

The **co-operative** investments  
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# Your policy with The Co-operative Investments

A guide to investing in CIS With-Profits  
Platinum products

# Your policy with The Co-operative Investments

## A reference guide to how your savings policy works

### At a Glance – some common questions

This page contains brief answers to some commonly asked questions.

#### What is a 'with-profits' policy?

A with-profits policy is a type of insurance policy that lets you share in the profits and losses of the long-term insurance business in our with-profits fund. You receive your share of these profits and losses in the form of bonuses which we may add to your policy. (See section 2.)

#### What guarantees do I have?

We guarantee to pay, on the death of the life assured (the person covered by the plan), 101% of the plan value together with any further bonuses added at that time. For Platinum Bond Plus policies, the death benefit will not be lower than the premiums you have paid less any amounts of money you have withdrawn from your policy. (See section 3.)

#### What affects my bonuses?

Your bonuses vary according to how well the fund has done, the level of policy guarantees, the charges that we make, and the amounts we add to (or take from) the fund's reserves. (See section 5.)

#### What types of bonus could I get?

- **Annual bonuses**, which we may add to policies each year.
- **Final bonuses**, which we may add when a claim is made. (See section 6.)

#### What risks are there in investing in the fund?

- The main risks are the risks relating to how well our investments might do and how much our costs might be.
- The fund is also exposed to other risks. (See section 8.)

#### What do I get if I cash in my policy?

If you cash it in, we would aim to give you a fair share of our with-profits fund. In calculating the fair share, we smooth (or average) the investment return earned over the period for which policies have been held. Cash-in penalties (Platinum Plus policies only) and/or a Market Value Reduction may be applied to reduce your plan value to ensure that you receive your fair share of the fund. (See section 10.)

For more complete answers see the rest of this booklet. It describes how your policy works, and how we manage the fund that your policy is invested in. It's not necessary for you to read it now, but we suggest you keep it in a safe place in case you should wish to refer to it in the future.

## 1. What is this guide for?

**This guide tells you how we manage the CIS With-Profits Fund.**

It should answer most of the questions you might have. If you have any further questions then please contact us – our contact details are shown at the end of this guide.

The guide explains the main points about how we currently manage our with-profits fund for customers who have policies called Platinum Bond Plus (a single premium with-profits bond) and Platinum Plus (a with-profits savings policy). It covers the key points from the detailed technical guide called the Principles and Practices of Financial Management (PPFM) document, but is not a replacement for it. Please see the PPFM for a fuller description of how we manage our with-profits fund. If this guide is inconsistent with the PPFM, the PPFM overrides this guide.

You can download all of our guides, including the PPFM documents, from our website, [co-operativeinvestments.co.uk](http://co-operativeinvestments.co.uk), or instead you can contact us for a copy.

If we make a significant change to our approach to managing our with-profits fund in the future, we'll write to tell you and also provide you with an updated copy of this guide.

## 2. What is a with-profits policy?

**A with-profits policy is a type of insurance policy that lets you share in the profits and losses of our long-term insurance business, which includes life assurance and pensions business.**

Your money, together with other policyholders' money, is invested in our with-profits fund. We aim to make profits for the fund by investing in a range of assets (types of investments), which we will then share with with-profits policyholders by adding bonuses to their policies. We also use the fund to issue policies which do not share in the profits or losses of the fund, known as non-profit policies.

For policies such as yours, in deciding what to pay you in the event of a claim, we smooth (or average) the investment profits or losses over the time you hold your policy. This means that we hold back some of the profit made when investment returns are good, so that we can increase returns if investment returns are lower. We do this so that your investment should provide a steadier return from day to day than if you invest in a fund which fully reflects the rise and fall in stock markets, such as a unit trust.

Also, unlike simpler stock market investments, your policy contains a guarantee about the amount of money we will pay in the event of a death claim.

## 3. What are the guarantees?

**We guarantee to pay, on the death of the life assured (the person covered by the policy), 101% of the plan value together with any further bonuses added at the time.**

For Platinum Bond Plus policies, the death benefit will not be lower than the premiums you have paid less any amounts of money you have withdrawn from your policy.

If your policy is on a joint life basis, the death benefit will be paid when both of you have died, if the policy has not already been cashed in.

## 4. What are the investments in the CIS With-Profits Fund?

**The fund is invested in a wide range of carefully selected assets with the aim of achieving growth. A wide range of assets is held to help reduce the risk to the value of the fund that would arise if most or all of the assets were invested in a single category of assets.**

Investments include:

- UK and overseas shares;
- government bonds (loans to the government);
- company bonds (loans to companies);
- property (which may also include our business premises);
- our subsidiary companies;
- cash deposits; and
- more complex types of assets that are used to help reduce investment risk such as derivatives.

**Our Responsible Shareholding programme is an important part of how we manage the investments in the fund.**

We aim to influence the companies we invest in on a range of social, ethical and environmental issues. In particular, and following extensive consultation with our customers, in 2005 we were the first insurance company in the world to launch an Ethical Engagement Policy. This means that we will engage with companies on a broad and challenging ethical agenda, reflecting the issues that our customers would expect the businesses in which we invest to address.

