete the enclosed application form, ensuring you have read and understood the terms and conditions. A separate application is required for each account.
- make a cheque payable to Scottish Widows Bank – and your charity name, eg, 'Scottish Widows Bank – xyz charity'

The cheque must be drawn from an account in your organisation's name. If you prefer to make your payments by CHAPS, select this option on the application form and enclose a recent original bank statement from your organisation's current account. Please contact Scottish Widows Bank's customer service staff on **0345 845 0829** for exact requirements for CHAPS payments.

- send your completed application, cheque (where applicable) and any necessary documents to:

Saving and Investment Services
CAF Financial Solutions Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4TA

We're here to help

Our dedicated team is here to answer your questions

T: 03000 123 444

E: clientrelations@cafonline.org

W: www.cafonline.org/charities

CAF telephone lines are open 9am to 5pm Monday to Friday (excluding English bank holidays).

You may be interested in

CAF Cash Account

A current account designed for charities and not-for-profit organisations, provided by CAF Bank.

CAF Gold Account

An instant access savings account for charities that pays interest, provided by CAF Bank.

CAF Investment Account

The first and only secure, digital trading platform, designed exclusively for charities of all sizes.

Find out more

www.cafonline.org/charities

Get in touch

03000 123 444

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CAF Bank Limited (CBL) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 204451. Authorisation can be checked on the financial services register at www.fca.org.uk
CBL Registered office is 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ. Registered under number 1837656.
CBL is a subsidiary of Charities Aid Foundation (registered charity number 268369).

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FINANCIAL SERVICES COMPENSATION SCHEME

INFORMATION SHEET



Protected

Basic information about the protection of your eligible deposits

Eligible deposits in Lloyds Bank plc are protected by:	The Financial Services Compensation Scheme ("FSCS") ¹
Limit of protection:	£85,000 per depositor per bank ² The following trading names are part of your bank: Lloyds Bank, Mayfair Private Banking, Lloyds Bank Private Banking and Scottish Widows Bank. Some savings accounts under the Charities Aid Foundation brand name are also deposits with Lloyds Bank plc.
If you have more eligible deposits at the same bank:	All your eligible deposits at the same bank are "aggregated" and the total is subject to the limit of £85,000 ²
If you have a joint account with other person (s):	The limit of £85,000 applies to each depositor separately ³
Reimbursement period in case of bank's failure:	20 working days ⁴
Currency of reimbursement:	Pound sterling (GBP, £)
To contact Lloyds Bank plc for enquiries relating to your account:	You can visit one of our branches, call us, go online or write to us at the address below: 25 Gresham Street, London EC2V 7HN
To contact the FSCS for further information on compensation:	Financial Services Compensation Scheme, 10 th Floor Beaufort House, 15 St Botolph Street, London EC3A 7QU Tel: 0800 678 1100 or 0207 741 4100 Email: ICT@fscs.org.uk
More information:	http://www.fscs.org.uk

ADDITIONAL INFORMATION

¹ Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

² General limit of protection

If a covered deposit is unavailable because a bank is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers a maximum of £85,000 per bank. This means that all eligible deposits at the same bank are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

This method will also be applied if a bank operates under different trading names. Lloyds Bank plc also trades under those trading names detailed above. This means that all eligible deposits with one or more of these trading names are in total covered up to £85,000.

In some cases eligible deposits which are categorised as "temporary high balances" are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- Certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
- A death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- The payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under <http://www.fscs.org.uk>

³ Limit of protection for joint accounts

In the case of joint accounts, the limit of £85,000 applies to each depositor. However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £85,000.

⁴ Reimbursement

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme,
10th Floor Beaufort House,
15 St Botolph Street,
London EC3A 7QU,

Tel: **0800 678 1100** or **0207 741 4100**,

Email: **ICT@fscs.org.uk**

It will repay your eligible deposits (up to £85,000) within 20 working days until 31st December 2018; within 15 working days from 1st January 2019 until 31st December 2020; within 10 working days from 1st January 2021 to 31st December 2023; and within seven working days from 1st January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within seven working days, it will, from 1st June 2016 until 31st December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses or operating costs (in the case of a depositor which is not an individual or a large company) within five working days of a request.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under <http://www.fscs.org.uk>

OTHER IMPORTANT INFORMATION

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank shall also confirm this on the statement of account.

EXCLUSIONS LIST

A deposit is excluded from protection if:

- 1) The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank.
- 2) The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.
- 3) It is a deposit made by a depositor which is one of the following: credit institution, financial institution, investment firm, insurance undertaking, reinsurance undertaking, collective investment undertaking, pension or retirement fund¹, public authority, other than a small local authority.
- 4) It is a deposit of a credit union to which the credit union itself is entitled.
- 5) It is a deposit which can only be proven by a financial instrument² (unless it is a savings product which is evidenced by a certificate of deposit made out to a named person and which existed in the UK, Gibraltar or a Member State of the EU on 2nd July 2014).
- 6) It is a deposit of a collective investment scheme which qualifies as a small company.³
- 7) It is a deposit of an overseas financial services institution which qualifies as a small company.⁴
- 8) It is a deposit of certain regulated firms (investment firms, insurance undertakings and reinsurance undertakings) which qualify as a small business or a small company⁵ – refer to the FSCS for further information on this category.
- 9) It is not held by an establishment of a bank, building society or credit union in the UK or, in the case of a bank or building society incorporated in the UK, it is not held by an establishment in Gibraltar.

For further information about exclusions, refer to the FSCS website at www.fscs.org.uk

¹Deposits by personal pension schemes, stakeholder pension schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded.

²As listed in Part I of Schedule 2 to the Financial Services and Markets Act 2000 (Regulated Activities) Order 2001, read with Part 2 of that Schedule.

³Under the Companies Act 1985 or Companies Act 2006.

⁴See footnote 3.

⁵See footnote 3.

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55013 04/21

CAF 90 DAY NOTICE ACCOUNT

Application form



working in association with

SCOTTISH WIDOWS BANK

CAF 90 Day Notice Account

Application form

Scottish Widows Bank is the provider of the CAF 90 Day Notice Account.
Please complete this form in BLOCK CAPITALS.

1 Organisation details

Please tick as appropriate:

- Registered charity
 Unregistered charity, club, association

Type of organisation (nature of activities) eg, medical research

Registered charity number (if applicable)

Full name of organisation

Registered address

Postcode

Correspondence address (if different from registered address)

Postcode

Main contact (this must be one of the signatories on the account)

Telephone number

Email address

In which country is your charity tax resident?

(list all if more than one. Use a separate sheet if required.)

TIN

By TIN, we mean the Taxpayer Identification Number or similar taxpayer reference you hold for countries your charity is tax resident in. Use a separate sheet to provide additional TINs (if you have more than one).

Company registration number

Standard Industry Code (SIC)
as held by Companies House

Country of Incorporation

Date of incorporation

Does 50% or more of your income come from an active source?

- Yes No Don't know

If you've answered 'No' or 'Don't know' you must provide the Controlling Persons information in section 9.

Guidance notes

- For limited companies/partnerships (based on latest financial accounts), is 50% or more of the income derived from the main active trade of the company (as opposed to 'passive' forms like bank interest, royalties, investment income).
- For government, this includes funds from grants, subsidies or tax receipts.
- For charities/clubs, this includes money from subscriptions, donations, fundraising and rebates/subsidies.
- For trusts, active income would include amounts received from business activities undertaken by the trust (e.g. income generated from managing or liquidating an estate) but would generally exclude dividends, interest and equivalent income or capital appreciation derived from investments made by the trust.
- For start-up companies, this question must be based on historic income and not on projected or forecast income. Start-up customers can therefore only answer 'Don't know' to this question.

2 Taxation status

Interest will be paid gross and you will be responsible for paying any tax due to HMRC.

3 Deposit details Please credit the following into my account:

- Enclosed cheque* made payable to Scottish Widows Bank/organisation name £
- Transfer of £ from our existing Scottish Widows Bank account, number
- By CHAPS of £
- (i) If a CAF Bank account, number (the signatories on this application form must match exactly those on your CAF Bank mandate).
- (ii) If another bank's account, please contact Scottish Widows Bank on 0345 845 0829 for requirements.
- By Direct Debit – this allows you to pay money into the account at any time as well as the initial deposit. It will be effective a minimum of three working days after we receive it once money laundering checks are complete. Please complete the Direct Debit form at the back of this application if you wish to use this facility.

Single payment amount £ AND/OR Frequency

Date for single payment (if applicable) Start date

End date

Regular payment amount £

* If the cheque is drawn from a building society account using a counter cheque, please ask the issuing branch to stamp and sign the reverse of the cheque and add your organisation name, sort code, account and roll number if applicable.

4 Interest application

If you don't complete this section interest will be paid annually to the nominated account listed in section 5.

- Monthly* Quarterly Annually
- by adding it to this account
- by sending it to the bank or building society account in section 5 (a minimum balance of £2,500 is required)

*minimum balance of £50,000 required.

5 Nominated bank or building society

This is the account that you wish to nominate to make payments to and from your CAF 90 Day Notice Account. It has to be in the same name as the account you are opening here.

Bank/building society name

Address

Postcode

Account name

Account number

Sort code

Roll number (if applicable)

If you are opening your account with a cheque drawn from the above account we do not need further verification of your bank details. If you are opening your account with funds by transfer, please enclose an original statement of your account or a cancelled cheque. If your funds are being transferred from CAF Bank this is not necessary, but please note that CAF Bank may be required to provide evidence of your account to Scottish Widows Bank.

6 Frequency of statements

How often would you like to receive printed statements?

Annually Six-monthly Quarterly Monthly

7a Scottish Widows Bank privacy statement

It is important that you understand how the personal information you give us will be used. Therefore please read our short privacy notice below before continuing with this application.

Note: The words 'you' and 'your' refer to the applicants, signatories, underlying client or other interested parties as appropriate. The words 'we', 'our' and 'us' refer to Scottish Widows Bank.

