



ST. JAMES'S PLACE

WEALTH MANAGEMENT

TRUST REGISTRATION SERVICE – HOW TO REGISTER YOUR TRUST

All Trustees are equally legally responsible for the Trust, but you must nominate one 'Lead' Trustee to be the main point of contact for Her Majesty's Revenue and Customs (HMRC). The Lead Trustee will need to have an Organisation Government Gateway user ID and password for the Trust, which is created on the Government Gateway Website, should you have more than one Trust, each Trust will need to have its own separate account.

HMRC now require most Trusts to be registered on their Trust Registration Service (TRS), which is part of European wide Anti Money Laundering regulations. All relevant Trusts must be registered with HMRC by 1st September 2022, or within 90 days of being set up, whichever is the later. Failure to register a Trust may result in a fine from HMRC.

If you are unsure whether your Trust should be registered, or have any questions about this Guide, please speak to your St. James's Place Partner.

We have created this Guide to help you complete the online TRS and comply with your registration obligations.

Step 1 – Creating an Organisation Government Gateway Account

The first step is to create a Government Gateway user ID and Password <https://www.gov.uk/guidance/register-a-trust-as-a-trustee>.

Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

Sign in

[Create sign in details](#)

Click here to create your new user ID and password. You need to do this for each Trust you register.

On the next page enter the email address you wish to use. You can use the same email address for more than one user ID.

Enter your email address

This will only be used to send you security updates or if you need to recover your sign in details.

To confirm it is your email address we will send you a code.

Email address

Continue

You will then be sent an email with a code on it, which you need to enter on the next page, here.

Enter code to confirm your email address

We have sent a code to: **joebloggs@company.co.uk**

The code will expire in 30 minutes.



If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code

For example, DNCLRK

[▶ I have not received the email](#)

Confirm

Fill in your full name here (first and surname is sufficient).

What is your full name?

Continue

And finally choose a password.

Create a password

Your password must be 10 or more characters. You can use a mix of letters, numbers or symbols.

Password

Confirm your password

Continue

The next page allows you to set up a recovery word if you forget your password, so click on 'continue'.

Set up recovery for your sign in details

You need to set up a recovery word so that you can get back into Government Gateway if you forget your password.

Continue

Set up a recovery word

! Make a note of this word in case you need it in the future.

The word must:

- be between 6 and 12 characters
- not contain spaces or special characters
- not contain numbers

Recovery word

Continue

You will now receive your Organisation Government Gateway ID. You should make a note of your ID and your password against the details of the Trust you are registering as you will need to set up a different ID for each Trust you register.

**Your Government
Gateway user ID is:**

12 34 56 78 91 01

We have sent it to **joebloggs@company.co.uk**

You will need your user ID and your password each time you sign in to Government Gateway.

Continue

Step 2 – Registering Your Trust

Once you have your user ID and Password you can then Register your Trust <https://www.gov.uk/guidance/register-a-trust-as-a-trustee>

You will need to have details of the Trust and we suggest you use our TRS Checklist to collate this information before starting your registration process.

Once you have started your registration process you will have 28 days to complete otherwise your information will be deleted.

GOV.UK
HM Revenue & Customs
English | Cymraeg

Choose the type of account you need

Individual
Includes personal tax account, tax credits, Self Assessment and Child Benefit

Organisation
Includes limited companies, partnerships, charities, trusts and estates

Agent
Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

[Continue](#)

Once you have your Gateway Account set up you will need to select the type of account required – for a Trust this should be “Organisation”.

GOV.UK Register and Maintain a Trust Sign out
English | Cymraeg

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Has the trust already been registered online?

Yes No

[Save and continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

Unless your Trust has previously had to complete a tax return or you are updating the TRS, you will need to click 'No'.

If you are updating the TRS because of changes to the Trust, then you will need to click 'Yes'.

GOV.UK Register and Maintain a Trust Sign out

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Does the trust have a Unique Taxpayer Reference (UTR)?

Yes No

[Save and continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

If this is the first time you are registering your Trust you will not have a Unique Taxpayer Reference number.

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Are you registering an express trust?

An express trust is a trust created deliberately by a settlor, usually in the form of a document such as a written deed of trust. Express trusts can be created by will or during lifetime, also known as inter-vivos.

Yes No

[Save and continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

All St. James's Place Trusts are Express Trusts. An Express Trust is one where the Trustees are holding assets on Trust for specified Beneficiaries. If you are in any doubt please speak to your St. James's Place Partner.

GOV.UK Register and Maintain a Trust Sign out

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Does the trust have any tax liability from 6 April 2021 to 5 April 2022?

Yes No

[Save and continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

GOV.UK Register and Maintain a Trust Sign out

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Has the trust had any UK tax liability in the last four tax years?