We consider such influence to be for the benefit of the companies in which the fund invests and therefore for the benefit of the fund itself.

**We allocate the assets of the fund in different ways to different groups of policies.**

We do this to take account of a number of factors such as the value and nature of policy guarantees. As a result, different groups of policies might be invested in a different mix of assets.

For Platinum Bond Plus and Platinum Plus policies, we currently aim to hold between 50% and 70% of the assets obtained by investing your premiums in shares and property, with investments in property normally representing no more than 40% of the total invested in shares and property. Although shares and property investments are riskier than other types of investments such as bonds and cash deposits, over the longer term they tend to produce higher investment returns (although this is not guaranteed). We hold the rest of the assets in less risky assets such as bonds, cash deposits and suitable derivatives.

The mix of assets held for your type of policy is usually shown with your statement and is also available on request.

## 5. What affects the bonuses that may be added to my policy?

**The bonuses are affected by how well the fund has done, the level of policy guarantees, the charges that we make, and the amounts we add to (or take from) the fund's reserves.**

The bonuses added to your policy represent your share of the profits and losses of our with-profits fund.

The main factor that affects the level of bonuses that we may add to different groups of with-profits policies is the investment profits or losses of the assets held in respect of those policies.

Other important factors are:

- the charges we make; and
- the effect of the guarantees we offer to you and to other policyholders.

Other factors, such as the profits (or losses) that result from other types of business in the fund and any difference between the amount we have paid to investors moving out of the fund and the fair share (see section 7) of the total fund value for those plans at the time, may also give rise to profits or losses within the fund (see section 8).

The charges which we make allow for, amongst other things:

- our costs of acquiring and administering policies;
- tax;
- the costs of helping to meet policy guarantees, and
- the cost of life cover.

Charges are set to be at least sufficient to cover the above costs.

We use all the profits of the life assurance and pensions business in the fund for the benefit of the life assurance and pensions policyholders only. This includes adding to reserves to strengthen the fund for current and future life assurance and pensions policyholders. No profits in respect of the long term business in the fund will be distributed to our shareholders.

Similarly, any losses incurred within the fund are met by the policyholders, either through a reduction in the working capital (see section 9) of the fund or through a reduction in their benefits.

## 6. What types of bonuses may be added to my policy?

**There are generally two types of bonuses:**

- **annual bonuses, which if added increase the value of your policy over time; they are calculated each day and added to your policy once a year; and**
- **final bonuses, which we may add when a claim arises.**

We may also apply a special annual bonus on the first anniversary of certain Platinum Bond Plus policies as described in documentation provided to policyholders.

Unless any special conditions apply as described in documents provided to you, the benefit payable when you cash in your policy is the plan value (see below) at that time together with any further annual bonuses (to cover the period since any annual bonuses were previously added) less any cash-in penalties plus any final bonus or, where necessary, less any Market Value Reduction (see section 10).

The plan value is equal to:

- the premiums paid;
- less any initial charges;
- less any income taken;
- less any withdrawals taken;
- plus any annual bonuses added.

## 7. How do we decide what bonuses should be?

**Bonuses are set so that payouts represent a fair share of the fund, allowing for smoothing. In setting annual bonuses, we also aim to ensure that the fund is large enough to cover all our liabilities to policyholders at any time and has enough working capital.**

## Annual bonuses

**We set annual bonuses on 1 April each year. These bonuses pay out part of the profits of the fund, increasing the plan value.**

We set annual bonus rates with the aim of holding back part of the policy's share of the profits of the fund to be paid as final bonus. When we set annual bonuses, we take account of factors such as our long-term view of future investment conditions, the level of guarantees applying to policies and the level of working capital in the fund. Annual bonuses increase the level of guarantees applying to policies such as yours. In order to ensure that the fund can afford to pay such guarantees, it may be necessary to limit future annual bonuses or to set annual bonuses to zero.

## Final bonuses

**These represent a fair share of the profits and losses arising over the lifetime of policies which we haven't already distributed as annual bonuses. In setting final bonuses, we also aim to ensure that the fund is large enough to cover all our liabilities to policyholders at any time and has enough working capital. We normally set final bonuses on 1 April each year, but we also review final bonus rates at least once more during the year, and may change them if necessary.**

There are a number of different factors that contribute to the fund's profits and losses and we have to decide how to share these profits or losses when we set the bonuses. We do this by calculating a 'fair share' of the assets of the fund for typical policies and using the results to fix a scale of final bonuses to apply to all similar policies.

The fair share depends on the profits earned by policies such as yours over the period of the investment. In calculating the fair share, we smooth the investment return earned over the period for which policies have been held.

We also look at the total fair share for different groups of investors and use the results to decide the level of bonuses we pay to each group.

The way that smoothing works means that in any one year the amount paid out for each group of policies may be more, or less, than the amount that would be paid if there were no smoothing. Over the longer term we aim to make the average smoothed payout equal to the average payout without smoothing, and for policies such as yours we normally expect that the majority of smoothed payouts would be within 15% of the unsmoothed amounts for each group of policies.

