Trust Registration Service

Guidance notes

Introduction

Since 1 September 2022, most trusts are required to register with the **HMRC Trust Registration Service (TRS)**.

The responsibility for registering a trust lies with the trustees. This guide is designed to help UK-based trustees register a new Transact trust.

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The contents of this guide should not be construed as financial or legal advice. Any queries on the operation of the trust or the responsibilities of the trustees should be raised with your financial/legal adviser.

This guide is based upon our understanding of the guidance set out in the TRS Manual published by HMRC (https://www.gov.uk/hmrc-internal-manuals/trust-registration-service-manual).

Part 1: Useful information on the Trust Registration Service

Deadlines

A non-exempt trust must register on the Trust Registration Service (TRS) **within 90 days** of the trust being created. Similarly, a change to the beneficial owners of a trust, i.e. settlor, trustee, beneficiary, and any individual with control over the trust, must also be updated on the TRS within 90 days of the change.

However, regardless of the deadlines mentioned above, please see the following paragraph about what must be supplied to Transact before we can enter a business relationship with a trust.

PDF 'Proof of Registration' document

Before a Relevant Person, e.g. a financial institution, a tax or legal adviser, etc., can enter a business relationship with a trust, the trustees are required to provide the Relevant Person with a copy of the TRS 'Proof of Registration' document. The same applies for existing trust business relationships for which a change in Beneficial Owners has occurred. Part 4 of this guide explains how the trustees can obtain this document.

Information required

The TRS requires the trustees to enter and maintain a range of information about the trust and the parties involved in it. The information includes, but is not limited to, the following:

- Trust name
- Date trust was created
- Full name, date of birth, nationality, and country of residence of each Beneficial Owner.

Settlor

The settlor of a trust is the person who created the trust and transferred assets/property to it. For a trust created by an individual during their lifetime, the settlor will be specified in the trust deed. For a will trust, the settlor is the deceased person whose estate has passed into trust. However, please note that for a trust created via deed of variation, the settlor is the person who executed the variation and took less under the deed than they would have done under the will.

Beneficiary

A trust may have one or more individual beneficiaries and/or a range of classes of beneficiaries.

Each individual beneficiary and class of beneficiary must be entered on the TRS. Note that the input field for a class of beneficiaries is limited to 56 characters.

Useful information on the Trust Registration Service

In the case of the current version of the Transact Discretionary Trust deed, these classes could be shown as follows:

Description of beneficiary
Any widow or widower of settlor
All children and remoter issue of settlor
Any person specified by trustees with settlor consent

Any known beneficiaries should also be registered as individual beneficiaries. For example, where an intended beneficiary is named in the 'additional beneficiaries' section of the trust deed, they should also be included as an individual beneficiary on the TRS. Once benefits are distributed from the trust, the recipient beneficiary will also then need to be registered as an individual beneficiary (unless they are already on the TRS as a beneficiary).

Material discrepancies

Relevant Persons (including Transact) are required to report to HMRC if they discover 'material discrepancies' when obtaining evidence that a trust has registered and when checking the 'Proof of Registration' document. Examples of such discrepancies include:

- A registerable trust has not been registered.
- The TRS record does not show all Beneficial Owners of the trust.
- Details have been omitted, e.g. date of birth, country of residence, etc.

HMRC advise that, where material discrepancies are first identified, the Relevant Person should liaise with the trustees to try and resolve the situation. HMRC recommend a period not exceeding 30 days for such discrepancies to be rectified, after which a discrepancy report should be filed with them.

HMRC can levy a penalty of £5,000 on the trustees if a registerable trust fails to register or keep the register up to date. This is only likely to apply if HMRC find that this was deliberate behaviour or that corrective action was not taken within the timeframe they set.

HMRC trusts helpline

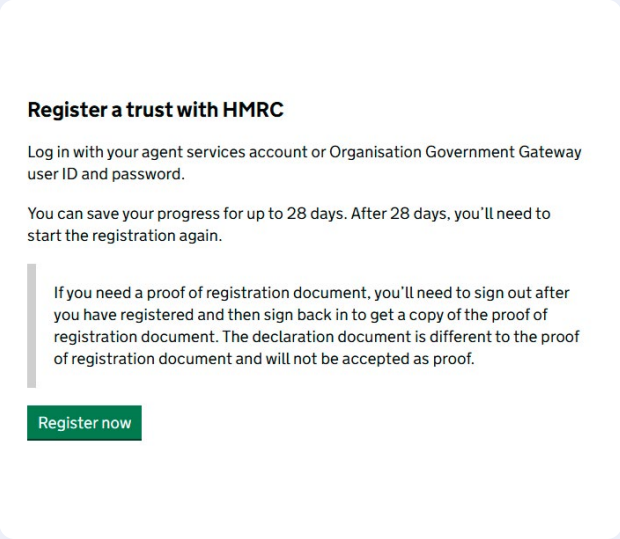
HMRC offer a trusts helpline that can be used for help with the Trust Registration Service.

