

# Savings accounts

ENGLISH

# La Mutuelle

International Civil Servants' Mutual Association of United Nations and Specialized Agencies, Geneva



**The International Civil Servants' Mutual Association**, founded in 1959, is a non-profit fund exclusive to the United Nations and Specialized Agencies, whose objectives are to promote mutual assistance among staff members of the United Nations Office and other Organizations within the United Nations family at Geneva, and the facilitation of the settlement of the said staff members and their family.

The affiliated Organizations are the following: ILO, ITU, WTO, WMO, WIPO, IMO, UNICEF, IOM, WHO, HCR, IPU and UNEP.

## Services proposed to the members

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Housing  
loans



Ordinary  
loans



CHF and USD  
accounts



Public  
transportation

## Membership conditions

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### Membership is opened to:

- All staff of a member organization, stationed in Geneva, plus all internationally recruited staff of member organizations,
- UNEP staff members only stationed in Geneva,
- Retired international civil servants of a member organization living in the Franco-Swiss area.

# Documents to submit for membership

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## **For active international civil servants:**

- the membership application form duly completed and signed,
- a clear photocopy of a national identity card or a national passport,
- a copy of the personnel action form,
- the form to request a secured access,
- a registration fee of CHF 10.

## **For retired international civil servants:**

- the membership application form duly completed and signed,
- a clear photocopy of a national identity card or a national passport,
- an attestation of pensioner status,
- an attestation of residence,
- the form to request a secured access,
- a registration fee of CHF 10.

Before paying the registration fee, members are requested to verify their eligibility with the Mutual Association,

For staff members who wish to apply for loans as well, the registration fee can be deducted from the amount of the loan if granted,

The registration fee can be paid in cash at the Mutual Association's teller's office or by wire-transfer. Members who prefer to pay the fee by wire transfer or by post must pay attention to the fees charged by the bank or the post office, and verify that the amount that will be received is not less than CHF 10.

# Rules governing membership for depositors

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An account is opened in the member's name only,

Members must comply with the tax laws which apply to them and declare the funds they have with the Mutual Association if required by law. The Mutual Association will effect verifications of the application of this mandatory compliance,

Members who have not complied with these rules must regularize their situation as the Mutual Association does not accept to hold funds that are not in compliance with tax regulations,

Members are requested to communicate to the Mutual Association, by postal or internal mail, any change of duty station, office number, private address, email address, phone numbers, and to update every 5 years the designation of beneficiaries and power of attorney forms,

Members who change their email address and who have a secured access are requested to update it directly in their secured access,

If the addresses (email, private and professional) of the members are not updated, the Mutual Association will charge search fees. If a member cannot be located, membership will be terminated,

Membership will be terminated if no operation is performed over a period of 3 years, and if members have no deposits nor outstanding loans,

Members who retire on pension can remain members but must contact the Mutual Association before their departure in order to update their file. If a member's file is not updated, or if the documents received are incomplete and/or imprecise, the access to the services will be refused to this member,

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Members must request a secured login in order to check their account(s) online, download biannual statements, tax attestations, annual reports, process with wire transfers, receive minutes of the General Assemblies, etc,

Members who change duty station and are not employed by a member organization but by an organization within the United Nations system can remain a member of the Mutual Association but can no longer deposit funds in their account(s),

Members who leave the United Nations system must close their account(s) and repay any debt at the time of departure,

Members who wish to close their account must send a duly signed request to the Mutual Association,

In case of death of a member, his/her membership ends and his/her account(s) must be closed within 6 months. If the member has a CHF deposit account, this will be closed at the member's date of death, and the savings credited to a CHF current account until the settlement of the estate.

