

Looking for a better return on your savings account?



The accounts

The International Civil Servants' Mutual Association (ICSMA), founded in 1958, 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 to La Mutuelle are the following: ILO, ITU, WTO, WMO, WIPO, IMO, UNICEF (civil servants stationed in Geneva only), IOM, WHO, HCR, IPU, UNITAR and UNEP (civil servants stationed in Geneva only).

Services proposed to the members



Loans

La Mutuelle offers two types of loan in CHF only, i.e. **the ordinary loan and the housing loan**.



Deposits

La Mutuelle offers various types of accounts in **CHF or USD**.



Insurances

La Mutuelle offers its members their spouses and dependent children, **various types of insurance**.



Mobility

Members of La Mutuelle can benefit from reduced rates with **several mobility providers**.

Admission – Resignation

By becoming a member of La Mutuelle the civil servant has, de facto, confirmed that he/she has read the Statutes and the Internal Rules and Regulations, has understood them and undertaken to comply with them.

Membership is open to:

- Active locally recruited staff members of an affiliated organization stationed in Geneva;
- Internationally recruited staff members of an affiliated organization. UNEP and UNICEF staff members are eligible only if stationed in Geneva.

Membership will cease upon:

- Voluntary termination of membership (in writing);
- Death;
- Separation from the United Nations system, except for retirement;
- Exclusion pronounced by a Board Sub Committee.

Documents to submit for membership

Before applying for membership, the applicant must verify his/her eligibility on www.lamutuelle.org.

The documents to be submitted are as follows:

- The membership application form duly completed and signed;
- A legible photocopy of the national passport;
- A legible copy of the carte de legitimation (only if stationed in Switzerland);
- The personnel action form (issued by the Human Resources Department);
- The form to request a secure access.

A membership fee of CHF 10 must be paid once the eligibility has been confirmed by La Mutuelle and upon its request. If a loan application is sent at the same time as a membership application, and if the applicant only wishes to use the loan services, the membership fee will be deducted by La Mutuelle from the amount of the loan if granted.

The accounts

General terms and conditions

La Mutuelle proposes accounts in the member's name only and for the purpose of savings.

Accounts are opened automatically upon receipt of funds.

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

An annual statement of each account is available in the secure access as from 16 January. It lists all transactions effected during the semester. It is sent, free of charge, by postal mail only to retired members who do not wish to have a secure access and available upon written request to active members who do not have a secure access upon payment of a fee.

An annual tax attestation is available for each type of account and can be downloaded in the secure access from 16 January. It is sent, free of charge, by postal mail only to retired members who do not have a secure access and available upon written request to active members who do not wish to have a secure access upon payment of a fee.

Members must verify, at least once a year, the balance of their account(s) with La Mutuelle and report any discrepancies within 30 days of the issue of statements and tax attestation in January. If no objection is received within this period, the information will be deemed to have been approved by the members.

The bank account information to credit a CHF La Mutuelle's account is not the same as the one to credit a USD La Mutuelle's account.

Compliance

Members must comply with all applicable tax laws and declare amounts owing to La Mutuelle and interest earned if required by laws. La Mutuelle is entitled to verify compliance with this provision, and members must respond to any requests they may receive in a complete and accurate manner, failing which access to services will be suspended.

La Mutuelle is entitled to request proof of the source of the funds, their traceability and compliance with applicable tax laws for any amount received or that it should receive. If the source of the funds, their traceability and compliance with tax laws cannot be clearly establish, La Mutuelle may request additional documents or refuse the funds.

Secure access

Active and retired members must request a secure access to check their account(s) online, download annual statements, tax attestations, loan statements, annual reports, effect wire transfers, receive minutes of the General Assembly, etc.

Only one secure access is allowed per member.

Members are responsible for taking care of the secure access they receive and for complying with the provisions set out on the secure access request form.

Members with secure access must login at least once a year to check their account(s) and/or loan(s). If they fail to do so, a reminder will be sent to them by email. If they don't take action, their access will be deactivated. A fee will be charged for any request to reactivate secure access.

Active members who do not have a secure access, and who do not wish to have one, will not receive any correspondence from La Mutuelle and release it from any liability related to the absence of information.

Retired members who do not have a secure access, and who do not wish to have one, will only receive the annual statements, tax attestation and annual reports by postal mail. They release La Mutuelle from any liability related to the absence of information.

If the email address of a retired member is invalid, the correspondence will automatically be sent directly to the member's home address and the secure access will be disabled. Any request to reactivate a secure access will be charged accordingly.

Any request to reset codes received will be billed unless the last access codes received do not work.