The phone number is **0300 123 1072** and they are open Monday to Friday between 9am and 5pm.

Part 2: Apply for an Organisation Government Gateway user ID

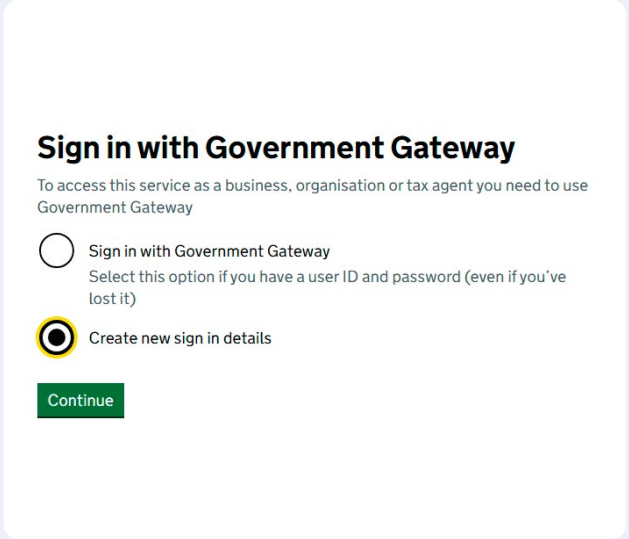
To be able to register a new Transact trust on the TRS, you must first obtain an Organisation Government Gateway user ID.

Step 1



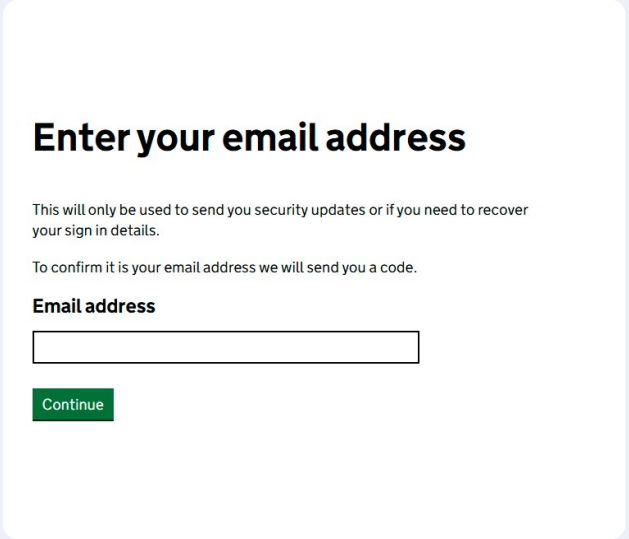
Go to: https://www.gov.uk/guidance/register-a-trust#register-a-trust-with-hmrc and scroll to the heading 'Register a trust with HMRC'. Click 'Register now'; this begins your unique session.

Step 2



Click 'Create new sign in details' and click 'Continue'.

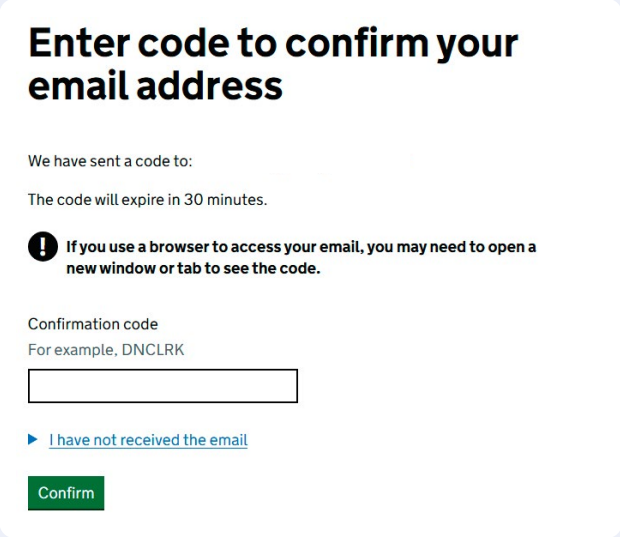
Step 3



Enter your email address and click 'Continue'.