# Savings accounts

## Rules governing accounts in CHF and USD

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Accounts are opened automatically upon receipt of funds,

The CHF (deposit or current) and USD account number is the same as the membership number,

Bank account information to follow to credit an account is mentioned on the website under «How to deposit funds»,

A biannual statement of each account is available in the secured access as from 16 January and 16 July. It lists all transactions effected during the year,

An annual statement is sent, free of charge, by postal mail only to retired members who do not have a secured access,

Active members who do not benefit from a secured access can request an annual statement upon payment of a fee,

An annual tax attestation is available for each type of account and can be downloaded in the secured access from 16 January. It lists the interest credited during the year and the year-end balance,

Members who do not benefit from a secured access can request tax attestations upon payment of a fee,

Members who have a secured access must login at least once a year to verify their account(s). If members do not proceed accordingly, a reminder is sent by email. Without action on their part, the access is disabled. Any request to reactivate a secured access is charged,

Members have the possibility to give an individual power of attorney to one or more persons of their choice. To be accepted, the original form must be duly completed and sent to the Mutual Association with a readable copy of the identity cards or passports,

Members with deposit accounts must complete a designation of beneficiaries form in case of death. To be accepted, the original form must be duly completed and sent to the Mutual Association,

The accounts of members for whom the Mutual Association has no news are closed and included in the accounts of the Mutual Association after 10 years for amounts up to CHF 1,000, and after 15 years for amounts exceeding CHF 1,000,

Members have the possibility to recover the assets of the closed accounts within the 10 or 15 years, but can in no way claim the interest on the CHF deposit account during the closure period,

The Mutual Association is entitled to request the proof of the source of the funds and proof of compliance with tax laws for any amount received. If the source of the funds and compliance with tax laws cannot be clearly established, the Mutual Association may request additional information or refuse the funds,

The Mutual Association does not perform foreign exchange. Transfers from the USD account to the CHF deposit and current accounts, as well as transfers from the CHF deposit and current accounts to the USD account are not possible,

The Mutual Association also provides rental guarantees upon presentation of a lease contract. The amount of the guarantee is blocked in the CHF deposit or current account or USD account until such time that the lessor or realtor justifies its release. In case of sublease, as the agreement of the owner is mandatory, it will have to be provided to the Mutual Association.

# Deposits and withdrawals

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## Deposits

Deposits to the members' accounts can only be accepted from the following sources:

- an external bank account in the name of the member,
- an external bank account in the name of persons holding a power of attorney previously registered by the Mutual Association,
- a member organization,
- the pension fund of a member organization.

Any deposits originating from other sources are refused and returned to the sender.

## Withdrawals

Members are requested to undertake external bank transfers on-line through their secured access. Members who request the Mutual Association to process transfers manually, upon payment of a fee, and who are victim of phishing and identity theft on their account(s) with the Mutual Association will have to assume all consequences,

Cash withdrawals can only be made by the members and persons holding a power of attorney previously registered by the Mutual Association,

Cash withdrawals at ILO are limited to CHF 5,000 per member and per day of attendance,

Bank transfers to an external bank account can be done only if the beneficiary is:

- the member,
- persons holding a power of attorney previously registered by the Mutual Association.

Cash withdrawals at ILO are limited to CHF 5,000 per member and per day of attendance,

Members who wish to transfer funds to a bank account in Switzerland and do not undertake transfers on-line through their secured access can send their duly completed and signed request attached to an email. However, for a transfer to a bank account outside Switzerland, the original request must be received by the Mutual Association.



# How does the CHF deposit account work?

## Deposits

Deposits can only be made by bank transfer or in cash at the premises of the Mutual Association,

Deposits are limited to CHF 2,000 per month,

Unless specifically mentioned in the instructions that the member gives to the bank initiating the transfer, funds received by the Mutual Association in CHF will be credited, in priority, to the CHF deposit account,

Staff members from UNOG, ITU, WMO, HCR, UNEP and IPU can request a monthly deduction from their salary as savings to be credited to the CHF deposit account. However, for members who have an automatic monthly deduction for savings and who regularly withdraw the amount, the Mutual Association reserves the right to cancel the deduction as the reason for this deduction, savings, is no longer respected.

## Withdrawals

Members can withdraw a maximum of CHF 50,000 in cash per semester. Amounts collected in cash from the CHF current account are taken into consideration. Members who wish to withdraw an amount exceeding CHF 50,000 must effect a bank transfer,

Withdrawals by bank transfer are unlimited,

Withdrawals are, in principle, subject to a prior notice period of 3 working days, except for members who transfer funds through the website and have the notice reduced to 1 working day. However, the withdrawal notice for cash withdrawals may be extended as long as the maximum daily limit of cash withdrawals, set by the Board of Directors for all members, is reached. In this case, the members are put on a waiting list. If they do not want to wait they must process by bank transfer.

