

# Trust Registration Service

A practical guide to the Trust Registration Service

Stage 2 - How to register a trust



# The Trust Registration Service

## A Practical Guide to completing TRS registration

### Stage 2 - How to register the trust

Welcome to Stage 2 of the practical guide for completing TRS registration.

At this point you should have obtained your Organisation Government Gateway ID and you are now in a position to complete the registration of the trust.

In this section we show you how to register the trust.

HMRC has provided a full list of the information that you will need to complete the registration - [www.gov.uk/guidance/register-a-trust-as-a-trustee](http://www.gov.uk/guidance/register-a-trust-as-a-trustee)

There is also additional information and support that can be located on the HSBC Life website: [www.life.hsbc.co.uk/customers/trs](http://www.life.hsbc.co.uk/customers/trs)

## Stage 2 – How to register the trust

### What will I need to register my trust?

You will need your Government Gateway user ID and Password, if you do not have one then please refer to our stage 1 document which will show you how to register.

You will also need to have details of the Trust you wish to register; we suggest you refer to our TRS Checklist to collate this information before starting your registration process.

For further guidance on the information that HMRC require can be found by clicking on the following link:- <https://www.gov.uk/guidance/register-a-trust-as-a-trustee>

**Deeds of Variation** – An important note on who is deemed the settlor when a trust is created by deed of variation.

HMRC have stated that it is the person redirecting their inheritance to a trust they have created via deed of variation. Therefore, the person who is redirecting the assets is the settlor for TRS register purposes.

## Stage 2 – How to register the trust

<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](#)

#### Problems signing in

[I have forgotten my password](#)

[I have forgotten my Government Gateway user ID](#)

[I have forgotten my Government Gateway user ID and password](#)

To start the process please either click on the link at the top of the page or copy and paste it into your browser tab

Then insert your Organisation Government Gateway ID – this is one you have created previously or have just created using the previous guide.

Once you have inputted your **Organisation Gateway ID** and your password, a text message will be sent from 60551, which will contain a 6-digit code. This is to verify your log in.

**Please note:** The code expires after 15 minutes so please check your junk mail if you don't immediately receive it.

## Stage 2 – How to register the trust

**Has the trust already been registered online?**

Yes  No

Save and continue

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

If the trust you are registering has an HSBC Life investment bond as its only asset, then it is unlikely to have been registered previously, so your answer will be no.

If you are logging in to the service to make some changes to the trust, then please click yes.

## Stage 2 – How to register the trust

**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 the trust has not been previously registered for tax, then please select no.

If your trust does have a unique tax reference number, then please input it and answer the following questions before registering the trust.

HMRC will expect you to submit an SA900 tax return form .

# Stage 2 – How to register the trust

 **Register and Maintain a Trust** [Sign out](#)

English | [Cymraeg](#)

[< back](#)

## Express trusts

### What is an express trust

An express trust is a trust created by the person or organisation who puts assets into the trust. There may be a document such as a written deed of trust.

Most trusts are express trusts.

Express trusts can be created:

- by someone's will after they have died
- during someone's lifetime, which are known as inter-vivos

### What is not an express trust

Trusts that are imposed by law are not express trusts, for example a trust created by intestacy laws when a person dies without a will.

### Are you registering an express trust?

Yes  No

[Save and continue](#)

An express trust is a trust that has been set up by the settlor(client) deliberately and typically during their lifetime. Therefore, under the new TRS rules it must be registered.

Some examples are Loan, Gift and Discounted Gift Trusts

If you have one of the afore mentioned trusts, then you will need to answer yes.

## Stage 2 – How to register the trust

 **Register and Maintain a Trust** [Sign out](#)

English | [Gymnog](#)

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**Does the trust have any tax liability from 6 April 2023 to 5 April 2024?**

Yes  No

[Save and continue](#)

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

If your trust only asset is a HSBC Life investment bond and the settlor is alive and UK resident, the trust is unlikely to have had a tax liability as this will fall on the settlor.