Privacy Statement

Who looks after your personal information

Your personal information will be held by Scottish Widows Bank, a trading name of Lloyds Bank plc, which is part of the Lloyds Banking Group. More information on the Group can be found at www.lloydsbankinggroup.com

How we use your personal information

We will use your personal information:

- to provide products and services, manage your relationship with us and comply with any laws or regulations we are subject to (for example the laws that prevent financial crime or the regulatory requirements governing the products we offer).
- for other purposes including improving our services, exercising our rights in relation to agreements and contracts and identifying products and services that may be of interest.

To support us with the above we analyse information we know about you and how you use our products and services, including some automated decision making. You can find out more about how we do this, and in what circumstances you can ask us to stop, in our full privacy notice.

Who we share your personal information with

Your personal information will be shared within Lloyds Banking Group and other companies that provide services to you or us, so that we and any other companies in our Group can look after your relationship with us. By sharing this information it enables us to better understand our customers' needs, run accounts and policies, and provide products and services efficiently. This processing may include activities which take place outside of the European Economic Area. If this is the case we will ensure appropriate safeguards are in place to protect your personal information. You can find out more about how we share your personal information with credit reference agencies below and can access more information about how else we share your information in our full privacy notice.

Where we collect your personal information from

We will collect personal information about you from a number of sources including:

- information given to us on application forms, when you talk to us in branch, over the phone or through the device you use and when new services are requested.
- from analysis of how you operate our products and services, including the frequency, nature, location, origin and recipients of any payments.
- from, or through, other organisations (for example card associations, credit reference agencies, insurance companies, retailers, comparison websites, social media and fraud prevention agencies).
- In certain circumstances we may also use information about health or criminal convictions but we will only do this where allowed by law or if you give us your consent.

You can find out more about where we collect personal information about you from in our full privacy notice.

Do you have to give us your personal information?

We may be required by law, or as a consequence of any contractual relationship we have, to collect certain personal information. If you fail to provide this information to us, it may prevent or delay us fulfilling these obligations or performing services, which may prevent us operating accounts or policies.

What rights you have over your personal information

The law gives you a number of rights in relation to your personal information including:

- The right to access the personal information we have about you. This includes information from application forms, statements, correspondence and call recordings.
- The right to get us to correct personal information that is wrong or incomplete.
- In certain circumstances, the right to ask us to stop using or delete your personal information.
- From 25 May 2018 you will have the right to receive any personal information we have collected from you in an easily re-usable format when it's processed on certain grounds, such as consent or for contractual reasons. You can also ask us to pass this information on to another organisation.

You can find out more about these rights and how you can exercise them in our full privacy notice.

Other individuals you have financial links with

We may also collect personal information about other individuals who you have a financial link with. This may include people who you have joint accounts or policies with such as your partner/spouse, dependents, beneficiaries or people you have commercial links to, for example other directors or officers of your company.

We will collect this information to assess any applications, provide the services requested and to carry out credit reference and fraud prevention checks. You can find out more about how we process personal information about individuals with whom you have a financial link in our full privacy notice.

How we use credit reference agencies

In order to process your application we may supply your personal information to credit reference agencies (CRAs) including how you use our products and services and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity, manage your account, trace and recover debts and prevent criminal activity.

We may also continue to exchange information about you with CRAs on an ongoing basis, including about your settled accounts and any debts not fully repaid on time, information on funds going into the account, the balance on the account and, if you borrow, details of your repayments or whether you repay in full and on time. CRAs will share your information with other organisations, for example other organisations you ask to provide you with products and services. Your data will also be linked to the data of any joint applicants or other financial associates as explained above.

You can find out more about the identities of the CRAs, and the ways in which they use and share personal information, in our full privacy notice.

How we use fraud prevention agencies

The personal information we have collected from you and anyone you have a financial link with may be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found in our full privacy notice.

Our full privacy notice

It is important that you understand how the personal information you give us will be used. Therefore, we strongly advise that you read our full privacy notice, which you can find at http://www.scottishwidows.co.uk/bank/about-us/full_privacy_notice.html or you can ask us for a copy.

How you can contact us

If you have any questions or require more information about how we use your personal information please contact us using <https://www.scottishwidows.co.uk/secure/forms/bank/global/product-enquiries>. You can also call us on 0345 845 0829 (or 0044 131 655 2000 from overseas).

If you feel we have not answered your question Lloyds Banking Group has a Group Data Privacy Officer, who you can contact on 0345 845 0829 (or 0044 131 655 2000 from overseas) and tell us you want to speak to our Data Privacy Officer.

Version control

This notice was last updated in February 2018.

7b CAF privacy statement

CAF and the companies in which CAF has a majority stake (the Group) will not share your information with any outside organisation except as part of providing a product/service or when legally obliged to do so.

CAF Financial Solutions Ltd would like to tell you by letter, phone or email about related products and benefits from the CAF Group that we believe will be of interest to you. If you would prefer **not to be contacted**, please tick the appropriate boxes.

I **DO NOT** want to receive this information by (tick all that apply):

- Email
- Phone
- Post

Please note: if you tick a box, we will not be able to tell you about these products and services in this way.

For information about how CAF handles your information, see our Privacy Notice, which you can find at www.cafonline.org/privacy.

8 Account operating and signing instructions

Please indicate on which basis you wish to operate the account:

- Telephone and/or postal basis, with any one signatory from the appointed persons in section 9. **Please note telephone option cannot be selected if you require more than one signatory.**
- Postal basis only – by choosing this option we can only transfer funds if we have written authority signed in accordance with the signing instructions given here:

Signing instructions (only to be used if 'postal basis only' is selected):

For example:

- any two persons from three to sign
- Director/Treasurer/named person plus one other to sign

Information can only be provided to any signatory on confirmation of the passwords given in section 11, if required

Notes on completing section 9

To comply with money laundering regulations Scottish Widows Bank needs to verify the identity of your organisation, signatories and beneficial owners when opening the account. Scottish Widows Bank may make searches now and in the future about you with an online reference agency who will supply information for the purpose of verifying your identity. Scottish Widows Bank may also obtain documents from you confirming your identity and address or confirming the existence of your organisation.

You will not be allowed to operate the account until the money laundering checks are complete.

9 Controlling persons/Signatories

We, the persons whose signatures appear below, declare that monies are being/will be deposited in the Scottish Widows Bank account with you in the name of the organisation as legal owner(s).

We declare that the information given on this form is true to the best of our knowledge.

We confirm that our organisation has received a copy of the Financial Services Compensation Scheme information sheet.

We hereby authorise you to provide account information or transfer funds to or from the nominated bank account (detailed in section 5) on receiving written or verbal instructions in accordance with the applicable terms and conditions. We acknowledge that no third party transactions will take place and that only electronic funds transfers between the Scottish Widows Bank account and the main bank account (detailed in section 5) will be undertaken.

We, the undersigned, hereby authorise you to accept and act on instructions requesting account withdrawals in accordance with the account operation and signing instructions given in section 8.

We agree to the Charity Deposit Account Terms and Conditions (you should read the Terms and Conditions before you decide whether to accept them).

The term 'Controlling Persons' means the natural persons who exercise control over an entity. In the case of a trust, such term means the settlor, the trustees, the protector (if any), the beneficiaries or class of beneficiaries, and any other natural person exercising ultimate effective control over the trust, and in the case of a legal arrangement other than a trust, such term means persons in equivalent or similar positions.

Section 9 continued

Controlling person/Signatory 3

Title Mr Mrs Ms Other _____

Name _____

Role: Controlling person Signatory

Position _____

Date of birth Male Female

Address (personal) _____

 Postcode _____

Date moved to address

If at present address for less than three years please provide previous addresses to cover this period. For foreign nationals we require a five year address history.

Previous address _____

 Postcode _____

Date lived at this address

From To

Country of nationality

Signature _____ Date

Additional details required for controlling persons (we cannot open the account without this information).

Which countries are you tax resident in? (List all if more than one held, use a separate sheet if required)

Town/city of birth _____

Country of birth _____

TIN

By TIN, we mean your Taxpayer Identification Number or similar taxpayer reference you hold for countries you are tax resident in. Use a separate sheet to provide additional TINs if you have more than one.

Controlling person/Signatory 4

Title Mr Mrs Ms Other _____

Name _____

Role: Controlling person Signatory

Position _____

Date of birth Male Female

Address (personal) _____

 Postcode _____

Date moved to address

If at present address for less than three years please provide previous addresses to cover this period. For foreign nationals we require a five year address history.

Previous address _____

 Postcode _____

Date lived at this address

From To

Country of nationality

Signature _____ Date

Additional details required for controlling persons (we cannot open the account without this information).

Which countries are you tax resident in? (List all if more than one held, use a separate sheet if required)

Town/city of birth _____

Country of birth _____

TIN

By TIN, we mean your Taxpayer Identification Number or similar taxpayer reference you hold for countries you are tax resident in. Use a separate sheet to provide additional TINs if you have more than one.

10 Other interested parties (for example beneficiaries, controlling directors)

Please complete this section if you are an individual entitled to 10% or more of the organisation funds and are not already listed as a controlling person/signatory in section 9. To comply with money laundering regulations Scottish Widows Bank needs to verify the identity of your organisation, controlling persons/signatories and beneficial owners when opening the account. Scottish Widows Bank may make searches now and in the future about you with

an online reference agency who will supply information for the purpose of verifying your identity. Scottish Widows Bank may also obtain documents from you confirming your identity and address or confirming the existence of your organisation. You will not be allowed to operate the account until the money laundering checks are complete.

Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms Other _____	Previous address _____ _____ _____ Postcode _____
Name _____ _____	Date lived at this address
Date of birth <input type="text" value="d d m m y y y y"/> <input type="checkbox"/> Male <input type="checkbox"/> Female	From <input type="text" value="d d m m y y y y"/> To <input type="text" value="d d m m y y y y"/>
Address (personal) _____ _____ _____ Postcode _____	Country of nationality _____ _____ _____
Date moved to address <input type="text" value="d d m m y y y y"/>	Signature _____ Date <input type="text" value="d d m m y y y y"/>
If at present address for less than three years please provide previous addresses to cover this period. For foreign nationals we require a five year address history.	

Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms Other _____	Previous address _____ _____ _____ Postcode _____
Name _____ _____	Date lived at this address
Date of birth <input type="text" value="d d m m y y y y"/> <input type="checkbox"/> Male <input type="checkbox"/> Female	From <input type="text" value="d d m m y y y y"/> To <input type="text" value="d d m m y y y y"/>
Address (personal) _____ _____ _____ Postcode _____	Country of nationality _____ _____ _____
Date moved to address <input type="text" value="d d m m y y y y"/>	Signature _____ Date <input type="text" value="d d m m y y y y"/>
If at present address for less than three years please provide previous addresses to cover this period. For foreign nationals we require a five year address history.	

Section 10 continued

Title Mr Mrs Ms Other _____

Name _____

Date of birth Male Female

Address (personal) _____

Postcode _____

Date moved to address

If at present address for less than three years please provide previous addresses to cover this period. For foreign nationals we require a five year address history.

Previous address _____

Postcode _____

Date lived at this address

From To

Country of nationality _____

Signature _____ Date

Title Mr Mrs Ms Other _____

Name _____

Date of birth Male Female

Address (personal) _____

Postcode _____

Date moved to address

If at present address for less than three years please provide previous addresses to cover this period. For foreign nationals we require a five year address history.

Previous address _____

Postcode _____

Date lived at this address

From To

Country of nationality _____

Signature _____ Date

11 Telephone access

In order to provide confidential telephone access we require the following codewords. When receiving telephone instructions we will ask for both of these.

Any UK place name _____

Codeword of your choice _____

Always take reasonable steps to keep the passwords and other security information secret at all times. This is essential to help prevent fraud and protect the accounts. Take care when storing or disposing of information about your accounts. You should take simple steps such as shredding printed materials.

It is essential that you tell us as soon as possible if you suspect or discover someone else knows your security information – call Scottish Widows Bank’s customer service staff on 0345 845 0829.

12 Application checklist

To complete our verification procedures we need to see the following:

Bank identification

If you're not paying your opening deposit by a cheque from your nominated account please enclose:

- an original bank/building society statement **OR**
- a cancelled cheque

Identification documentation

- Registered charity:**
Charity Registration Number
- Unregistered charity or club/association:**
copy of HMRC exemption certification
OR latest annual accounts (signed by auditors)
OR Deed of Constitution

Please ensure you have read and understood the following documents:

- CAF 90 Day Notice Account Key Features and Benefits brochure
- CAF 90 Day Notice Account Terms and conditions
- CAF 90 Day Notice Account Summary Box

If we can help clarify the requirements of this section, please call us on **03000 123 444**.

We cannot process your application without sight of these documents which will be returned promptly.

For office use only

Issue

Interest rate

. %

Account number

Tracking code

CAF CRM number

How to complete your new Direct Debit form

Please ensure you complete sections 1 to 6 of your new Direct Debit. Your "nominated account" (sections 1,2, 3 and 4) is the account which you wish to link your Scottish Widows Bank account to.

Section 1 – Provide the full name and address of the bank or building society where your nominated account is held.

Section 2 – Provide your name(s) as it appears on a bank statement or cheque book of your nominated account.

Section 3 – Provide the 6 digit sort code of your nominated account.

Section 4 – Provide the 8 digit account number of your nominated account.

Section 5 – Provide the account number of your Scottish Widows Bank account (you'll find this account number on a Scottish Widows Bank statement, or within your welcome pack).

Section 6 – Sign and date the Direct Debit.

For all savings account, Offset Saver Account and Mortgage Reserve Account applications, an original bank statement or cancelled cheque relating to your nominated account is required to verify the name of the account. Please enclose either of these documents with your completed Direct Debit. We will return your original bank statement or cancelled cheque.

Send your completed Direct Debit instruction and an original bank statement or cancelled cheque relating to your new Direct Debit, to:
Scottish Widows Bank, PO Box 12757, 67 Morrison Street, Edinburgh EH3 8YJ

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 Scottish Widows Bank will notify you 10 working days* in advance of your account being debited or as otherwise agreed. If you request Scottish Widows Bank 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 Scottish Widows Bank 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 Scottish Widows Bank 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.

*If you wish to change the amount to be paid or the payment dates, we require only 3 working days' notice to arrange the transfer.

This Guarantee should be detached and retained by the Payer.

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SCOTTISH WIDOWS BANK



Type of Scottish Widows Bank account:

Instruction to your bank or building society to pay Direct Debits

Please fill in the whole form and send it to:

Scottish Widows Bank, PO Box 12757, 67 Morrison Street, Edinburgh EH3 8YJ

1. Name and full postal address of your Bank or Building Society branch.

To: The Manager
Bank or Building Society
Postcode

Originator's ID Number

9	0	9	2	4	6
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Instruction to your Bank or Building Society

Please pay Scottish Widows Bank, Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee.

I understand that this instruction may remain with Scottish Widows Bank and, if so, details will be passed electronically to my bank/building society.

2. Name of account holder(s)

3. Branch Sort Code

4. Bank or Building Society account number

5. Scottish Widows Bank account number

Signature(s) _____

 Date (DD MM YYYY)

Banks and building societies may not accept Direct Debit instructions from some types of account.

Send your completed application form to:

Saving and Investment Services
CAF Financial Solutions Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4TA

If you have any questions about your new account or other products and services available please call us on **03000 123 444**

Copies of this literature can be provided in large print or in Braille and additional assistance is available to any customer upon request. If you have any special requirements, please contact Scottish Widows Bank's customer service team on **0345 845 0829**.

Telephone calls to and from Charities Aid Foundation (CAF) may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English bank holidays).

CAF Financial Solutions Ltd (CFSL) is authorised and regulated by the Financial Conduct Authority under registration number 189450. Authorisation can be checked on the financial services register at www.fca.org.uk

CFSL Registered office is 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA. Registered under number 2771873.

CFSL is a subsidiary of Charities Aid Foundation (registered charity number 268369).



working in association with

SCOTTISH WIDOWS BANK

CAF 90 DAY NOTICE ACCOUNT
CAF 1 YEAR FIXED TERM DEPOSIT ACCOUNT
CAF MATURITY BASE RATE TRACKER

Conditions – effective from 12 September 2019



working in association with

SCOTTISH WIDOWS BANK

Welcome

We are Scottish Widows Bank and we provide Charities Aid Foundation (CAF) savings accounts. Our accounts associated with CAF are non-personal savings accounts and are designed specifically for charities. CAF can invest with us and can introduce charities to our products. This booklet explains how your CAF savings account works, and includes its main conditions.

This booklet contains:

- information about how to contact us and how we will contact you;
- an explanation of what makes up our agreement with you for your CAF savings account and related services; and
- our conditions, divided into sections setting out what you and we agree to do under this agreement. To help you find what you need, we list the main points of each section under 'What is in this booklet?'

Please:

- read this booklet carefully and keep it for future reference.
- ask us if you have any questions, using the contact details we provide at "How to contact us". You may also seek professional advice or guidance before sending your application.
- note that the examples (shown by ♦) in this document help to explain our terms but do not form part of the conditions.

♦ You may not always be able to open all accounts through each of our service channels. We have designed some accounts to be opened and operated only in a particular way, for example, our fixed term deposit account.

To check whether a particular account is available, go online to www.cafonline.org/savings

Our 'Interest Rates and Charges' sheet shows the interest rate we will pay on your savings, and explains any charges for your account. You can also check out our rates by contacting CAF's Charity Client Relations team on **03000 123 444** or by visiting CAF's website at www.cafonline.org/rates

How to contact us

To tell us: <ul style="list-style-type: none">■ about a change of contact details■ you did not authorise a payment■ you think we have not made a payment correctly■ you think someone knows your security details■ about anything else...	Call: 0345 845 0829 If calling from outside the UK 0044 131655 2000 Write to us: PO Box 12757, 67 Morrison Street, Edinburgh EH3 8YJ Our website is: www.scottishwidowsbank.co.uk
To make a complaint...	See Section L 'Other important terms'

We strongly recommend you do not use email to give us confidential information or instructions. Please only provide us with your email address if you agree to us sending you emails.

You can contact us by calling or writing. For telephone services call 0345 845 0829 between 8am and 6pm on weekdays (but starting from 10am on Wednesdays). Occasionally, repairs and maintenance may mean a service is not available for a short time.

Any instructions you give us are not effective until we actually receive them.

How we can contact you

We may contact you by post, telephone and electronically using the contact details you give us, including any address you have agreed we should use for electronic communications. We will use these same contact details and appropriate secure procedures to make contact if we suspect fraud or a security threat. We never ask for details about your account, devices, security details or any confidential information by email. So please do not reply to an email asking for this information.

Meaning of words we have used	
electronic or electronically	Any form of message made by any type of telecommunication, digital or IT device – including the internet and email.

You must tell us if your name or contact details change.

Requests to amend account details should be made in writing and be signed by you in accordance with your current instructions. If you call us, we can provide standard amendment forms on request. Please note that notice of any change of name or bank details must be accompanied by appropriate evidence. If you do not tell us, we will not be responsible if we cannot contact you or we send confidential information to an old address.

Recording calls.

We may listen in to or record telephone calls to:

- check we have carried out your instructions correctly and are meeting our regulatory requirements;
- help detect or prevent fraud or other crimes; and
- improve our service.

What is in this booklet?

Here is a list of the sections in this document, to help you find what is important to you more easily.

Topic	Read more about this
Our agreement with you	Section A
Additional conditions	Section B
Checks, account security and keeping you informed	Section C
Making and receiving payments	Section D
How long will your payment take?	Section E
How we calculate interest and account charges	Section F
How and when we can make changes to this agreement	Section G
How we manage accounts operated by one or more individuals	Section H
Can someone else operate your account?	Section I
Who is responsible for any loss?	Section J
Ending this agreement or an account or service or suspending a service	Section K
Other important terms	Section L
Additional important information	Section M

Section A

Our agreement with you

Our agreement with you is made up of:

- The 'general conditions' in this booklet. They are the main terms for your Scottish Widows Bank CAF savings account and for our non-personal savings relationship with you; and
- The 'additional conditions', which are the interest rates, charges and other terms that apply to a specific account or service. We give these to you when speaking to you or in documents such as this booklet, our application forms, letters or leaflets (such as our welcome letter), our 'Interest Rates and Charges' sheet and on our website.

