

Community Savings Ltd.

Deposit Withdrawal Policy

1. An application to withdraw deposits must be made on the approved withdrawal form.
2. Members will be asked to give 7 days notice of their intention to withdraw any deposits.
3. This policy has been drawn up so that members receive a prompt and efficient service and to allow for the fact that CS Ltd does not operate on 9-5, 5 day a week basis.
4. In the case of an emergency withdrawal being required, then two appropriate officials will consider the most appropriate action to take, if necessary by liaising with a Director or Officer of CS Ltd.

Emergency Deposit Withdrawal Procedure

1. The nature of the emergency and the amount requested should be established.
2. The member will complete a deposit withdrawal form.
3. The appropriate treasurer or assistant treasurer will establish from the records, the member's eligibility to make a deposit withdrawal and the amount available to be withdrawn.
4. The appropriate treasurer or assistant treasurer will then liaise with at least one other officer and consider the best manner in which to deal with the emergency deposit withdrawal application.
5. If necessary a Director or Officer of CS Ltd should be consulted
6. If everything is in order then cheque will be issued by the Company.
7. Details of emergency withdrawals may be passed to the Internal Auditors and a report may be made to the next Board meeting.
8. A charge of no more than 2%, with a minimum of £5 may be made.

The activities of Community Savings Limited are supervised by the Jersey Financial Services Commission

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