Therefore, you will need to answer no.

Then click the [save and continue](#) button



## Stage 2 – How to register the trust

### 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? \(opens in new tab\)](#)

The same will apply to the next question – if the trust held an investment bond as the only asset and the settlor is alive and UK resident, the trust will not have a tax liability as this will fall on the settlor.

Therefore, you will need to answer no.

## Stage 2 – How to register the trust

### Before you continue

While all trustees are equally legally responsible for the trust, you need to nominate a 'lead' trustee.

The lead trustee will:

- receive the trust's Unique Reference Number (URN)
- receive all official documents for the trust
- be the main point of contact with HMRC for the trust

As the lead trustee is the main point of contact for the trust, you need to keep their contact information up to date.

You can find out more about:

- [Who should register \(opens in a new window or tab\)](#)
- [Trusts and taxes \(opens in a new window or tab\)](#)

[Continue to register the trust](#)

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

HMRC requires the trustees to nominate a 'lead' trustee who will be required to fulfil the obligations of registering the trust.

They will also be required to keep HMRC informed of any significant changes that occur in the future, for example retirement or appointment of trustees.

You must agree to this before you continue to register the trust.

# Stage 2 – How to register the trust

## 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

16 May 2023

### Sections to be completed

<a href="#">Trust details</a>	NOT STARTED
<a href="#">Settlers</a>	NOT STARTED
<a href="#">Trustees</a>	NOT STARTED
<a href="#">Beneficiaries</a>	NOT STARTED

### Additional sections to be completed

<a href="#">Company ownership or controlling interest</a>	NOT STARTED
<a href="#">Protectors</a>	NOT STARTED
<a href="#">Other individuals</a>	NOT STARTED

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

You now have 7 sections that require completion.

To start the process please click on each of the sections.

Once you have clicked on the section you will be asked a series of questions, the following pages will assist you with that journey.

You will find that the questions that relate to the first 4 sections are all very similar.

**Please note** that you have 28 days to complete the process, if you don't answer all the sections with that timeframe you will have to start again

## Stage 2 – How to register the trust

### Section 1 – the trust's details

#### 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 is the name on the Trust Deed or the name you will be giving to the trust.

You have 53 characters (letters, spaces, numbers) available .

Please be as accurate as possible.

## Stage 2 – How to register the trust

### 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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Save and continue](#)

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

For an express trust, (trust deliberately set up by the settlor) you will need to add the date that is recorded on the trust deed.

For a Will Trust it is the date of death.

Deed of variation it will be the date of the deed.

## Stage 2 – How to register the trust

### 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? \(opens in new tab\)](#)

If the trust just holds an HSBC Life investment bond or similar asset, then the answer will be no.

## Stage 2 – How to register the trust

### 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 one of the Trustees lives in a country within the European Economic Area (EEA), then the trust may need to be registered on trust registers 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'.

## Stage 2 – How to register the trust

### 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 question enables HMRC to understand where the trustees are based.

If you have non-UK trustees, then you will be asked for information on the Jurisdiction (where they live) and may have to supply additional information.



## Stage 2 – How to register the trust

### Check trust details

What is the trust's name?	ABC 123 trust	<a href="#">Change</a>
When was the trust created?	1 May 2021	<a href="#">Change</a>
Has the trust acquired land or property in the UK since 6 October 2020?	No	<a href="#">Change</a>
Is the trust registered on the trust register of any other countries within the European Economic Area (EEA)?	No	<a href="#">Change</a>
How many of the trustees are based in the UK?	All of the trustees are based in the UK	<a href="#">Change</a>

Save and continue

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

The end of section 1 – trust details – you will be provided with a checklist of the answers you have provided, and you will be able to alter them by simply selecting the change option.

If you are happy with the answers provided, then please select the save and continue button at the bottom of the page.

This will take you back to the registration process page and you should see that the Trust section has been completed.

If it states **in progress**, then there is information that is still required.