A trust has a tax liability if it either:

- needs to fill out a Self Assessment: Trust and Estate Tax Return (SA900)
- is liable for Capital Gains Tax
- is liable for Income Tax

Yes No

[Save and continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

As many Trusts will not have completed a tax return before and this will be the first time of having to register with HMRC, it is likely that you will need to answer 'No' to these questions.

If this is not the case, then you should answer these questions as appropriate for your Trust. Please do speak to your St. James's Place Partner if you are unclear but in some cases professional tax advice may need to be sought.

Trust details

GOV.UK Register and Maintain a Trust Sign out

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What is the trust's name?

You have 53 characters remaining

Save and continue

[Is this page not working properly? \(opens in new tab\)](#)

This should reflect the name that may have previously been allocated to the Trust, on your original Trust document. If there is no such name then you should create one such as the “James Family Trust”.

GOV.UK Register and Maintain a Trust Sign out

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When was the trust created?

This is the date the trust deed was signed. For will trusts use the settlor's date of death.

For example. 31 3 2015

Day Month Year

Save and continue

[Is this page not working properly? \(opens in new tab\)](#)

The date the Trust was created can be found on your original Trust document.

If this is a “Will Trust” created following death it will be the Date of death.

GOV.UK Register and Maintain a Trust Sign out

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Has the trust acquired land or property in the UK since 6 October 2020?

The current rules for registering a new trust came into effect on 6 October 2020.

Land or property refers to plots of land or bricks and mortar buildings in the UK.

Yes No

Save and continue

[Is this page not working properly? \(opens in new tab\)](#)

Answer this question depending on what assets the Trust holds. If your Trust only holds St. James's Place investments then you should answer 'No' to this question.

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Is the trust registered on the trust register of any other countries within the European Economic Area (EEA)?

The EEA includes:

- all countries within the European Union (EU)
- Iceland
- Lichtenstein
- Norway

Yes No

Save and continue

[Is this page not working properly? \(opens in new tab\)](#)

If your Trust has links to a country within the European Economic Area (EEA), such as a Trustee living in the EEA, your Trust may need to be registered on Trust registries in both countries. You should seek local tax advice if that is the case.

If your Trust has no links to any EEA country then you should answer 'No'.

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Are the trustees based in the UK?

- All of the trustees are based in the UK
- None of the trustees are based in the UK
- The trust contains trustees based in and outside the UK

Save and continue

[Is this page not working properly? \(opens in new tab\)](#)

This needs to be completed to reflect where you (as Lead Trustee) and any other Trustees are resident.

GOV.UK Register and Maintain a Trust Sign out

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Check trust details

What is the trust's name?	James Family Trust	Change
When was the trust created?	16 December 2021	Change
Has the trust acquired land or property in the UK since 6 October 2020?	No	Change
Is the trust registered on the trust register of any other countries within the European Economic Area (EEA)?	No	Change
How many of the trustees are based in the UK?	All of the trustees are based in the UK	Change

[Save and continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

After completion of each section of the registration process you will be presented with a summary of your inputs with the option to alter these if required.

Settlor details

The next section of the Registration process requires information relating to the Settlor and how the Trust was set up. The Settlor is the person or organisation who put assets into the Trust.

GOV.UK Register and Maintain a Trust Sign out

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Was the trust set up after the settlor died?

Yes No

[Save and continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

This is to identify whether the Trust was set up during the Settlor's lifetime or upon death. If the Trust was set up by way of Deed of Variation following death then the person(s) making the variation is/are the Settlor(s) for TRS purposes.

There are further questions as to whether the Settlor was an individual or an organisation, such as a charity or a company.

Depending on the answers given further information such as Settlor's name and date of birth will be required.

Trustee Details

While all Trustees (the individuals or organisations who manage the Trust) are equally legally responsible for the Trust you need to nominate a “Lead Trustee” who will:

- Receive the Trust’s Unique Reference Number
- Receive all official documents for the Trust and
- Be the main point of contact with HMRC for the Trust

The Lead Trustee is responsible for keeping the Trust’s details up to date on the register.

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Are you entering details for the lead trustee or a trustee?

The lead trustee is the main point of contact for the trust. Do not enter agent details unless they are legally the lead trustee or a trustee.

Lead trustee Trustee

[Save and continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

The Lead Trustee is responsible for keeping the Trust’s details up to date on the register.

Details of their name, date of birth, National Insurance Number, country of residence, Nationality and contact details will be required on the following screens.

You will also need to add details about all the other Trustees who are individuals. This includes their name, date of birth, country of residence and nationality.