◆ Additional conditions include things like when we will pay interest and how to qualify for a particular account or interest rate.

If an additional condition conflicts with a general condition, the additional condition applies.

Our accounts are for charitable organisations registered with the Charity Commission for England and Wales, Office of the Scottish Charity Regulator, Charity Commission for Northern Ireland or recognised by HMRC to have charitable status in the UK. You must only open or use an account for the purpose of a charity.

You explicitly consent (or have obtained the explicit consent of the relevant individual) to us accessing, processing and retaining any information you provide to us for the purposes of providing payment services to you. This does not affect any rights and obligations any of us have under data protection legislation. You may withdraw this consent by closing your account.

Meaning of words we have used	
account	Any account you hold with us that is covered by this agreement.
Lloyds Banking Group	This includes us and a number of other companies using the Bank of Scotland, Halifax and Lloyds Bank brands and their associated companies. You can find more information on the Lloyds Banking Group at www.lloydsbankinggroup.com .
we, us, our	Lloyds Bank plc trading as Scottish Widows Bank.

We explain the meaning of some other words at the start of each section of this booklet.

Section B

Additional conditions

You will see from Section G that we treat payment accounts and restricted savings accounts differently when we make any changes to your conditions or interest rate. The table below shows the accounts in our current range that we treat as payment and restricted savings accounts.

Payment accounts	Restricted savings accounts
CAF 90 Day Notice Account	CAF 1 Year Fixed Term Deposit Account
CAF Maturity Base Rate Tracker Account	

The additional conditions for your account will tell you the features of the account and details of how it can be used. For example, they say whether or not you are allowed to make withdrawals or if your account is for a fixed term.

CAF 90 Day Notice Account

A variable 90 day notice account for holding charity funds.

Opening a CAF 90 Day Notice Account

When opening a CAF 90 Day Notice Account you:

- Can open an account by printing the online application form and posting it to Savings and Investment Services, CAF Financial Solutions Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA.
- Must pay in a minimum deposit of at least £10,000.
- Can only pay into your account by:
 - cheque from an account in your organisation's name; or
 - transferring money from another CAF account in your organisation's name; or
 - CHAPS from your nominated account.
- Your payment into your account must be in sterling.
- Have up to 30 days from account opening to pay in. You can make several payments in during this time up to the maximum account balance of £5 million.

Having a CAF 90 Day Notice Account

Our interest on CAF 90 Day Notice Account:

- Is variable – it will change while you have your account.
- Can be paid monthly, quarterly or annually. You can choose the period. If you choose annual interest, it will be paid each year on the first working day of the month in which you opened the account. For example, if you have opened an account on 16 May 2016, your annual interest will be paid on 1 May in each future year. If you chose any other interest period, it will be paid on the first working day of your chosen period. If you do not choose an interest period, your interest will be paid annually.
- The minimum account balance required for monthly interest is £50,000.
- Will be paid into this account or you can ask us to transfer it to a different CAF account with us in the same name. If the balance is above £2,500, you can ask us to transfer the interest to your nominated account.
- Is subject to the agreed period of notice before funds are released. We may allow earlier withdrawal, which we regard as non-standard, at our discretion but this will affect the interest payable on the account – this will also be the case if you withdraw funds by closing your account with less notice. Please see the "Operating your account" section for further details.

- We guarantee applicable interest rates will not fall below a certain level in relation to a reference interest rate (a 'floor'), if a floor is set out in your 'Interest Rates and Charges' sheet. If there is an increase in the reference interest rate which results in the annual interest rate we pay on your account coming to be lower than the floor we will increase the annual interest rate on the first day of the month following the date on which it comes to be lower than the floor without giving you advance notice.
- The increased rate will be equal to the floor in force on the date when the increase takes effect. We may also further increase the annual interest rate at the same time under the general conditions.

Operating your account:

- You can operate the account by post or by calling us.
- Your payment into your account must be in sterling.
- You can only pay into your account by:
 - Direct Debit from your nominated account;
 - CHAPS from your nominated account;
 - cheque from an account in your organisation's name; or
 - transferring money from another CAF account in your organisation's name.
- Any payments into your account after it is open must be at least £100.
- You may withdraw money from your account by electronic transfer to:
 - your nominated account; or
 - another Scottish Widows Bank deposit account in your organisation's name(s). We will debit the money from your account 90 days after receiving your request and it will be credited to the other account and available to withdraw.
- You cannot have a balance of more than £5 million.
- The minimum withdrawal which you can make is £100. Withdrawals from the account require 90 days' notice to be given. Payments will then be made direct to your account in accordance with the bank details already advised to us. If early withdrawal is agreed, which we regard as non-standard, we will deduct the equivalent of 90 days' Gross interest on the amount withdrawn from the balance of your account before debiting the withdrawal. This may be taken from your account balance if the interest earned is less than the value of 90 days' interest on the amount withdrawn. We reserve the right to deduct the shortfall from your original deposit. From time to time we may introduce or change the limits on the amount and frequency of any withdrawals. If we do so we will tell you about the changes.
- If you ask us to make a payment the money will be in your nominated account 90 days after receiving your request (or on the next working day if the 90 day date falls on a non-working day).
- You get regular statements to help you keep track. You can ask for monthly, quarterly or annual statements.

CAF 1 Year Fixed Term Deposit Account

A fixed term deposit account that pays a fixed rate of interest on charity funds for one year.

Opening a CAF 1 Year Fixed Term Deposit Account

When opening a CAF 1 Year Fixed Term Deposit Account you:

- Can open an account by printing the online application form and posting it to Savings and Investment Services, CAF Financial Solutions Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA.
- Must pay in a minimum deposit of at least £10,000.
- Can only pay into your account by:
 - cheque from an account in your organisation's name; or
 - transferring money from another CAF account in your organisation's name; or
 - CHAPS from your nominated account.
- Your payment into your account must be in sterling.
- Have up to 30 days from account opening to pay in. You can make several payments in during this time. Your account term commences on the start date of the fixed term period. The start date of the fixed term deposit account can be later than your account opening date.

Having a CAF 1 Year Fixed Term Deposit Account

Our interest on CAF 1 Year Fixed Term Deposit Account:

- Is fixed – it will not change during the one year term.
- Will be paid to your account on its maturity date. If your account is opened before the start date of the fixed term period, the interest earned during that period will be added to your fixed term deposit account at the beginning of the fixed term period.

Operating your account:

- You can operate the account by post or by calling us.
- Your payment into your account must be in sterling.
- You cannot have a balance of more than £5 million. If you wish to discuss special arrangements to deposit larger amounts, you may call us.
- At the end of the term you will receive a closing statement and an interest certificate.
- You cannot withdraw part of your deposit and you cannot close the account before the maturity date.

At the end of your term:

- At least 30 days before the end of the term we will write to you, to ask what you would like to do with the money in your account.
- You can:
 - roll over your current term deposit to another Fixed Term Deposit account existing at the time of maturity provided you complete another application form;
 - transfer money to another CAF savings account with Scottish Widows Bank;
 - transfer money to your nominated external account;
 - allow the account to revert to our CAF Maturity Base Rate Tracker Account, which has a variable rate, equivalent to and tracks the Bank of England Base Rate.
- If we do not receive instructions from you (or we cannot reasonably comply with your instructions), on the last day of the term (or the next working day if this falls on a Saturday, Sunday or Bank Holiday), the account will convert to a CAF Maturity Base Rate Tracker Account.

CAF Maturity Base Rate Tracker Account

An easy-access account with variable interest rate, only for customers with maturing CAF fixed term deposit accounts.

Opening a CAF Maturity Base Rate Tracker Account

When we open a CAF Maturity Base Rate Tracker Account for you:

- The balance in your CAF 1 Year Fixed Term Deposit Account will transfer to your CAF Maturity Base Rate Tracker Account.

Having a CAF Maturity Base Rate Tracker Account

Our interest on the CAF Maturity Base Rate Tracker Account:

- Is a tracker rate which is equivalent to the Bank of England Base Rate. It can change while you have your account. If the Bank of England Base Rate changes, the interest rate on your CAF Maturity Base Rate Tracker Account will move up or down on the first working day following the Bank of England Base Rate change. For the rate, see the latest Bank of England Base Rate at www.bankofengland.co.uk or call us.
- Can be paid monthly, quarterly or annually. It will be paid on the same date as interest was paid to the CAF 1 Year Fixed Term Deposit Account which was transferred to your CAF Maturity Base Rate Tracker Account.
- Can only be paid monthly if your balance is at least £50,000.
- Will be paid into this account or you can ask us to transfer it to a different CAF account with us in the same name. If the balance is above £2,500, you can ask us to transfer the interest to your nominated account.

Operating your account:

- You can operate the account by post or by calling us.
- You must make payments into your account in sterling.
- You cannot have a balance of more than £5 million. If you wish to discuss special arrangements to deposit larger amounts, you may call us.
- The ongoing balance of the account must be at least £500.
- Payments into your CAF Maturity Base Rate Tracker Account after it is open must be at least £100 and can be made regularly.
- The minimum withdrawal you can make is £100. From time to time we may introduce or change the limits on the amount and frequency of any withdrawals. If we do so we will tell you about the changes.
- You may only withdraw money from your account by electronic transfer, to:
 - your nominated account; or
 - another CAF savings account in your organisation's name. When we process your instructions, we will debit the money from one account and it will be credited to the other account and available to withdraw.
- You get regular statements to help you keep track. You can ask for monthly, quarterly, or annual statements.

In the following sections we set out the general conditions for your CAF savings account(s).

Section C

Checks, account security and keeping you informed

We need to make sure that only you can access your accounts. This section explains what you and we both need to do to protect your information and accounts. It also covers the information we will give you about your account.

Meaning of words we have used	
device	Anything such as a computer, smartphone or another device that you can use on its own or in combination with your security details to access your account or give instructions.
security details	Details or security procedures you must follow or use to make an instruction or confirm your identity or access a device (for example a password or security code).