## Stage 2 – How to register the trust

### 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

21 July 2022

#### Sections to be completed

<a href="#">Trust details</a>	COMPLETED
<a href="#">Settlors</a>	NOT STARTED
<a href="#">Trustees</a>	NOT STARTED
<a href="#">Beneficiaries</a>	NOT STARTED

#### Additional sections to be completed

<a href="#">Company ownership or controlling interest</a>	NOT STARTED
<a href="#">Protectors</a>	NOT STARTED
<a href="#">Other individuals</a>	NOT STARTED

The next page is the registration process page and as you can see the trust details are listed as being completed.

It is now time to answer the next series of categories – Settlers, trustees and beneficiaries and the questions that are asked in each of these sections are very similar.

Please select the Settlers tab to continue the journey to complete all sections.

# Stage 2 – How to register the trust

## Section 2 – the settlors

### Settlors

#### Information you need to register a settlor

##### Settlors that are an Individual

If the trust was created after the settlor died, tell us their name. If you know more details, tell us their:

- date of death
- date of birth
- country of nationality
- last known country of residence

If the trust was created by a living settlor, tell us their name. If you know more details, tell us their:

- date of birth
- country of nationality
- country of residence

You also need to tell us if any of the settlors lack mental capacity at time of registration.

An individual does not have mental capacity if they cannot understand information and make decisions about the trust due to any of the following:

- mental illness
- learning disability
- dementia or a related condition
- being unable to communicate

Every one of the next three sections of the registration process deals with the Settlor(s), Trustees and Beneficiaries.

In this section, we deal with the settlor (who is the person who has put assets into the Trust). There may be a sole or joint settlors.

There are a minimum of 10 questions in this section.

If you are registering as a settlor or you're the lead trustee registering details of the settlor, here is a list of the information that you will need to complete this section.

## Stage 2 – How to register the trust

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### Was the trust set up by a living settlor?

- Yes, the trust was set up by a living settlor
- No, it is a 'will trust' or a trust set up after the settlor died

[Save and continue](#)

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

The first question is to establish whether the Trust was set up during the Settlor's lifetime or upon death.

If the Trust was set up by way of a **Will Trust**, then it is the deceased person who is deemed to be the settlor.

If the settlor has died then you will be asked for the name, date of death and then the same questions as if they were alive.

We will cover those questions during the rest of the settlor's section.

## Stage 2 – How to register the trust

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### Was the trust set up by a living settlor?

- Yes, the trust was set up by a living settlor
- No, it is a 'will trust' or a trust set up after the settlor died

[Save and continue](#)

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

If a **Deed of Variation** is being registered, then the Settlor is the person or persons who are redirecting the assets into the trust.

As we stated in the previous slide the questions that follow will depend on your answer.

For the purpose of this guide, we will presume that the settlor is alive, so click the first option and then continue.

## Stage 2 – How to register the trust

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**Is the settlor an individual or a business?**

Individual  Business

Save and continue

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

[< Back](#)

**Is the settlor alive at the time of registration?**

Yes  No

Save and continue

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

The following two questions want to establish that who is registering the trust.

In this example and for all HSBC Life Trusts, the answer will be an individual.

The second question is asking if the settlor of the trust is alive at the time of registration .

If the answer is no, then you will be asked a series of questions which will include date of death.

In this example, we have presumed that the settlor is alive.

## Stage 2 – How to register the trust

**What is the settlor's name?**

First name

Middle names (optional)

Last name

[Save and continue](#)

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

**Do you know Settlor's date of birth?**

Yes  No

[Save and continue](#)

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

You now have a series of Questions that ask about the settlor's name, date of birth (as shown) nationality, country of residency.

## Stage 2 – How to register the trust

**Do you know Settlor's date of birth?**

Yes  No

[Save and continue](#)

**What is Joe Bloggs' date of birth?**

For example, 31 3 1980.