## Interest rate – credit of interest

The rate of interest paid on the CHF deposit account is based on the results of the financial year. It is agreed, following the proposal of the Board of Directors, by the General Assembly which is held within six months following the end of each financial year,

Interest is credited to the member's account after the annual General Assembly, retroactive to 1 January following the end of the financial year.

CHF

# How does the CHF current account work?

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## **Deposits**

Deposits can only be done by bank transfer,

Members can deposit up to CHF 30,000 per fiscal year. Any amounts exceeding this limit will be automatically returned to the sender at his/her expense,

Payments issued by a member organization and the pension fund of a member organization are not subject to this limit and are automatically accepted,

Members who send funds to the Mutual Association to credit their CHF deposit account and CHF current account will ensure that the limit of CHF 30,000 has not been reached on the CHF current account otherwise the whole amount, including funds destined to the CHF deposit account, will be returned to the sender.

## **Withdrawals**

Members can withdraw a maximum of CHF 50,000 in cash per semester. Amounts collected in cash from the CHF deposit account are taken into consideration. Members who wish to withdraw an amount exceeding CHF 50,000 must effect a bank transfer,

Withdrawals by bank transfer are unlimited,

Withdrawals are, in principle, subject to a prior notice period of 1 working day. However, the withdrawal notice for cash withdrawals may be extended as long as the maximum daily limit of cash withdrawals set by the Board of Directors for all members, is reached. In this case, the members are put on a waiting list. If they do not want to wait they must effect a bank transfer.

## **Interest rate – credit of interest**

The interest rate is fixed.

Interest is credited in January to the member's account, value 31 December of the financial year.

# How does the USD current account work?

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## **Deposits**

Deposits can only be done by bank transfer,

Members can deposit up to USD 30,000 per fiscal year. Any amounts exceeding this limit will be automatically returned to the sender at his/her expense,

Payments issued by a member organization and the pension fund of a member organization are not subject to this verification and are automatically accepted.

## **Withdrawals**

Withdrawals can only be done by bank transfer,

Withdrawals are unlimited and can be made with 3 working days prior notice. For members who transfer funds through the website the withdrawal notice is reduced to 1 working day.

## **Interest rate – credit of interest:**

The interest rate is variable, reviewed on a quarterly basis and communicated at the beginning of each period,

Interest is credited monthly to the member's account.

## **Fees**

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The Mutual Association provides members with a secured access that enables them, free of charge, to consult accounts and loans, to download biannual statements, tax attestations, amortization plans and to effect wire transfers,

Members who do not want to process on-line will be charged a fee if they wish to obtain duplicates of documents, of archived information or for any other request that requires manual processing by the Mutual Association.

**USD**

## Secured access

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A single access is authorized per member,

A member who requests a secured access is informed, by email, when the codes are sent. Without news from him/her within 1 month from the date of the email, the codes are considered as being received,

Any request for a reset of the codes received beyond 30 days will be charged unless the last codes received do not work,

It is the members' responsibility to pay attention to the codes received and to respect the disclaimer mentioned on the form to request a secured access,

A new password can be requested directly on the website of the Mutual Association, on the login page.

## To contact us

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If you need more information or advice, you can contact us at the following addresses:

### **United Nations Office (UNOG), Palais des Nations, Geneva**

From Monday to Friday:

The cashier's desk is open from 9:30 am to 1:00 pm non-stop.

Afternoons are reserved for appointments.

The Secretariat answers your calls from 9:00 am to 12:00 noon.

Office B-214

Library building

Door 20, lift No. 19, 2nd floor

**Telephone:** +41 22 917 35 10

**Fax:** +41 22 917 00 71

**Email:** lamutuelle@unog.ch

**Website:** www.lamutuelle.org

### **International Labour Office (ILO), Geneva**

Every Thursday from 9:30 am to 12:00 noon

Office No. 1074 – 10th floor

**Telephone:** +41 22 799 62 09