## 8. What are the risks associated with investing in the fund?

**The fund is exposed to a number of risks, for example:**

- risks relating to how well our investments might do;
- risks relating to how much our costs might be;
- guarantees that apply to most with-profits policies (such as basic sums assured and basic annuities together with any attaching annual bonuses); guaranteed annuity rates that apply to the majority of our with-profits pension business and guarantees that apply when certain with-profits bonds are cashed in;

- the risk that we might have to pay compensation to certain policyholders;
- risks associated with acquiring new business; and
- risks associated with operating subsidiary companies owned by the fund.

Losses from certain risks, such as compensation costs, the cost of paying guaranteed annuity rates and any that arise from our operating subsidiary companies, are currently covered by the working capital of the fund. Such risks do not usually affect what you get back. But if the working capital is not enough to meet some or all of these losses, we may have to reduce bonuses and cash-in values. However, in the case of compensation costs, this practice is under review and may change in future. Similarly, if the level of working capital is more than we require, we may share out additional profits.

**We actively monitor the risks and take preventative action when necessary.**

We regularly monitor the level of business risks within the fund as part of our standard risk management procedures, and where we think it is necessary we act to reduce risk exposure.

In particular, we regularly review the amount and type of new business issued in the fund to ensure that, where possible, it adequately reflects the risks taken by the fund and that, in total, it is expected to provide an adequate return on the working capital of the fund. This allows us to plan what volumes and mix of new business are appropriate given the fund's level of working capital. We would continue to issue new business in the fund provided that this was not expected to have a materially adverse effect on the existing business in the fund.

## 9. What is the working capital of the fund and what is it used for?

**The working capital of the fund is the excess of the value of the fund's assets over the amount needed to meet its liabilities.**

We use the working capital for a variety of purposes, for example to ensure that the fund is large enough to cover all our liabilities to policyholders at any time, to meet our future business plans and to support smoothing of payouts.

In the event that we were to stop accepting new with-profits business we would, if permitted by our regulator, retain enough working capital to enable us to issue non-profit business within the fund and to manage the existing with-profits and non-profit policies. Any remaining capital arising from the profits from the life and pensions business issued by the fund would be distributed to with-profits policyholders.

In the event of closure of the fund to all long-term business, we would retain enough working capital within the fund to manage the existing with-profits and non-profit policies. We would also aim to repay any support provided to the fund from outside the fund. Subject to this, we would distribute any remaining profits that had arisen from the life and pensions business in the fund to with-profits policyholders.

## 10. What if I decide to cash-in my policy?

**If you cash in your policy we would aim to give you a fair payout. For Platinum Plus policies, there are cash-in penalties if you cash in your policy. These charges are described in your Key Features document and details are available on request.**

The way in which your policy works means that your plan value may be quite different to your fair share at that time. Any difference between the amount we pay and your fair share will produce profits or losses for the fund. Those profits or losses will affect the bonuses that we can pay to those investors who remain in the fund. Because of this, if you cash your policy in, we may adjust the plan value to bring it more in line with your fair share.

**When we may pay more than the plan value**

We may pay more than the plan value if that value represents less than a fair share of the market value of the assets in the with-profits fund at that time, allowing for smoothing. We do this by adding a final bonus.

**When we may pay less than the plan value**

We may reduce the plan value if it represents more than a fair share of the market value of the assets in the with-profits fund at that time, allowing for smoothing. We would do this by applying a Market Value Reduction.

We do this to maintain a fair level of future payouts to everyone still invested in the fund. If we didn't, the extra amount that you would receive would have to come from other investors who might therefore receive less than their fair share.

It is most likely that we'd need to apply a Market Value Reduction following a large fall in stock markets, or after a prolonged period where investment returns are consistently below the level we normally expect.

We regularly monitor investment conditions and the total level of money being moved out of the fund, and may apply a Market Value Reduction at any time if we believe it to be necessary to protect the fund.

We will not apply a Market Value Reduction to regular income withdrawals from Platinum Bond Plus policies or to payments on death for either Platinum Plus or Platinum Bond Plus policies. In addition, we will not apply a Market Value Reduction in respect of any premium paid under a Platinum Bond Plus policy where the application form for that premium was completed before 1 April 2000, and where the benefits provided by that premium are cashed in after at least 10 years. A Market Value Reduction may, however, apply in respect of any additional premiums paid into the Platinum Bond Plus policy, where the application form for that additional premium was completed on or after 1 April 2000.

Over the longer term, we aim to set payouts so that the fund does not make a profit or loss from policies that are cashed in and we normally expect the majority of payouts to be within 15% of the unsmoothed amounts.

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The Co-operative solar tower in Manchester, the UK's biggest solar project, will generate enough electricity every year to make 9 million cups of tea.

**If you have any questions about your policy call**

**08457 46 46 46**

**[co-operativeinvestments.co.uk](http://co-operativeinvestments.co.uk)**

Mon-Fri 8am-8pm, Sat 8am-5pm

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