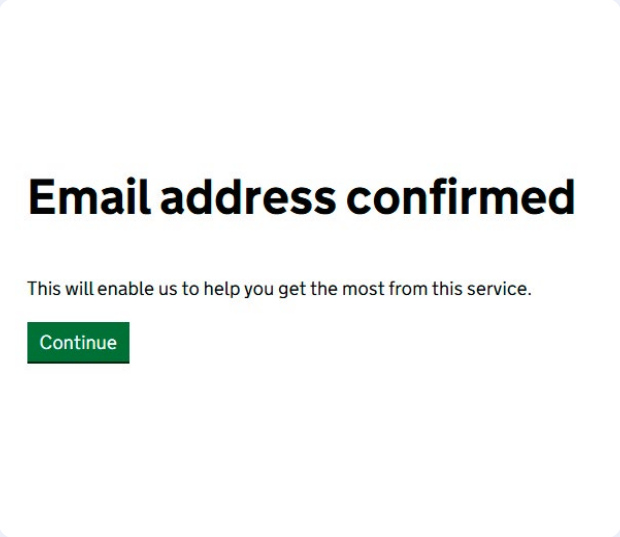
Apply for an Organisation Government Gateway user ID

Step 4



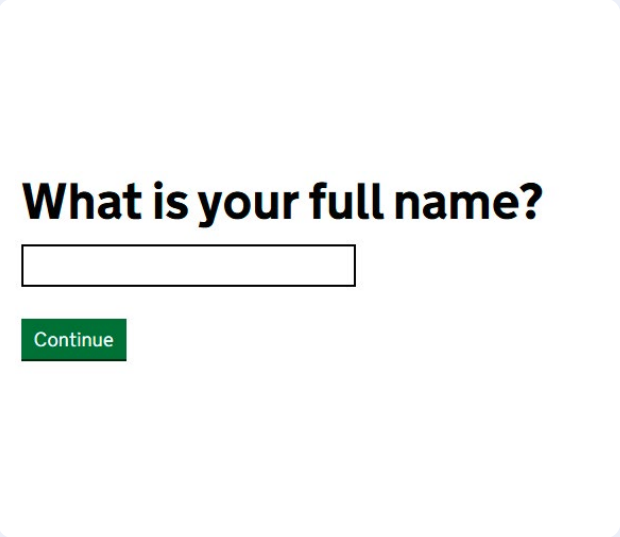
Enter the code you received and click ‘Confirm’.

Step 5



After confirming your email address, click ‘Continue’.

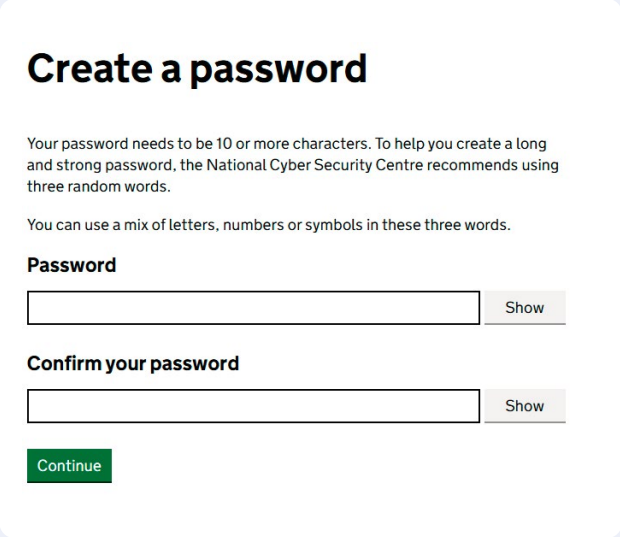
Step 6



Enter your full name and click ‘Continue’.

Apply for an Organisation Government Gateway user ID

Step 7



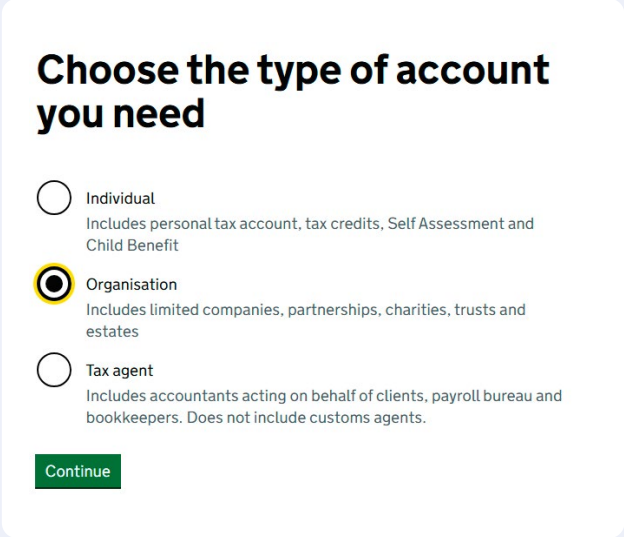
Create a strong password, re-enter it to confirm it, and click ‘Continue’.

Step 8



HMRC will provide you with a 12-digit user ID. Please keep a record of it and click ‘Continue’.