1. How do we identify your organisation, signatories and owners and know we are dealing with you?

- 1.1 To comply with money laundering regulations, we need to verify the identity of your organisation, trustees, directors, signatories and beneficial owners when opening the account. Please read our Privacy Notice for further information on what we do. This can be found on our website www.scottishwidows.co.uk/bank/savings/full_privacy_notice.html, or you can request a copy by calling us. Please see details in "How to contact us".
- 1.2 You will not be allowed to operate the account until the money laundering checks are complete.
- 1.3 For more details about identity checks, please refer to www.moneyadvice.service.org.uk
- 1.4 We will assume we are dealing with you and will provide information about your accounts and services and act on instructions (without further confirmation) if we have checked your identity, for example in one of the following ways or in any other way we may introduce:

Method of instructing us	Check
in writing	Your signature(s) – the only people who can instruct us are listed as authorised signatories on the application form and we may need to have more than one signature if that is what has been agreed with you.
Telephone, or Internet Banking or using a device	Use of your security details

- 1.5 Where you instruct us in writing, we will accept instructions by letter or postal instruction forms. The forms are available via our website or on request from our customer service team.
- 1.6 If more than one signatory is required to operate the account, instructions can only be accepted in writing. If only one signatory is required to operate the account, instructions can be accepted by telephone or in writing.

2. How do you and we keep your account secure?

2.1 We will do all we reasonably can to prevent unauthorised access to your accounts and to make sure they are secure.

2.2 You must, and you must procure that your employees, agents and representatives comply with the following obligations:

- follow instructions we give you, which we reasonably consider are needed to protect your accounts from unauthorised access;
- not let anyone, other than the authorised signatories on the account and any other person we agree to use the services in accordance with Section I 14.3, use your device and security details;
- not let anyone give instructions or access information on your accounts unless they have a separate arrangement with us or you have authorised them to operate your account for you;
- not email us confidential information or instructions (If you need to contact us, please see details in “How to contact us”.);
- keep your device secure and protect it from damage; and
- do all you reasonably can to prevent anyone else, other than the authorised signatories on the account and any other person we agree to use the services in accordance with Section I 14.3, finding out your security details.

◆ You should not:

- tell anyone your security details;
- choose obvious passwords or codes (such as your date of birth) as part of your security details;
- write your security details on, or keep them with, your device or any documents for your CAF savings account;
- write down your security details in a recognisable way; or
- let anyone listen to your calls with us, or watch you entering or using your security details.

2.3 You must tell us as soon as possible (see “How to contact us”) if you:

- (a) think any device or security details have been lost, stolen, damaged or are being misused; or
- (b) think someone can access your accounts without your authority or has discovered your security details.

◆ **If your security details are stored on a device (like a smartphone), you should tell us if you lose your device.**

2.4 If we, the police or other authorities are investigating any misuse or alleged unauthorised use of your accounts, you must provide information and help that we or they ask for if the request is reasonable. We, the police or other authorities would never ask you for your security details. We may pass related information to other banks or companies involved in payment processing, or to the police or other authorities, in the UK or (if appropriate) abroad.

2.5 You are responsible for checking statements or other account information we give you. We will correct any errors as soon as reasonably possible after becoming aware of them.

3. How will you get statements and other information?

3.1 If there are payments out of your account, we will either provide information on those payments by letter or send a statement within one month. You can ask us to provide this information less often than monthly by calling us on the number provided in “How to contact us.” We will always provide a paper statement at least once a year. You may receive a regular statement more often than once a year, if we have agreed this with you. Statements will set out all the payments into and out of your account and give other information about them. We will also send you confirmation of all transactions of £10,000 or over.

3.2 You can ask for information about your accounts or order a statement by telephone. If we have already provided a statement, we may charge you for a duplicate.

3.3 When we send you statements, we may put messages on or with your statements to tell you about changes to this agreement or to other agreements or services you have with us.

Section D

Making and receiving payments

In this section we explain how you can ask us to make payments from your account, how soon you can use money paid in and when we pay interest. We also explain how to stop payments and what happens if something goes wrong. Payments include withdrawals and transfers to other accounts.

Meaning of words we have used	
working day	Monday to Friday (except English bank holidays). You can give some instructions for payments on non-working days, but we do not complete their processing on our systems until the next working day. This is explained below.
cut-off time	The latest time we can process instructions or add payments to an account.
device	Anything such as a computer, smartphone or another device that you can use on its own or in combination with your security details to access your account or give instructions.
electronic transfer	A payment to or from the account made by any type of telecommunication, digital process or device and does not include cash or cheques.
nominated account	The account in your organisation's name with another UK bank or building society which you nominate as the account from or to which electronic transfers may be made.
security details	Details or security procedures you must follow or use to make an instruction, confirm your identity or access a device (for example a password or security code).

The time periods below assume we receive a payment or payment instruction before the cut-off time on a working day. If it is received after the cut-off time or on a non-working day, we will treat it as being received the next working day.

4. How can payments be made into your account?

- 4.1 Subject to any restrictions in the additional conditions for your account, payments in sterling can be made into it by cheque and direct transfer from your nominated account. Cut-off times for payments into your account will depend on how the payment is made. The table shows our cut-off times for receiving payments by cheque or direct transfer.

Method	Cut-off time
Cheques	3pm
Electronic transfer from another bank account	5pm

The following tables show how we process these payments.

4.2 Direct payments received from your nominated account or from another Scottish Widows Bank account

Paying-in method	Does the payment show in your account on the day it is received?	Can you use the money on the day it is received?	Does the payment affect any interest from the day it is received?
Transfers on a non-working day between two CAF savings accounts (A) and (B) in your name with Scottish Widows Bank	No – it will show in (B) on the next working day.	Yes – immediately available in (B).	No – it will count for interest in (A) until it is shown in (B).
Any other direct payment including transfers from your nominated account (e.g. Direct Debit, direct transfer)	Yes	Yes – immediately.	Yes

To collect regular or occasional transfers by Direct Debit, from your nominated account, we will require a completed Direct Debit mandate. Please note that it takes three working days to set up a Direct Debit mandate and we are unable to collect funds on your behalf during that period.

Once the Direct Debit mandate is set up, we will ask for the payment to be sent to us on the day specified in your Direct Debit mandate, provided this is at least three working days from when we request your payment to be sent to us. We will process your Direct Debit request on the working day we receive it or if after the cut-off time or if on a non-working day, the next working day.

If no day is specified, we will request the payment from your nominated account on the day we process your Direct Debit request. We will usually receive the payment three working days after we request it. For example, if we request the payment on Monday, it will reach your account by Thursday.

Scottish Widows Bank does not accept funds transferred in by other means e.g. bank giro credit, standing order or dividend mandate.

4.3 Cheques from the nominated account paid into the CAF savings account at Scottish Widows Bank

Cheques must be drawn from an account in your organisation's name. We recommend that cheques issued by your organisation are made payable to: Scottish Widows Bank [Account holder's Name].

Third party cheques are not permitted. Building society cheques must be verified to confirm they are from an account held in your name. (Please arrange for the issuing branch to stamp and sign the reverse of the cheque and add your name, sort code account number and roll number if applicable).

Payments show in your account on the working day we receive the cheque.

The table below explains what happens while the cheque is being 'cleared' (collected from the other bank).

We use one of the two clearing cycles:

- The "2-6-6" process
- The "Cheque Imaging" process (being introduced during 2018)

The "Cheque Imaging" process will be introduced gradually, and if we are using the new process we will display a notice when you pay in a cheque.

Type of cheque	When will the payment affect any interest we pay?	When can you use the payment?	When can the cheque be returned unpaid?
All cheques paid into CAF savings accounts at Scottish Widows Bank using the "2-6-6" clearing process	From the second working day after we receive the cheque.	From the sixth working day after we receive the cheque.	Up to the end of the sixth working day after we receive it <i>even if you have already spent it</i> . From then on we cannot take money from your account if the cheque is returned unpaid without your consent, unless you have been fraudulent.

Type of cheque	When will the payment affect any interest we pay?	When can you use the payment?	When can the cheque be returned unpaid?
All cheques paid into CAF savings accounts at Scottish Widows Bank using the "Cheque Imaging" process.	By 23.59 on the working day when we receive it at the latest.	By 23.59 on the working day when we receive it at the latest.	Up to 23.59 on the working day after we receive it.

◆ "2-6-6" Clearing process

If you pay a sterling cheque into your CAF savings account at Scottish Widows Bank and we receive it on a Monday, you will see it in your account the same day. It counts towards any interest on Wednesday, you can use the money on the following Tuesday and we cannot take the payment out of your account after that day.

◆ "Cheque Imaging" process

If you pay a sterling cheque into your CAF savings account at Scottish Widows Bank and we receive it on a Monday, you will see it in your account the same day. It counts towards any interest and you can use the money on Tuesday by 23.59 at the latest.

Important information

We may refuse a sterling cheque for payment into your account if it is more than six months old.

Scottish Widows Bank does not accept non sterling cheques.

4.4 General terms about payments

If we are told, for example by another bank, that money has been paid into your account by mistake, we can take an amount up to the mistaken payment amount from your account. We do not have to ask you to agree to this, but will let you know if it happens. We will act reasonably and try to minimise any inconvenience to you.

If we become aware that a payment into your account was made by mistake or fraud within two months of receiving the payment, we will:

- make sure the amount of the payment is not available to you to use (we might do this by taking the amount out of your account or by limiting access to the amount in the account); and
- tell you we will return the payment to the paying bank unless you tell us within 15 working days that the payment was not made by mistake or fraud. If you do not respond within 15 working days, we will return the amount to the paying bank.

If we become aware that a payment into your account was made by mistake or fraud more than two months after the receipt of the payment, we will normally contact you before restricting your use of the amount in the account.

If we cannot return the funds to the payer, we may give information about you and your account to the payer's bank so they can recover the money.

We may refuse to accept a payment into an account or make a payment from it if we reasonably believe that doing so may:

- (a) cause us (or another company in the Lloyds Banking Group) to breach a legal requirement; or
- (b) expose us (or another company in the Lloyds Banking Group) to action from any government or regulator.