A new password can be requested directly from La Mutuelle's website, on the login page.

Fees

For members who do not wish to proceed via a secure access and who wish to obtain duplicates of documents, archived information or for any other request that La Mutuelle must process manually, fees will be charged.

Dormant accounts

Membership will be terminated if no operation is performed over a period of 3 years, and if a member has no deposit or outstanding loans, nor insurance coverage for himself/herself and/or the members of his/her family.

The accounts of a member from whom La Mutuelle has had no contact shall be closed and the assets integrated into those of La Mutuelle after 10 years for amounts up to CHF 1,000, and after 15 years for any amount above CHF 1,000. His/her membership shall be terminated.

Members whose membership was terminated may still reclaim assets from closed accounts within the prescribed 10 or 15 years but may in no way claim account interest for the duration of the closure nor be readmitted.

Power of attorney – Designation of beneficiaries

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 fully completed and sent to La Mutuelle with a readable copy of the identity cards or passports of the beneficiaries.

Retired depositing members must complete a designation of beneficiaries in the event of death. To be accepted, the original form must be fully completed and sent to La Mutuelle.

The power of attorney and the designation of beneficiaries' forms must be updated every 5 years.

Rental guarantee

La Mutuelle provides rental guarantees for real estate in Switzerland on presentation, notably, of an official lease contract, a request from the property management company or the owner.

When the guarantee is issued, La Mutuelle blocks the required amount in the current account or CHF deposit account so that it cannot be withdrawn by the member. The balance of the current account or CHF deposit account includes the amount of this guarantee.

The amount of the guarantee may not be withdrawn by the member until La Mutuelle has been, officially and in writing, released from any commitment by the lessor or the property management company.

In the case of subletting, the agreement of the property owner or property management company is mandatory, and must be submitted to La Mutuelle.

Deposits of funds

Members must respect the conditions specific to each type of account.

Before making a transfer to a CHF current account and/or a USD account, members are requested to inform La Mutuelle in advance for approval.

Deposits to members' accounts may only be made from the following sources:

- an account with La Mutuelle in the member's name or, if he/she has given a power of attorney in favour of another member of La Mutuelle, an account with La Mutuelle in the latter's name;
- an external bank account in the member's name;
- an external bank account in the name of persons holding a power of attorney previously registered with La Mutuelle;
- an affiliated organization;
- the Pension Fund of an affiliated organization.

Deposits received from other sources are refused and returned to the sender.

Funds are credited to members' accounts in accordance with the value date of their receipt. It is not possible to credit funds retroactively or prospectively to members' accounts.

Withdrawal of funds

Members must effect bank transfers via the website. Should they nevertheless wish to proceed manually, subject to payment of a fee, and should they fall victim to phishing and identity theft on their account(s) with La Mutuelle, they will be held fully responsible for the consequences.

Members can, however, make cash withdrawals for the CHF accounts only and according to the conditions specific to these accounts.

Withdrawals can only be made by members and persons holding a power of attorney previously registered by La Mutuelle, and effected to the following bank accounts:

- an external bank account in the member's name;
- an external bank account in the name of persons holding a power of attorney previously registered by La Mutuelle.

Bank transfers in favour of third parties are refused.

Members may request the registration of 2 bank accounts per currency in order to make transfers from the secure access. A bank account registration form is available and must be received, in original, by La Mutuelle together with a legible copy of their national passport in order for the registration to be carried out.

La Mutuelle does not carry out foreign exchange transactions. Transfers from the USD account to one of the two CHF accounts, as well as transfers from the CHF accounts to the USD account, are therefore not possible.

La Mutuelle makes transfers to an external bank account in CHF for CHF accounts, and in USD for the USD account. In the event that a member wishes to have funds transferred in another currency, or if the funds cannot be transferred in CHF or USD respectively because they are not accepted by the beneficiary bank, he/she will take note that La Mutuelle will not intervene in any way in the currency conversion process. By making this request, the member assumes full responsibility for the exchange rate applied by the bank with which La Mutuelle works.

Members who wish to transfer funds to an account in Switzerland and who do not do so via a secure access may send their complete and signed request, together with a readable copy of their national passport, by email. For transfers to bank accounts outside Switzerland, La Mutuelle must receive the original documents.

Death

The accounts of deceased members must be closed, and resignation must be made within 6 months of the date of death.

The CHF deposit account of a deceased member is closed on the date of death, and the assets transferred to a CHF current account pending the liquidation of the estate.

How the CHF deposit account works



Deposit of funds

Deposits can only be made by bank transfer or salary deduction, if available.

