



Mutualidad
Escolar SEK

**Their future
depends on you**

STATUTES EXTRACT



**SEK School
Mutual Benefit Society**

Avda. de la Industria, 8
Naves 8 y 9
28108 Alcobendas - Madrid
www.sek.es



**International
Schools**
Pioneers since 1892

Statutes Extract

LEGAL FRAMEWORK

Approved by the Ministry of Work and Social Security and registered with the ID number 3142/83, the Mutual Benefit Society is subject to the control and supervision of the Spanish authorities through the Dirección General de Seguros y Fondo de Pensiones. The activity of the Mutual Benefit Society and its regime is subject to the provision included in Law 50/1980, dated 8 October, on Insurance Contracts, the Consolidated Text on the Law on Regulation and Supervision of Private Insurance Policies, approved by Royal Legislative Decree 6/2004, dated 29 of October, the Regulations on Social Welfare Insurance, approved by Royal Decree 1430/2002, dated 27 of December, and the Regulation on Supervision of Private Insurance Policies, approved by Royal Decree 2486/1988, dated 20 November, in addition to any other applicable provisions, and the Statutes and Benefit Regulations of the Mutual Benefit Society.

PURPOSE

To safeguard its members from accidents and unforeseen events, through direct contributions from its members and a not-for-profit nature, by covering the following: School fees (teaching and complementary services) for beneficiaries in the event of the death of the policy holder.

HOLDERS

Individuals enrolled with the Company with full rights and obligations as set forth in the Statutes and that are legal guardians of the students studying at SEK Schools-Members shall have their membership revoked in the following circumstances: a change in the eventualities covered by the policy, voluntary waiver (in writing) or due to non-payment of fees. Cover shall be valid from the moment holders become members until they cease to be members.

BENEFICIARIES

Children or wards of members registered as such in the Mutual Benefit Society.

COVER

The policy is personal and non-transferable. The policy provides a monetary stipend that covers the full cost of the following services at the SEK school where beneficiary students are enrolled at the time of the holder's death:

- School and activities fees
- Half board
- School transport
- Books and materials
- Enrolment rights
- Medical insurance and psychotechnical services

This policy shall terminate upon the completion of the studies it covers (up to Year 2 of Baccalaureate) or if the beneficiary drops out of school.

SUPERVISORY BODIES

General Assembly: The supreme governing body of the Mutual Benefit Society. Made up of all registered members, with voting and speaking rights.

It elects the Governing Board, approves its management, the annual accounts and budgets, among other functions. The General Assembly should meet at least once a year.

Governing Board: The collegial body governing and directing the Mutual Benefit Society. Directs the activities of the Organisation within the framework of its responsibilities.

Members of the Board do not receive economic compensation of any kind.

Managing Body: Its functions include management, administration and oversight. It provides support to the General Assembly and Governing Board.

It is made up of a Technical Department (experts in actuarial studies and economic and financial advisory) and the Administrator.

SUPERVISORY BODIES

Supervisory Board: To supervise the economic and financial operation of the organisation, and producing a written report on its findings.

It is made up of three associates, not sitting on the Governing Board, chosen each year by the General Assembly.

FINANCIAL REGIME

The financial assets of the Mutual Benefit Society are made up of:

- Periodic payments and extraordinary payments if any exist.
- Income, interests and any other profits stemming from its investments.
- Contributions, donations, bequests and subsidies

FEES

Obtained from the Technical Specification drafted by the actuary of the Mutual Benefit Society and verified by the General Directorate of Insurance Companies. They are calculated for each SEK School, depending on the actuarial age of the member and the educational stage of the Beneficiary, on a yearly basis and broken down by term, members are exempt from pending quarterly payments in case of accident or death before the completion of the yearly period.

MEANS OF PAYMENT

Quarterly bills (beginning of January, July and October) and by means of direct debit.

CLAIMS

Claims can be lodged with the following internal and external bodies:

- a) Internal: Claims shall be lodged with the Mutual Benefit Society Member Attention Service via fax, email or post: The Mutual Benefit Society Member Attention Service shall acknowledge receipt of any complaint or claim that must be resolved with a period of 2 months.
- b) External: Following the corresponding internal complaint and having transpired the maximum period for resolution, if the complaint or claim is rejected, recourse may be sought through the following channels:
 - Voluntary submission of differences to a ruling by an arbiter.
 - Lodging a complaint to the General Directorate of Insurance Companies and Pension Funds.

INFORMATION AND ENROLMENT

Families interested in joining the SEK School Mutual Benefit Society should send an application form and the direct debit form to the School Secretary or the Administration Office of the society itself.

SEK SCHOOL MUTUAL BENEFIT SOCIETY
Avda. de la Industria, 8 - Oficina, 3 - 2º D
28108 Alcobendas (Madrid)

For any further information, you may contact the School Secretary or the Mutual Benefit Society directly (Tel.: 91 661 66 50. Fax: 91 661 86 51).

Once the application has been received and accepted by the Governing Board, applicants will be notified to this effect and they will be sent a Certificate of Membership.

The information contained in this brochure has been taken from the Statutes. No contractual obligation is implied.

If you wish to receive a full version of the contact, please contact the Administration Office.