5. How can you make payments out of your account?

5.1 Making a payment

If you want to make a payment, we will check we are dealing with you as set out in Section C.

- For certain accounts, the types of payment and the way you can make them may be limited. The 'additional conditions' tell you the payment services available on your account.

If we receive a payment instruction after the cut-off time on a working day, we will act on it on the next working day. The cut-off time for making payments depends on how and where a payment is to be made, but for a payment in sterling within the UK is not usually before 6pm (UK time). You can ask us for details, and we have some extra information about cut-off times for particular payments in Section M.

If you ask us to make a payment on a future date, we will make the payment on that date, unless it is a non-working day, in which case we will make the payment on the following working day.

5.2 Payment details

For us to make a payment for you within the UK, we need the sort code and account number (which is what we rely on for the purposes of processing your payment instructions) and we may also ask for other details from time to time.

You must check that the details are correct before asking us to make a payment.

5.3 When can we stop you making payments?

We can stop or suspend your ability to make payments using any device or security details if we reasonably consider it necessary because of:

- security – including if you tell us you have lost your device; or
- suspected unauthorised or fraudulent use of a device or your security details.

If we do this, we will act in a reasonably appropriate way and will try to reduce your inconvenience. Unless the law prevents us doing so or we reasonably believe it would undermine our security measures, we will try to contact you in advance to tell you we are doing this and why. If we cannot tell you in advance, we will tell you as soon as possible afterwards.

5.4 When can we refuse to act on an instruction?

We can refuse to make a payment if:

- our internal security controls require you to produce additional identification or prevent us carrying out the transaction (for example, if it is for more than the maximum amount we set at any time) – we will let you know if we are stopping a payment for this reason;
- the payment seems unusual compared with the way you normally use your account, in which case we may investigate further, for example by calling you;
- you do not have available funds to make the payment or you have exceeded a limit we have applied to your account or device;
- the payment instruction is not clear or does not contain all the required details;
- there is a regulatory requirement that tells us to;
- we reasonably believe that you or someone else has used, is using or obtaining, or may use or obtain a service or money illegally or fraudulently;
- we reasonably believe that someone else may have rights over money in your account (in this case we can also ask – or require you to ask – a court what to do, or do anything else we reasonably need to do to protect us); or
- any other reason set out separately in this agreement applies.

5.5 What happens if we refuse to act on an instruction?

Unless the law prevents us, we will try to contact you to tell you we are refusing, or are unable, to act. We will do this as soon as we can and before the time any payment should have reached the bank or building society you are sending it to. If you want to check whether a transaction has been accepted, you can call us (see “How to contact us”).

Additional information about failed payments

You can contact us to find out (unless the law prevents us telling you) why we have refused to act on your payment instruction and how you can correct any factual errors that led to our refusal.

5.6 Can you cancel or change a payment?

You cannot change or cancel a payment that you have instructed us to make immediately but you can cancel any payment you asked us to make on a future date. To do this, you must tell us on the working day before the payment is due to be made.

If a banking industry payment scheme such as the Current Account Switch Service tells us that a person you have asked us to pay has switched their account to another bank, we will update your instruction with the new account details. This will mean your payment reaches the correct account within the agreed timescales as set out in this booklet.

Section E

How long will your payment take?

If your account allows you to make payments, this section tells you how quickly we will send payments to the payee's bank. Please refer to your account's additional conditions to see what payments you can make.

6. UK payments

Type of payment	How long will the payment take to reach the payee's bank after we take it from your account?
Faster Payments	<p>If you ask us to make a payment to your nominated account, it will reach the bank holding your nominated account no later than close of business on the next working day.</p> <p>(a) For example, if we process your request on a Monday, the funds will reach the other bank by Tuesday.</p> <p>(b) We will process your instruction on the working day when we receive it or, if we receive it after the cut-off time or on a non working day, the following working day.</p> <p>Please check with us if the bank or building society you want to send the payment to can accept Faster Payments.</p> <p>Alternatively, you can ask us to make a CHAPS transfer (please contact us for exact requirements on how to do so). There is a charge for this service, which is set out in our 'Interest Rates and Charges' sheet.</p> <p>(a) We will then take the money from your account on the working day we process your request and the other bank will receive the money on the same working day.</p> <p>(b) We will process your request on the working day we receive it or, if we receive it after the cut-off time or on a non-working day, the next working day.</p>
Future-dated payment to another UK bank account	<p>When we send a payment to your nominated account it will arrive on the next working day. You must tell us when you would like the payment to be sent. We can also send regular payments. Future-dated payments can be made on working days only.</p>

The payee's bank must pay the funds into the payee's account on the day it receives the payment from us.

Section F

How we calculate interest and account charges

As long as you have enough money in your account, we will pay you interest on amounts we hold for you. We also have charges for some account services.

7. Where can you find information about our interest rates and account charges?

Our 'Interest Rates and Charges' sheet contains our usual 'Interest Rates and Charges' for our CAF savings accounts and most regular services. When you opened your account, you will have been given this information but if you would like another copy, call us (see "How to contact us").

You can also obtain details of our 'Interest Rates and Charges' by contacting CAF's Charity Client Relations team (see our "Welcome" section) or by visiting the CAF website at www.cafonline.org/rates

8. How do we work out how much interest to pay?

8.1 Unless we have told you otherwise, we calculate any interest we pay on a daily basis, based on the daily balance of your account.

8.2 The additional conditions will tell you when we pay interest on your account. They will also say whether we pay interest into the account and whether we can pay it to another account. We will calculate any interest on amounts credited to your account as they become part of the account balance. This will depend on when and how the relevant payment is made into your account – see Section D.

If we are due to pay interest on a non-working day we will pay it on the next working day unless the 'additional conditions' for your account state otherwise. We pay interest at the end of a working day. So you may not be able to withdraw the interest until the following day. You may not see it as part of your account balance online until shortly after midnight.

8.3 If you make a withdrawal from your account, we pay interest on the amount of the withdrawal up to and including the day before it leaves your account, unless you make the withdrawal on a non-working day. If so, we continue to pay interest up to and including the day before the working day after your withdrawal.

◆ If you make a withdrawal on a Saturday, we will pay interest on the amount withdrawn on the Saturday and the Sunday, but not the Monday (unless the Monday is a bank holiday).

8.4 If we pay interest on your account, we will pay it 'Gross'. You will be responsible for paying any tax you owe directly to HM Revenue & Customs.

8.5 We may take any charges you owe us from the same account. We will refer to the charges in our 'Interest Rates and Charges' sheet when you call, and write to confirm the details.

8.6 You must not allow your account to go overdrawn. If your account does go overdrawn, this does not mean we have allowed you to have an overdraft. You must immediately pay us back the amount you are overdrawn.

Section G

How and when we can make changes to this agreement

As this agreement could last a long time, we will need to change its terms occasionally. We can foresee some of the reasons why it would be fair for us to do this, and have listed them below, but we may in the future also want to make changes for other reasons. We will tell you about these changes, and how they will affect you, in advance. You may be able to close an affected account or end your relationship with us if you do not want to accept any change we tell you about.

This section refers to two types of account: 'payment accounts' and 'restricted savings accounts'. The account's 'additional conditions' tell you which type you have.

9. What can we change?

9.1 We can change the general or additional conditions that apply to a particular account, benefit or service.

◆ We may change any of the terms in this booklet, and the 'Interest Rates and Charges' that apply to an account.

9.2 We cannot change terms that we tell you are fixed, such as interest rates that are fixed for a set period.

10. Why can we make a change?

Meaning of words we have used	
reference interest rate	An interest rate that is publicly available and linked to a rate we do not set – like the Bank of England Base Rate (also called the Bank of England bank rate).
regulatory requirement	Any law, regulation, code or industry guidance that applies to us including a requirement of a court, ombudsman or similar body or an undertaking given to a regulator.

10.1 We can make a change for a reason set out below. If we do, the change will be a reasonable and proportionate response to a change that is affecting us or that we reasonably think will affect us.

Reason	For example
A change in regulatory requirements.	We may have to update our security terms because new legislation introduces tighter standards.
To do something positive for you.	Our payment conditions may have to change because new technology enables you to make payments more quickly.
A change in the cost of running our accounts, including changes in our running costs	We may have to adjust our charges if our running costs change.
Any other change that affects us, if it is fair to pass the impact of the change on to you.	We may introduce new measures to combat fraud.

10.2 We may also make changes for any other reason we cannot foresee.

◆ We may need to respond to changes in the banking sector caused by increased competition that affect how we provide our services and what we charge for them.

10.3 If the interest rate on your account is a 'tracker' rate, the rate will change automatically in line with the reference interest rate it is linked to. The additional conditions will say how soon the tracker rate will change after a change in reference interest rate.

11. How and when will we tell you about changes and what are your rights?

Meaning of words we have used	
managed rate	A rate that we set, and can change, and that is not a reference interest rate.
material change	Changes to a managed rate where the balance of your account is £100 or more.
restricted savings account	A fixed-rate bond or other CAF savings account that provides only a limited ability to make payments. The additional conditions for an account will tell you if it is a restricted savings account.
payment account	A CAF savings account that is not a restricted savings account.
published notice	A notice we put on our website and, sometimes, in national newspapers.
personal notice	A notice we give you individually, for example by letter, electronically or in statement messages or inserts.

11.1 In the tables below, we explain how we give notice to change terms on particular accounts.

11.2 Restricted savings accounts

Type of change	Notice	Timing of notice before or after the change	Can you close or switch the account without charge?
Interest rate increase	Personal or published	As soon as possible	Yes, unless the additional conditions say you cannot.
Interest rate decrease that is not material (not tracker rates)			
Favourable or neutral changes to other terms	Personal or published	No more than 30 days after	
Material changes to interest rates (not tracker rates) that disadvantage you	Personal	At least 14 days before	Yes, within 30 days of the notice.
All other changes that disadvantage you	Personal	At least 2 months before	Yes, at any time before the change.