Day    Month    Year

[Save and continue](#)

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

You now have a series of Questions that ask about the settlor's name, date of birth (as shown) nationality, country of residency.



## Stage 2 – How to register the trust

### Do you know Joe Bloggs' country of nationality?

The country of nationality is usually where the settlor was born and where their passport is registered.

Yes  No

[Save and continue](#)

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

### Does Joe Bloggs have UK nationality?

Yes  No

[Save and continue](#)

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

You now have a series of Questions that ask about the settlor's name, date of birth (as shown) nationality, country of residency.

## Stage 2 – How to register the trust

### Do you know Joe Bloggs' country of residence?

The country of residence is usually where the settlor lives and works most of the time during the tax year.

Yes  No

[Save and continue](#)

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

You now have a series of Questions that ask about the settlor's name, date of birth (as shown) nationality, country of residency.

## Stage 2 – How to register the trust

### Does Joe Bloggs have mental capacity at the time of registration?

A settlor does not have mental capacity if they are legally incapable of understanding information about the trust.

For example, this can be due to:

- mental illness
- learning disability
- dementia or a related condition
- being unable to communicate

HMRC will assume that the settlor does have mental capacity, unless you tell HMRC that they do not have mental capacity.

If you are not certain whether the settlor has mental capacity, select 'I don't know'.

#### Why HMRC are asking this question

Under certain limited circumstances, HMRC can share personal data under the Money Laundering and Terrorist Financing (Amendment) Regulations 2020.

Where a person does not have mental capacity, HMRC will not share their personal data.

Yes

No

or

I don't know

This screen asks questions in respect of the Settlor's mental capacity – if the settlor lacks capacity at the time of registration, his/her data will not be shared by HMRC.

If you have stated that the settlor is dead, then you will not be asked this question.

# Stage 2 – How to register the trust

## Check settlor details

Was the trust set up after the settlor died?	No	<a href="#">Change</a>
Is the settlor an individual or a business?	Individual	<a href="#">Change</a>
What is the settlor's name?	Joe Bloggs	<a href="#">Change</a>
Do you know Joe Bloggs' date of birth?	Yes	<a href="#">Change</a>
What is Joe Bloggs date of birth?	xx month year	<a href="#">Change</a>
Do you know Joe Bloggs' country of nationality?	Yes	<a href="#">Change</a>
Does Joe Bloggs have a UK nationality?	Yes	<a href="#">Change</a>
Do you know Joe Bloggs' country of residence?	Yes	<a href="#">Change</a>
Is Joe Bloggs a UK resident?	Yes	<a href="#">Change</a>
Does Joe Bloggs have mental capacity at the time of registration?	Yes	<a href="#">Change</a>

Save and continue

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

At the end of section 2 – the Settlers- you will be presented with a list of answers that will enable you to check the details that you have inputted.

If you are confident that you have completed the questions accurately the please click the Save and continue button.

## Stage 2 – How to register the trust

### Add a settlor

**Completed**

Joe Bloggs      Individual Settlor

---

**Do you need to add another settlor?**

Yes, I want to add them now

Yes, I want to add them later

No, I have added all of the settlors

[Save and continue](#)

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

If you need to add another settlor, then select yes and you will answer the same series of questions that you have just completed.

You are given the option to add their details later or if its only one trustee then select no and save and continue.

# Stage 2 – How to register the trust

## 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

11 August 2022

### Sections to be completed

<a href="#">Trust details</a>	COMPLETED
<a href="#">Settlers</a>	COMPLETED
<a href="#">Trustees</a>	NOT STARTED
<a href="#">Beneficiaries</a>	NOT STARTED

### Additional sections to be completed

<a href="#">Company ownership or controlling interest</a>	NOT STARTED
<a href="#">Protectors</a>	NOT STARTED
<a href="#">Other individuals</a>	NOT STARTED

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

The next page is the registration process page, and as you can see, you have completed the information about the settlers .

It is now time to select the next category – Trustees.