GOV.UK Register and Maintain a Trust Sign out

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You have added 2 trustees

Completed

Richard James	Trustee Individual	Change	Remove
Stuart James	Lead Trustee Individual	Change	Remove

Do you need to add another trustee?

Yes, I want to add them now

Yes, I want to add them later

No, I have added all trustees

[Save and continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

It is from this screen that you can add or remove Trustees.

Beneficiary Details

The screenshot shows the 'What kind of beneficiary do you need to add first?' screen. At the top, there is a header with the GOV.UK logo, the text 'Register and Maintain a Trust', and a 'Sign out' link. Below the header, there is a language selector for 'English' and 'Cymraeg'. A '< Back' link is visible. The main heading is 'What kind of beneficiary do you need to add first?'. Below this, it states 'You can enter a maximum of 25 entries for each beneficiary type.' There are five radio button options: 'Individual', 'Class of beneficiaries', 'Charity or trust', 'Company or employment related', and 'Other beneficiary'. A green 'Save and continue' button is at the bottom. A small link at the bottom reads 'Is this page not working properly? (opens in new tab)'.

For discretionary Trusts you should select 'Class of Beneficiaries' and in the next screen detail what that Class is, as set out in the Trust document. For example 'all my children and grandchildren'.

Please see below Appendix for further guidance.

Where an individual is named as a Beneficiary you should select 'Individual' and complete the screens below with their details.

The screenshot shows the 'What is the name of the individual?' screen. It has the same header as the previous screen. The main heading is 'What is the name of the individual?'. Below this, there are three text input fields: 'First name', 'Middle names (optional)', and 'Last name'. The 'Last name' field is highlighted with a yellow border. A green 'Save and continue' button is at the bottom. A small link at the bottom reads 'Is this page not working properly? (opens in new tab)'.

Where an individual is named, details of that individual are required, this includes their name, date of birth, country of residence and nationality.

The screenshot shows the 'What is the description for the class of beneficiaries?' screen. It has the same header as the previous screens. The main heading is 'What is the description for the class of beneficiaries?'. Below this, it says 'For example, future grandchildren and future great-grandchildren.' There is a large text input field. Below the field, it says 'You have 56 characters remaining'. A green 'Save and continue' button is at the bottom. A small link at the bottom reads 'Is this page not working properly? (opens in new tab)'.

Where there is a class of potential beneficiary (normally on discretionary Trusts) you can enter each class separately. There is a 56 character limit so you may need to shorten some of the wording used. We have provided examples as an Appendix to this document.

GOV.UK Register and Maintain a Trust [Sign out](#)

English | [Cymraeg](#)

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Add a beneficiary

Completed

Andrew James Named individual [Change](#) [Remove](#)

Do you want to add another beneficiary?

Yes, I want to add them now

Yes, I want to add them later

No, I have added all beneficiaries

[Save and continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

You can continue to add up to 25 individual Beneficiaries or classes of Beneficiaries as required and, at the end of the section, a summary of the inputs will be presented that can be changed if required.

GOV.UK Register and Maintain a Trust [Sign out](#)

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Registration progress

You can save your registration and come back later. You have 28 days from the first time you save to complete this registration or your information will be deleted.

Saved until

14 January 2022

Sections to be completed

Trust details	COMPLETED
Settlers	COMPLETED
Trustees	COMPLETED
Beneficiaries	COMPLETED

Additional sections to be completed

Company ownership or controlling interest	NOT STARTED
Protectors	NOT STARTED
Other individuals	NOT STARTED

[Is this page not working properly? \(opens in new tab\)](#)

You do not have to complete the registration in one step, as the details you have entered will be retained for 28 days.

Additional Sections

The final three sections of registration process depend on your individual Trust.

The screenshot shows the GOV.UK interface for 'Register and Maintain a Trust'. At the top, there is a navigation bar with the GOV.UK logo, the title 'Register and Maintain a Trust', and a 'Sign out' link. Below the navigation bar, there is a language selector for 'English' and a link for 'Cymraeg'. A '< Back' link is visible. The main heading is 'Does the trust own or have a controlling interest in a non-EEA company?'. Below this heading, there are two radio buttons: 'Yes' and 'No'. A green 'Save and continue' button is positioned below the radio buttons. At the bottom, there is a small link: 'Is this page not working properly? (opens in new tab)'.

If the Trust only holds SJP investments you should answer 'No'.

The screenshot shows the GOV.UK interface for 'Register and Maintain a Trust'. At the top, there is a navigation bar with the GOV.UK logo, the title 'Register and Maintain a Trust', and a 'Sign out' link. Below the navigation bar, there is a language selector for 'English' and a link for 'Cymraeg'. A '< Back' link is visible. The main heading is 'Does the trust have a protector?'. Below this heading, there is a sub-heading: 'This is an individual or business named in the deed that can affect the way the trust is managed.' Below the sub-heading, there are two radio buttons: 'Yes' and 'No'. A green 'Save and continue' button is positioned below the radio buttons. At the bottom, there is a small link: 'Is this page not working properly? (opens in new tab)'.