11.3 Payment accounts

Type of change	Notice	Timing of notice before or after the change	Can you close or switch the account without charge?
Interest rate increase	Personal or published	No more than 30 days after	Yes, unless the additional conditions say you cannot.
All other changes	Personal	At least 2 months before	Yes, at any time before the change.

12. What are your rights if you want to close or switch an account in response to notice of a change?

For a change where we have to give you advance notice, you can tell us you do not want to accept the change using the contact details at the start of this booklet. We will take this as notice that you wish to end the agreement or close or switch your account immediately. If there is normally a charge for closing or switching your account, it will not apply. If we do not hear from you, we will regard you as accepting the change on the date it comes into force.

Section H

How we manage accounts operated by one or more individuals

13. Who is authorised to give instructions to us?

- 13.1 All signatories to the account are separately responsible for keeping to its terms. If any signatory does not keep to them, we can take action against the signatories either all of you singly or together.
- 13.2 We may give any information about the account to any signatory (even if you choose that all signatories must sign instructions to us), by telephone. Security details will be required.
- 13.3 If you choose to allow any signatory to authorise transactions on the account, any signatory will be able to withdraw any amount in the account (which may be without the other signatories' knowledge). We will not be obliged to make any enquiries about the purpose of any transactions.
- 13.4 The account cannot later be put into just one of the signatories' names.
- 13.5 If there is a dispute between the signatories about the running of the account, we may require all signatories to authorise all transactions until you all agree how the account is to be run.

Section I

Can someone else operate your account?

14. How can someone else operate your account?

- 14.1 If you want or need someone else to operate your account, you must generally provide appropriately signed instructions in writing, or sign a form we give you or grant a power of attorney to someone, which authorises them to operate your account.
- 14.2 In certain circumstances, the law may require us to allow someone else to operate your account – for example, if you are Insolvent. Please refer to the definition of “Insolvent” in the “Meaning of words we have used” section in Section K to understand what this means.
- 14.3 For security reasons, we may not allow another person access to all of the services we provide to you. If we do allow them to use a service, you can tell them your security details as long as they agree to keep them safe and agree to comply with the conditions set out in Section C 2.2.
- 14.4 We are not responsible for an act (or failure to act) by someone else allowed to operate your account as long as we did not know or suspect they were acting dishonestly towards you.

Section J

Who is responsible for any loss?

It is important for you to understand what you and we take responsibility for and when you may be liable under this agreement.

Meaning of words we have used	
device	Anything such as a computer, smartphone or another device that you can use on its own or in combination with your security details to access your account or give instructions.
security details	Details or security procedures you must follow or use to make an instruction, confirm your identity or access a device (for example a password, security code).
the EEA	The European Economic Area, which means the countries in the European Union plus Iceland, Norway and Liechtenstein.

15. Incorrect payments

15.1 When will we refund incorrect payments?

We will refund the amount of a payment and any charges you paid as a result of it, and pay you any interest we would have paid you on that amount, if:

- you asked us to make the payment to an account at another bank in the EEA and the payment was not made properly or never arrived, unless there was a mistake in any of the details in the payment instruction or we can show that the payment was received by the other person's bank. We will provide the refund without undue delay; or
- the payment was unauthorised (see ‘Unauthorised payments’ below). We will provide the refund as soon as we can and in any event by the end of the next working day.

Additional information about payment refunds

We will not refund the payment if you tell us more than 13 months after it was made that the payment was not made properly or was unauthorised.

If a payment goes to the wrong person or is delayed because you gave us the wrong details, we will not be liable but we will try to recover the payment for you. We may charge our reasonable costs for doing so. If a payment is delayed due to our error, you can ask us to ensure that the receiving bank credits the payment to the payee's account as if it had been made on time.

15.2 What happens if we incorrectly execute or fail to execute a Direct Debit payment instruction?

If you ask us to transfer money to your account by Direct Debit, and the payment is not made correctly or never arrived, we will:

- immediately ask the paying bank to make the payment to us again; and
- refund to you any charges you paid and pay you any interest we would have paid you on the amount that should have been transferred as a result,

unless we can show we submitted our request to the paying bank correctly, or you gave us the wrong details in the payment instruction.

16. Unauthorised payments

You are not liable for any payments or withdrawals from your account that you do not authorise. If you are not liable for a payment, we will refund or pay the amount of the payment and interest you lost as a result of the payment. We will not have any further liability. There are two exceptions to this rule:

1. If we can prove you acted fraudulently, you will be liable for all payments from the account that we could not stop.
2. If we can prove you have been grossly negligent with your device or security details, you will be liable for payments from your account but only until you have told us your device or security details have been lost, stolen or could be misused. In some cases, you will not be liable for a payment instruction you did not give yourself. These include where we have failed to tell you how to report that your device or security details have been lost, stolen or could be misused or where the unauthorised payment was made by telephone or internet.

17. What happens if we break the terms of this agreement?

17.1 We are responsible if you suffer loss because we have broken this agreement. There are three exceptions to this rule:

1. We are not liable for losses or costs caused by abnormal and unforeseeable circumstances outside our reasonable control, which would have been unavoidable despite all efforts to the contrary. These include delays or failures caused by industrial action (e.g. strikes), problems with another system or network, mechanical breakdown or data-processing failures.
2. We are not liable for losses or costs where a regulatory requirement means we must break this agreement.
3. We are not liable for losses or costs you suffer (such as loss of business profits or opportunities) as a result of anything we have done.

17.2 Nothing in this agreement limits our liability for acting fraudulently or very carelessly or otherwise excludes or limits our liability to the extent we are unable to exclude or limit it by law.

Section K

Ending this agreement or an account or service, or suspending a service

18. Suspending an account or service

Meaning of words we have used	
Insolvent	<p>If you are an individual, you or any other person takes (or threatens to take) any step in connection with:</p> <ul style="list-style-type: none">■ your bankruptcy (including, for the avoidance of doubt, if a bankruptcy petition is presented against you, or you petition for your own bankruptcy);■ the making of any composition, compromise, assignment or arrangement with any of your creditors;■ the appointment of an interim receiver of your property under section 286 of the Insolvency Act 1986;■ the appointment of a receiver in respect of you under the Mental Health Act 1983;■ the appointment of any other, receiver or manager of any of your assets; or■ any similar procedure in another jurisdiction; or■ you are unable or admit inability to pay your debts as they fall due or you are deemed to or declared to be unable to pay your debts under applicable law; or■ you cease or threaten to cease to carry on business. <p>If you are a trust, company, partnership, limited partnership or limited liability partnership, you (or any other person) takes (or threatens to take) any step in connection with:</p> <ul style="list-style-type: none">■ any suspension or re-scheduling of payments by you, a moratorium of any of your indebtedness or your dissolution or reorganisation (by way of voluntary arrangement, scheme of arrangement or otherwise);■ the making of any composition, compromise, assignment or arrangement with any of your creditors;■ the appointment of an administrator in respect of you (including, for the avoidance of doubt, the filing of a notice of intention to appoint an administrator, or an application being made to court for the appointment of an administrator in respect of you);■ the appointment of a liquidator in respect of you (including the presentation of a winding up petition, the convening of a meeting of members or creditors for this purpose, or any resolution being passed to appoint a liquidator in respect of you);■ the appointment of a receiver or any similar officer in respect of you or any of your assets; or■ any similar procedure in another jurisdiction; or■ you are unable or admit inability to pay your debts as they fall due (or you are deemed to or declared to be unable to pay your debts under applicable law) or the value of your assets is less than your liabilities (taking into account contingent and prospective liabilities); or■ you cease or threaten to cease to carry on business.

18.1 We may suspend an account or service and we will give you two months' notice in writing before doing so, if:

- we think you do not want it anymore because you have not used it for 12 months; or
- if you are no longer eligible for it.

18.2 If you are Insolvent, we may suspend an account or service immediately.

19. Ending this agreement or an account or service

19.1 This agreement continues until you or we cancel or end it. The table below shows how this agreement (or any account or service) can be ended. If we end it, we will act in a manner we think is reasonably appropriate for the circumstances and will try to reduce the inconvenience to you.

By	Reason	Notice
You	Any reason	<p>None, unless the additional conditions for your account require notice. You may have to pay a charge if you close some accounts before the end of a fixed term.</p> <p>We may ask you to confirm in writing your request to close your account.</p>
Us	<p>If we reasonably consider that:</p> <ul style="list-style-type: none"> ■ there is illegal or fraudulent activity on or connected to the account; ■ you are or may be behaving improperly (for example, in a threatening or abusive way); ■ by continuing the agreement we (or another company in the Lloyds Banking Group) may be exposed to action from any government, regulator or other authority or may break a regulatory requirement; ■ you have seriously or repeatedly broken this agreement in any other way; or ■ you are Insolvent. 	None
	<p>When we participate in the unclaimed assets scheme and you have not used an account for 15 years (or other period specified by law) and we have lost touch with you. In this case, we may transfer any money in the account to the 'reclaim fund' (a body set up to deal with unclaimed assets in dormant accounts). We will try to contact you before doing this.</p>	For further details see Section M.
	Any other reason.	Two months (in writing).

19.2 When this agreement ends, any account covered by it will close and any service we provide under it will stop. You must also:

- (a) repay any money you owe us (including any payments you have made that have not yet been taken out of your account);
- (b) pay any charges up to the date the agreement, account or service ends; and
- (c) if your account allows them, cancel any direct payments into or out of your account.

19.3 If this agreement (or a service under it) ends, it will not affect any legal rights or obligations that may already have arisen or any instructions already given.

19.4 When this agreement ends (or your account is closed) we will pay or transfer money we hold for you or owe you under this agreement (or in the account) to you, or to any other person you name in writing. However, we may keep enough money to cover anything you owe us or, if you have broken this agreement, any loss of ours that results.

19.5 If you are a sole trader, in the event of your death we may need to see a grant of probate, certificate of confirmation or grant of representation before releasing money in your account to your personal representatives.

19.6 After this agreement ends, we will keep any rights we have under general law. We may continue to hold and use your personal data but only to the extent we need to do so as set out in our privacy statement. This is available at www.scottishwidows.co.uk/bank/savings/full_privacy_notice.html or by asking us.