The questions that you will be asked to answer are very similar to those that were asked of Settlers.

Please click on the Trustees tab to begin.

# Stage 2 – How to register the trust

## Section 3 - The Trustees

### Trustees

#### Information you need to register a trustee

##### Lead trustee

You need to give us details of a lead trustee. This is the person or business we will contact if we need to discuss the trust and send all official documents to. The lead trustee is responsible for keeping the trust's details up to date on the register.

If the lead trustee is an individual, make sure you enter their name, date of birth and National Insurance number correctly, as these details need to match what we have on our records.

##### Trustees that are an Individual

If the lead trustee is an individual with a National Insurance number, tell us their:

- name
- date of birth
- country of nationality
- National Insurance number
- country of residence
- address
- email address
- phone number

If the lead trustee does not have a National Insurance number, you need to tell us their passport or ID card details and address.

For all other trustees that are individuals, tell us their names. If you know more details tell us their date of birth, country of residence and country of nationality.

As mentioned previously, the Trust Registration Service require the trustees to nominate a lead trustee, this is so they can be the main point of contact for HMRC for the Trust.

If you are the lead trustee, here is a list of the information that you will need to complete this section.

**Lead Trustees** will need to supply the National Insurance number and email address in this section.

**For additional trustees**, the information is very similar but without the need to add their national insurance number and email address.

# Stage 2 – How to register the trust

## Check lead trustee details

Is the lead trustee an individual or a business?	Individual	VERIFIED
What is the lead trustee's name?	Joe Bloggs	VERIFIED
What is Joe Bloggs's date of birth?	xx month year	VERIFIED
Does Joe Bloggs have UK nationality?	Yes	<a href="#">Change</a>
Does Joe Bloggs have a National Insurance number?	Yes	VERIFIED
What is Joe Bloggs's National Insurance number?	xx123456x	VERIFIED
Is Joe Bloggs a UK resident?	Yes	<a href="#">Change</a>
What is Joe Bloggs's address?	Address Line 1 Address Line 2 Address Line 3 Address Line 4 Address Line 5	<a href="#">Change</a>
Do you know Joe Bloggs's email address?	Yes	<a href="#">Change</a>
What is Joe Bloggs's email address?	Jo.bloggs@hbsc.com	<a href="#">Change</a>
What is Joe Bloggs's telephone number?	xx123456x	<a href="#">Change</a>

Save and continue

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

Once you complete the questions for the trustees, you will be presented with the information that you have just completed. If you are happy that it is correct, then you click save and continue.

You then be offered the choice to add an additional trustee and if you do the questions, you will be asked are very similar.

Once complete click save and continue to the summary page.



# Stage 2 – How to register the trust

## 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

11 August 2022

### Sections to be completed

<a href="#">Trust details</a>	COMPLETED
<a href="#">Settlers</a>	COMPLETED
<a href="#">Trustees</a>	COMPLETED
<a href="#">Beneficiaries</a>	NOT STARTED

### Additional sections to be completed

<a href="#">Company ownership or controlling interest</a>	NOT STARTED
<a href="#">Protectors</a>	NOT STARTED
<a href="#">Other individuals</a>	NOT STARTED

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

You have completed the first three sections of the registration process and it is now time to deal with the Beneficiaries.

The questions that you will be asked to answer are very similar to those that were asked of Settlers and Trustees

If you know the names of the beneficiaries, then you must select Individual, and supply their details.

If your trust also has classes of beneficiaries, then please refer to your trust deed to help you list the different classes.

You can have a mix of both individual beneficiaries and classes and the system will allow you up to 25 different options.

# Stage 2 – How to register the trust

## Section 4 - The Beneficiaries

### Beneficiaries

#### Information you need to register a beneficiary

##### Beneficiaries that are an individual

For individuals named in the trust deed, tell us their name. If you know more details, tell us their:

- date of birth
- country of nationality
- country of residence

##### Beneficiaries that lack mental capacity

You need to tell us if any of the beneficiaries lack mental capacity at time of registration.