Some Trusts, particularly offshore Trusts may use a protector to control the exercise of Trustees' powers.

In broad terms a protector will be appointed to protect the interests of the Settlor and/or the Beneficiaries. If the Trust holds only St. James's Place investments you should answer 'No'.

The screenshot shows the GOV.UK interface for 'Register and Maintain a Trust'. At the top, there is a navigation bar with the GOV.UK logo, the title 'Register and Maintain a Trust', and a 'Sign out' link. Below the navigation bar, there is a language selector for 'English' and a link for 'Cymraeg'. A '< Back' link is visible. The main heading is 'Are there any other individuals associated with the trust?'. Below this heading, there is a sub-heading: 'This can be anyone who can affect the way the trust is managed, but does not fit any of the specific trust roles, such as the parent of a young beneficiary.' Below the sub-heading, there are two radio buttons: 'Yes' and 'No'. A green 'Save and continue' button is positioned below the radio buttons. At the bottom, there is a small link: 'Is this page not working properly? (opens in new tab)'.

This could be anyone who can affect the way the Trust is managed but does not have a specific legal role under the Trust.

Once all sections have been completed there will be a declaration page to complete.

Upon submission, you will receive a Unique Reference Number (URN) for the Trust which will be linked to your Government Gateway account. The URN is a permanent reference number and it is how HMRC will identify this Trust.

The URN has 15 letters and numbers for example ABTRUST71234567. You should keep this safe together with the Government Gateway ID and password. You will also be able to download a PDF confirmation, which you should keep a copy of, and provide your Partner with a copy.

Once you have completed your registration and have your URN, please provide your St. James's Place Partner with details of this to ensure our records are kept up to date.

Changes to the Trust

The TRS must be kept up to date with any changes to the Trustees or Beneficiaries, as well as if the Trust is closed down. The TRS must be updated within 90 days of the change, and failure to do so may result in a fine from HMRC.

This document is designed to help you register the Trust, but it is the Trustee's responsibility to ensure the TRS is completed correctly. This document does not constitute tax advice, and St. James's Place cannot accept any responsibility for the completion of the TRS.

Trusts are not regulated by the Financial Conduct Authority.

Appendix 1 – Classes of potential Beneficiaries on discretionary Trusts

Due to the 56-character limit for classes of Beneficiaries, you may wish to use these shortened versions instead:

THE POTENTIAL BENEFICIARIES

Type	Trust Description	Optional TRS Description
Discretionary Trust Class 1	Any former spouse, widow or widower of the Settlor	Any former spouse widow or widower of the Settlor
Discretionary Trust Class 2	Any former Civil Partner of, or any Civil Partner who survives the Settlor	Any former Civil Partner or CP surviving the Settlor
Discretionary Trust Class 3	Any Children, Grandchildren or remoter issue of the Settlor	Any child or remoter Issue of the Settlor
Discretionary Trust Class 4	Any spouse, former spouse, widow or widower of the persons named in 3 above	Any spouse or former spouse of previous classes
Discretionary Trust Class 5	Any Civil Partner or former Civil Partner of, or surviving Civil Partner of, the persons named in 3 above;	Any Civil Partner or former CP of previous classes
Discretionary Trust Class 6	Any person (other than the Settlor) or charity listed below or nominated in writing to the Trustees by the Settlor or, where there are two Settlers, either of them, as a Potential Beneficiary.	Anyone else named by Settlor excl Settlor
Discretionary Trust 7 – APT only	Any person who shall, on the death of the Settlor, become beneficially entitled to the whole or part of the estate of the Settlor by Will or on intestacy.	Any beneficiary of the estate of Settlor
Discretionary Trust Class 7 – APT only	Any person (other than the Settlor) or charity listed below or nominated in writing to the Trustees by the Settlor as a Potential Beneficiary or, if the Settlor has died or lost Capacity, by the Appointor, but the Appointor cannot add themselves as a Beneficiary if they are not already named	Anyone else named by Settlor or Appointor excl Settlor
Discretionary Trust Class 7	Any person who shall, on the death of the Settlor, become beneficially entitled to the whole or part of the estate of the Settlor by Will or on intestacy.	Any beneficiary of the estate of Settlor
Discretionary Trust Class 8	Charities registered as charitable under the law of England & Wales, the law of Scotland or Northern Ireland.	Any Great Britain and NI registered charities

Note: This guidance is correct as of 18th April 2022 and based upon information provided at the time by HMRC and is therefore subject to change by HMRC.