Section L

Other important terms

20. What happens if you do not meet the conditions we set for an account type?

20.1 We may change an account you hold with us to a different account if:

- (a) you stop being eligible for your existing account in any way;
- (b) you are no longer registered in the United Kingdom; or
- (c) you make a complaint and we agree that the account may not be suitable for you.

Before changing your account to a different account, we will give you at least two months' notice. We will only change your account to one that we believe is a reasonably suitable alternative.

21. Transferring rights and obligations

You may not transfer any obligations or rights, benefits or interests under this agreement or in your accounts (or income from them) or create any security over money in your accounts in favour of someone else unless we say you can in writing.

22. Not enforcing this agreement

We may not always strictly enforce our rights under this agreement; for example, we may allow you to withdraw funds when your account conditions do not allow this. If we do this, it will be just a temporary measure and we may enforce our rights strictly again.

23. How can you complain?

If you feel we have not met your expectations in any way, please let us know so that we can tackle the problem as quickly as possible. We have a three-step procedure to resolve your concerns.

Step 1

Tell us about the problem

Tell us about your complaint and how you think it could be resolved by calling our customer service team on 0345 845 0829.

We will try to resolve your complaint by the end of the third working day after you contact us. If we cannot do this we will write to you within five working days to tell you what we have done to resolve the problem, or acknowledge your complaint and let you know when to expect our full response. We will also let you know the name and contact details of the person or team dealing with your case.

Step 2

Follow-up

To follow up your complaint with our Customer Services Department, you can ask the person you raised your complaint with to refer the matter to them or write to Customer Services Department, Scottish Widows Bank, PO Box 12757, 67 Morrison Street, Edinburgh EH3 8YJ.

Step 3

Contact the Financial Ombudsman Service if you are not satisfied

If you disagree with the decision we make, you may be eligible to refer the matter to the Financial Ombudsman Service free of charge. The Financial Ombudsman Service provides a way of resolving disputes if you are unhappy with something we have done. To understand whether you are eligible to refer the matter to the Financial Ombudsman Service or for further information details are available from us on request or you can get further information at www.financial-ombudsman.org.uk

You may be able to submit a claim through the European Online Dispute Resolution Platform (available at <http://ec.europa.eu/consumers/odr/>) if you live outside the United Kingdom or if you prefer not to deal directly with the Financial Ombudsman Service.

24. Law applying to this agreement

24.1 When the conditions in this agreement first apply to you, if you are:

- a company or other incorporated body and your registered office is in England or Wales or in Northern Ireland;
- a sole trader and your business operates from England, Wales or Northern Ireland;
- an incorporated body and your central management and control is exercised from England, Wales or Northern Ireland; or
- a charity based in England, Wales or Northern Ireland,

we both agree that the relevant law of England and Wales or of Northern Ireland will decide any legal questions about this agreement, and about our dealings with you with a view to entering into it. The courts of England and Wales or Northern Ireland will also be able to deal with any legal questions connected with this agreement.

24.2 When the conditions in this agreement first apply to you, if you are:

- a company or other incorporated body and your registered office is in Scotland;
- a sole trader and your business operates from Scotland;
- an incorporated body and your central management and control is exercised from Scotland; or
- a charity based in Scotland,

we both agree that Scots law will decide any legal questions about it, and about our dealings with you with a view to entering into this agreement. The Scottish courts will also be able to deal with any legal questions connected with this agreement.

24.3 This agreement applies even if any term of it contradicts or overlaps with any law that applies, unless the law says we cannot agree with you to change or exclude the effect of that law.

25. Third party rights

This agreement is between the account holder(s) and Lloyds Bank plc trading as Scottish Widows Bank. The terms of the Contracts (Rights of Third Parties) Act 1999 and any other legal third party rights are specifically excluded except to the extent that rights are expressly conferred on other Lloyds Banking Group companies. This means that only the parties to the contract (or their legal successor(s), assignee(s) or other security holders) and other Lloyds Banking Group companies may have contractual rights.

26. Tax reporting and withholding for customers who are subject to the tax regime of certain other countries (including the US)

26.1 We (or other companies in the Lloyds Banking Group) may be required by legislation or by agreement with tax authorities to report certain information about you and your relationship with us, including information about your accounts:

- to the tax authorities in the UK, which may then pass that information to the tax authorities in another country where you may be subject to tax; or
- directly to the tax authorities in other countries (such as the US) where we reasonably think or are required to presume you are subject to tax.

26.2 Where we are required to report information about you and/ or your relationship with us, including information about your accounts, this information includes (but is not limited to) the account number, the amount of interest paid or credited to the account, the account balance or value, your name, address, country of residence and social security number or taxpayer identification number. In addition, we may need you to provide us with further information, documents or certifications about your identity, tax residence, nationality and status.

26.3 If we are required to report information about your accounts, you agree that:

- you will provide additional information or documents we need from you and that confidentiality rights under applicable data protection, bank secrecy or similar laws will not apply to information we report or obtain from you to comply with our obligations;
- if you do not provide us with information or documents we need, we may (i) apply a withholding tax to amounts, including interest, we pay to you; or (ii) close your account; or (iii) transfer the account to an affiliate in another jurisdiction; and
- we will not be liable to you for any loss you may suffer as a result of our complying with legislation or agreements with tax authorities in accordance with this condition, unless that loss is caused by our gross negligence, wilful default or fraud.

Section M

Additional important information

This Section does not form part of the conditions for your account but provides further important information that you may need.

Who we are

- Scottish Widows Bank is the provider of the CAF 90 Day Notice Account, the CAF 1 Year Fixed Term Deposit Account and the CAF Maturity Base Rate Tracker.
- Our company details
Scottish Widows Bank is a trading name of Lloyds Bank plc. Registered office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales, no. 2065.
To find out more about our company, see the Registrar's website, www.companieshouse.gov.uk or call the Registrar on 0303 1234 500.
- Our VAT number is 244155576.
- We lend money and offer savings and other financial services to our customers.

How we are regulated

- We are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under number 119278.
- To find out more about us, see the Financial Services Register: www.fca.org.uk or call the FCA on 0800 111 6768.
- We are regulated by the Office of Communications ('Ofcom'). If you have a complaint, you may also be able to take it to Ofcom at Riverside House, 2a Southwark Bridge Road, London SE1 9HA, www.ofcom.org.uk, telephone 020 7981 3040 or fax 020 7981 3333.

Industry codes and memberships

- We are a member of UK Finance. Please see www.ukfinance.org.uk to find out more.
- We subscribe to the Lending Code; you can get a copy of it from www.lendingstandardsboard.org.uk
- Eligible deposits with us are protected by the Financial Services Compensation Scheme. Please note that due to FSCS eligibility criteria not all non-personal customers will be covered.
- We follow advertising codes regulated by the Advertising Standards Authority ('ASA'). If you would like to find out more about the advertising codes or the ASA, or complain to them about any of our advertising, please see www.asa.org.uk, call the ASA on 020 7492 2222, email them at enquiries@asa.org.uk, fax them on 020 7242 3696 or write to the Advertising Standards Authority, Mid City Place, 71 High Holborn, London WC1V 6QT.

Who is CAF?

CAF Financial Solutions Limited (CFSL) is authorised and regulated by the Financial Conduct Authority under registration number 189450. Authorisation can be checked on the financial services register at www.fca.org.uk

CFSL Registered office is 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA.
Registered under number 2771873.

CFSL is a subsidiary of Charities Aid Foundation (registered charity number 268369).

Dormant balances

When we participate in the unclaimed assets scheme established under the Dormant Bank and Building Society Accounts Act 2008, it enables money in dormant accounts (i.e., accounts that have been inactive for 15 years or more) to be distributed for the benefit of the community while allowing customers to reclaim their money.

Under the scheme, we may transfer balances of dormant accounts to Reclaim Fund Ltd (RFL), a not-for-profit reclaim fund authorised and regulated by the Financial Conduct Authority.

If we transfer the balance of your account to RFL, you will have the same rights against RFL to reclaim your balance as you would have done against us. However, we remain responsible for managing the relationship with you and for handling all repayment claims on behalf of RFL. Therefore, you should continue to contact us in the usual way if you have any questions or complaints about dormant accounts or balances.

Both we and RFL participate in the FSCS. Any transfer by us to RFL of your balance will not adversely affect any entitlement you have to compensation from the FSCS.

Cancellation

We hope you're happy with the CAF savings account you have chosen. However, if you are not, you have 14 days from opening the account (or, if you have opened your account by telephone, from the date you receive your conditions if that is later) to cancel it without charge. Just give us your notice in writing by sending it to Scottish Widows Bank, PO Box 12757, 67 Morrison Street, Edinburgh EH3 8YJ. Whenever you cancel, we will repay any credit balance and pay interest on your account for the time your money was with us. Even if you miss the 14-day deadline, you may still close your account in line with the account conditions.

CHAPS

The cut-off time for making CHAPS payments is 3.40pm.

Section E explains how long any payment should take to arrive.

Tax

We will pay your interest gross. This means we will not automatically deduct tax from your interest. You may need to pay tax on the interest you earn and it will be your responsibility to pay any tax you owe to HM Revenue & Customs (HMRC).

Our charges will include our delivery costs (if any) and any tax you have to pay through us. You may have to pay tax which you do not pay us or pay through us.

Other information

We will communicate with you in English. Copies of our literature can be provided in large print or in Braille and additional assistance is available to any customer upon request. If you have any special requirements please contact our customer service team on 0345 845 0829. Customers with hearing impairment may choose to make use of Next Generation Text Relay (NGT) (previously known as Text relay, TextDirect and Typetalk) on 0345 732 3436 (lines are open seven days a week, 9am to 5:30pm). For more information visit the NGT Relay website (<https://www.ngts.org.uk/>).

Copies of this literature can be provided in large print or in Braille and additional assistance is available to any customer upon request. If you have any special requirements, please contact Scottish Widows Bank's customer service team on **0345 845 0829**.

Telephone calls to and from Charities Aid Foundation (CAF) may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English bank holidays).

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