A beneficiary does not have mental capacity if they cannot understand information about the trust due to any of the following:

- mental illness
- learning disability
- dementia or a related condition
- being unable to communicate

If a beneficiary lacks mental capacity, you need to tell us if a vulnerable person election form (VPEF) has been submitted to HMRC.

##### Class of beneficiaries

You need to give a short description for individual beneficiaries that cannot be identified. For example, children not born yet, future grandchildren and great grandchildren.

##### Beneficiaries that are a charity or trust

Tell us their name. If you know more details, tell us their country of residence.

##### Beneficiaries that are a company or employment related

For companies or a group of employees named in the trust deed, tell us the name of either:

- the company
- the employment-related trust

If you have the information, tell us the country of residence of the company or the group of employees. For companies, this is usually where the company or charity is registered.

If you have the information, tell us:

- how many beneficiaries the trust has

You should include a short description of the group of beneficiaries, for example:

- employees and their children
- spouses or widows

Do not include named or specific employees such as directors. They must be listed as individual beneficiaries.

▶ [What we mean by country of residence](#)

##### Other beneficiaries

You need to give a short description for beneficiaries that do not fit into any of the other categories mentioned.

If you know, tell us their country of residence.

[Continue](#)

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

If you are registering a beneficiary or beneficiaries, here is a list of the information that you will need to complete this section.

## Stage 2 – How to register the trust

### Registering a class of Beneficiaries/adding a beneficiary

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#### What kind of beneficiary do you need to add first?

You can enter a maximum of 25 entries for each beneficiary type.

- Individual
- Class of beneficiaries
- Charity or trust
- Company or employment related
- Other beneficiary

[Save and continue](#)

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

Now we look at what is required if to register a beneficiary. To start the process, you need to **click on the type of beneficiary you wish to add.**

In this example, we have selected **individual** and as with the settlors and trustees, you will be asked a series of questions about the beneficiary.

Remember, you can add up to 25 types of beneficiary whether they be individual, or class of beneficiaries and are able to mix and match.

# Stage 2 – How to register the trust

## Registering an Individual Beneficiary

### Check beneficiary details

What is the name of the individual?	Joe Bloggs	<a href="#">Change</a>
Do you know Joe Bloggs' date of birth?	Yes	<a href="#">Change</a>
What is Joe Bloggs' date of birth?	xx month year	<a href="#">Change</a>
Do you know Joe Bloggs' country of nationality?	s	<a href="#">Change</a>
Does Joe Bloggs have UK nationality?	Yes	<a href="#">Change</a>
Do you know Joe Bloggs' country of residence?	Yes	<a href="#">Change</a>
Is Joe Bloggs a UK resident?	Yes	<a href="#">Change</a>
Does Joe Bloggs have mental capacity at the time of registration?	Yes	<a href="#">Change</a>

[Save and continue](#)

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

As with previous sections you will be presented with a checklist of your answers.

If you are happy with the information that you have provided, then please click save and continue.

You will then be presented with another page to add additional beneficiaries.

Please ensure that you capture all of the beneficiaries or classes of beneficiaries.

## Stage 2 – How to register the trust

### Registering a class of Beneficiaries/adding a beneficiary

### Add a beneficiary

**Completed**

Joe Bloggs      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? \(opens in new tab\)](#)

Now we look at what is required if you are looking to register a class of beneficiaries rather than an individual.

To start the process, you need to **click add a beneficiary** and then **select class of beneficiaries from** the drop-down list.

You can add up to 25 types of beneficiary whether they be individual, or class of beneficiaries and you can mix and match.

In this case, select add another beneficiary now and then click save and continue.

## Stage 2 – How to register the trust

### Registering a class of Beneficiaries/adding a beneficiary

#### What kind of beneficiary do you need to add next?

You can enter a maximum of 25 entries for each beneficiary type.