Deposits are limited to CHF 2,000 per month.

Funds in CHF received by La Mutuelle are credited first to the CHF deposit account. Any amount exceeding the CHF 2,000 limit will be credited to the CHF current account, provided that the CHF current account rules are respected. If this is not the case, the total amount received will be refused and returned to the sender at his/her expense.

Staff members of the UN, ITU, WMO, UNHCR, UNEP, UNITAR and IPU may request an automatic monthly deduction from their salary as savings. However, for members who have requested an automatic monthly deduction from salary as savings, but who regularly deduct this amount, La Mutuelle reserves the right to cancel the deduction, since it is no longer consistent with the original purpose, i.e. savings.

Withdrawal of funds

Withdrawals effected by means of bank transfers are unlimited.

Members may withdraw, by cash and per calendar year, a maximum amount of CHF 10,000. Cash withdrawals from the CHF current account are also considered. If members wish to withdraw more than CHF 10,000 per year, they must do so by bank transfer.

Cash withdrawals from CHF accounts may be limited to CHF 5,000 per member per day of cash presence if the maximum cash withdrawal limit, set by the Board of Directors for all members, has been reached.

Withdrawals are subject to 3 working days' notice, except for members who make withdrawals through their secure access for whom the notice, for whom the notice period is reduced to 1 working day. However, the notice period for cash withdrawals may be extended as long as the maximum cash withdrawal limit, set by the Board of Directors for all members, has been reached. In this case, members are placed on a waiting list. If they do not wish to wait, they must effect the withdrawal by bank transfer.

Interest rate – payment of interest

The interest rate paid is based on the results of the financial year. It is set, on the recommendation of the Board of Directors, by the ordinary General Assembly held within six months of the closing of the accounts. Interest is credited to the members accounts at the close of the ordinary General Assembly, retroactive to 1 January following the end of the financial year.

The interest rate shall be applied to the members' assets up to a maximum of CHF 400,000. Amounts exceeding this limit are not remunerated.

The interest rate applied to CHF deposit accounts closed prior to the ordinary General Assembly is that approved at the last ordinary General Assembly, excluding any bonus if distributed.

How the CHF current account works



Deposit of funds

Members can deposit up to CHF 30,000 per fiscal year and by bank transfer only. If the limit is exceeded, the funds received are returned entirely to the sender at his/her expense.

Members who send funds to La Mutuelle 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.

Payments issued by an affiliated organization and/or the Pension Fund of an affiliated organization are not subject to this limit and are automatically accepted.

Withdrawal of funds

Withdrawals by bank transfer are unlimited and can be made with 1 working day prior notice.

Members may withdraw, by cash and per calendar year, a maximum amount of CHF 10,000. Cash withdrawals from the CHF deposit account are also considered. If members wish to withdraw more than CHF 10,000 per year, they may do so by bank transfer.

Cash withdrawals from CHF accounts may be limited to CHF 5,000 per member per day of cash presence if the maximum cash withdrawal limit, set by the Board of Directors for all members, has been reached.

The notice period for cash withdrawals may be extended if the maximum cash withdrawal limit, set by the Board of Directors for all members, has been reached. In this case, members are placed on a waiting list. If they do not wish to wait, they must effect the withdrawal by bank transfer.

A standing order form is available to members who wish to make monthly transfer from their CHF current account to their CHF deposit account. This order can be modified or cancelled through by sending an email to La Mutuelle.

Interest rate – payment of interest

The interest rate is set by the Board of Directors.

Interest for the year is credited at the beginning of January to members' accounts with a value date of 31 December of the previous year.

How the USD current account works



Deposit of funds

Members can deposit up to USD 30,000 per calendar year, by bank transfer only. If the USD 30,000 limit is exceeded, the funds received are returned entirely to the sender, at his/her expense.

Payments issued by an affiliated organization and/or the Pension Fund of an affiliated organization are not subject to this limit and are automatically accepted.

Withdrawal of funds

Withdrawals are unlimited and are made by bank transfer only, subject to 3 working days' notice. For members who transfer funds through secure access the withdrawal notice is reduced to 1 working day.

Interest rate – payment 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 member's account.

How to contact La Mutuelle

For further information or advice, please contact La Mutuelle as follows:

For information or personalized face-to-face advice

Client Support Center (CSC)
United Nations Office, Geneva
Building H, Palais des Nations

Daily from 10:00 am to 1:00 pm

For information or advice by telephone

Daily from 8:00 am to 12:00 pm

Telephone: +41 22 917 35 10
+41 22 917 99 99 – Press 8

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