- Individual
- Class of beneficiaries
- Charity or trust
- Company or employment related
- Other beneficiary

Save and continue

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

#### What is the description for the class of beneficiaries?

For example, future grandchildren and future great-grandchildren.

any child, grandchild and remoter issue of the Settlor

You have 2 characters remaining

Save and continue

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

When adding a class of beneficiaries, it would be helpful if you have the trust deed to hand as it will have a list of the potential classes of beneficiaries.

# Stage 2 – How to register the trust

## 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

11 August 2022

### Sections to be completed

<a href="#">Trust details</a>	COMPLETED
<a href="#">Settlers</a>	COMPLETED
<a href="#">Trustees</a>	COMPLETED
<a href="#">Beneficiaries</a>	COMPLETED

### Additional sections to be completed

<a href="#">Company ownership or controlling interest</a>	NOT STARTED
<a href="#">Protectors</a>	NOT STARTED
<a href="#">Other individuals</a>	NOT STARTED

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

The next page is the registration process page, as you can see you have completed the information about the Beneficiaries.

It is now time to select the additional sections to be completed.

They are shorter sections that generally will have one question in each section.

Please click on the Company Ownership tab to begin.

## Stage 2 – How to register the trust

### Additional Sections - Section 5

**Does the trust own or have a controlling interest in a non-EEA company?**

Yes  No

**Save and continue**

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

If the trust you are registering only has one asset and that is an HSBC Life investment bond, then the answer to this question is no.



# Stage 2 – How to register the trust

## 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

11 August 2022

### Sections to be completed

<a href="#">Trust details</a>	COMPLETED
<a href="#">Settlers</a>	COMPLETED
<a href="#">Trustees</a>	COMPLETED
<a href="#">Beneficiaries</a>	COMPLETED

### Additional sections to be completed

<a href="#">Company ownership or controlling interest</a>	COMPLETED
<a href="#">Protectors</a>	NOT STARTED
<a href="#">Other individuals</a>	NOT STARTED

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

The next page is the registration process page and you can see you have completed the information about Company Ownership .

It is now time to select the Protectors section tab to begin.

## Stage 2 – How to register the trust

### Additional Sections - Section 6

**Does the trust have a protector?**

This is an individual or business named in the deed that can affect the way the trust is managed.

Yes  No

[Save and continue](#)

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

This option mainly applies to some offshore trusts where a protector is used to protect the interest of the settlor and beneficiaries.

If you are registering an HSBC Life trust holding an HSBC Onshore Investment bond, then the answer will be no.

If you have an **offshore bond in trust** then we advise that you contact your product provider to verify this point.

# Stage 2 – How to register the trust

## 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

11 August 2022

### Sections to be completed

<a href="#">Trust details</a>	COMPLETED
<a href="#">Settlers</a>	COMPLETED
<a href="#">Trustees</a>	COMPLETED
<a href="#">Beneficiaries</a>	COMPLETED

### Additional sections to be completed

<a href="#">Company ownership or controlling interest</a>	COMPLETED
<a href="#">Protectors</a>	COMPLETED
<a href="#">Other individuals</a>	NOT STARTED

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

The next page is the registration process page and you can see you have completed the information about Protectors.

It is now time to select the other Individuals section tab to begin.

## Stage 2 – How to register the trust

### Additional Sections - Section 7

#### Are there any other individuals associated with the trust?

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.

Yes  No

[Save and continue](#)

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

This is anyone who can affect the way the trust is managed but is not a trustee.

For example, the parent or guardian of a minor beneficiary.

# Stage 2 – How to register the trust

## Additional Sections - Section 7

Other individuals

### Information you need to register other individuals

For other individuals who are involved in the trust, like parents of a young beneficiary and other family members, friends or third parties, tell us their name. If you know more details tell us their:

- date of birth
- country of nationality
- country of residence

You also need to tell us if any of the other individuals do not have mental capacity at time of registration.

An individual does not have mental capacity if they cannot understand information and make decisions about the trust due to any of the following:

- mental illness
- learning disability
- dementia or a related condition
- being unable to communicate

▶ [What we mean by country of residence](#)

Continue

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

Here is a list of the information that you need to complete this section should there be any other individuals involved.

This could be the parent or guardian of a minor.

The questions that you will be asked to answer are very similar to those that were asked of Settlers, Trustees and Individual beneficiaries

As before you can add multiple individuals and you will be offered to do so at the end of each input.

# Stage 2 – How to register the trust

## Additional Sections - Section 7

**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**  
11 August 2022

**Sections to be completed**

<a href="#">Trust details</a>	COMPLETED
<a href="#">Settings</a>	COMPLETED
<a href="#">Trustees</a>	COMPLETED
<a href="#">Beneficiaries</a>	COMPLETED

**Additional sections to be completed**

<a href="#">Company ownership or controlling interest</a>	COMPLETED
<a href="#">Protectors</a>	COMPLETED
<a href="#">Other individuals</a>	COMPLETED

**Print a copy**

You can [print or save a draft copy of your saved answers](#). You can also print a declared copy after you have made a declaration.

**Ownership or controlling interest in a non-EEA company**

You can return to this service at any time to add, remove, or change the details of an ownership or controlling interest in a non-EEA company.

[Continue to declaration](#)

[In this page: not working please? \(opens in new tab\)](#)

Once you have completed all of the sections, you will be asked to Continue to declaration.

If you do not do this, then the Trust will not be registered with the Trust Registration Service.

You can if you want, print or save a copy of the answers you have provided.

But as mentioned previously you still need to select continue to declaration to submit the answers.

## Stage 2 – How to register the trust

### Declaration

Your first name

Your middle names (optional)

Your last name

I confirm that I have taken all reasonable steps to obtain up to date and accurate information for all of the entities given in this registration. I understand that if I knowingly provide false information and I cannot demonstrate that I have taken all reasonable steps, I could be subject to penalties.

**Confirm and send**

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

The declaration will ask the person who has completed the registration of the trust, to confirm that they have provided accurate information for all the sections of the registration process.

They then need to click the confirm and send button to finish the registration process for this trust.

Please now use our Stage 3 Guide. **How to obtain evidence of a Trusts registration** to download the evidence that the trust has been registered.

# Stage 2 – How to register the trust

## How to obtain the TRS certificate

When the lead trustee or a trustee signs back into the TRS, they will be presented with the **Maintain your Trust** section. They will then be asked several security questions about the information they have supplied about themselves.

Once logged in they will be asked “What do you want to do next?”

One of the options is “Get evidence of the trust’s registration”. This evidence is a pdf letter from HMRC confirming that the trust has been registered and provides details about the trust, the lead trustee, the other trustees, the settlor, and the beneficiaries.

This document is often referred to as the TRS certificate, the Lead trustee should download this document and store it in a safe place.

HMRC requires most trusts to be registered with the Trust Registration Service (TRS). In addition, the TRS must be updated with any amendments to the trust, including any change to trustees or named beneficiaries. A copy of the TRS certificate showing that the trust has been registered and/or updated must be provided to HSBC Life before this form can be processed. If you require further information about the TRS, including how to register, please visit our website: <https://www.life.hsbc.co.uk/advisers/investment-advisers/trs/>.

This document is based on HSBC’s understanding as at 1st August 2022 of the provisions of the Money Laundering and Terrorist Financing (Amendment) Regulations 2019 and the HMRC Trust Registration Service Manual, as they apply to the registration of trusts. It does not constitute legal or tax advice. HSBC takes no responsibility for reliance on this document and recommends that professional advice is obtained where necessary in relation to your specific circumstances.

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## Who needs to receive/keep a copy of the certificate?

From the **1st September 2022**, all new trust applications will require a copy of this evidence to enable the provider to constitute the trust. This evidence must be included with all new trust applications, failure to do so will delay the constitution of the trust.

This evidence will also be required by your adviser.