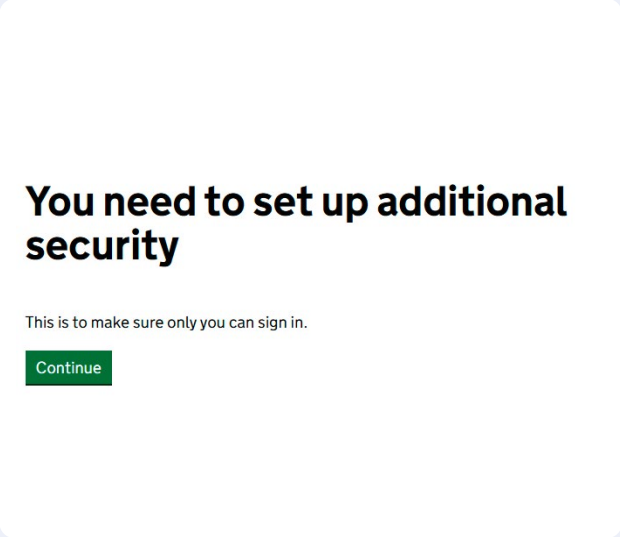
Step 9



Select ‘Organisation’ and click ‘Continue’.

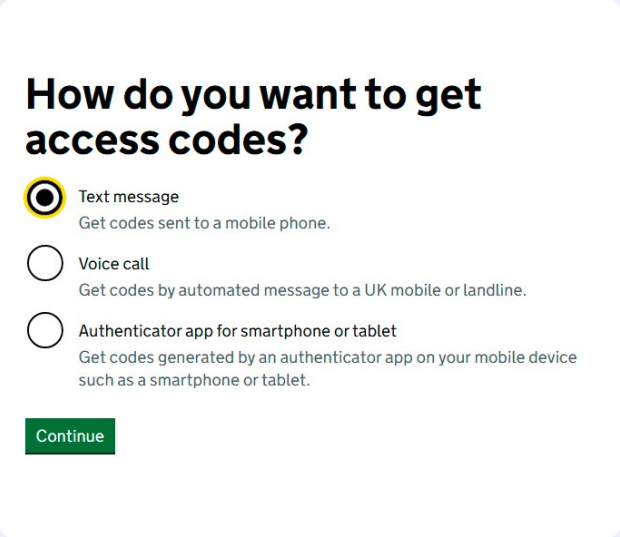
Apply for an Organisation Government Gateway user ID

Step 10



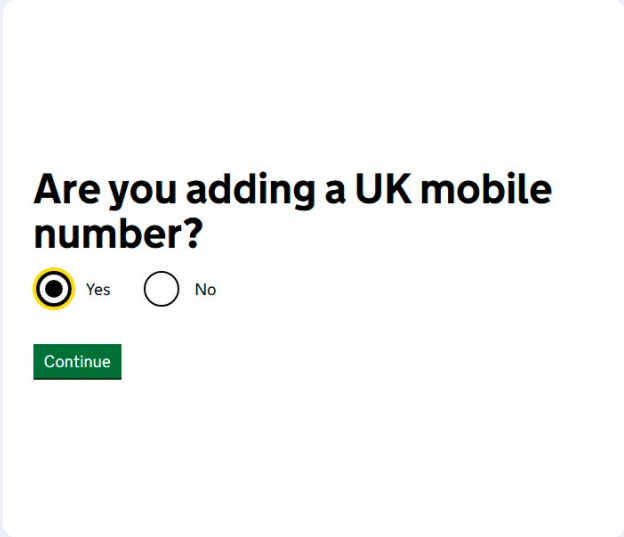
HMRC require additional security. Please select ‘Continue’ to proceed.

Step 11



Select how you wish to receive access codes from HMRC (this guide assumes the answer is ‘Text message’). Click ‘Continue’.

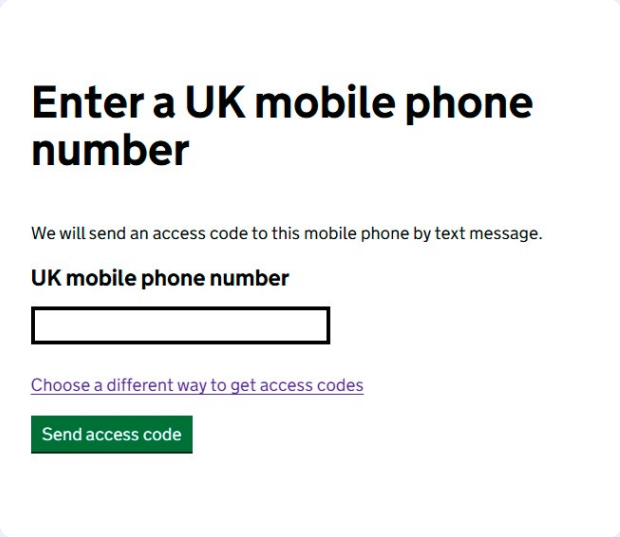
Step 12



Answer the question (this guide assumes that the answer is ‘Yes’), then click ‘Continue’.

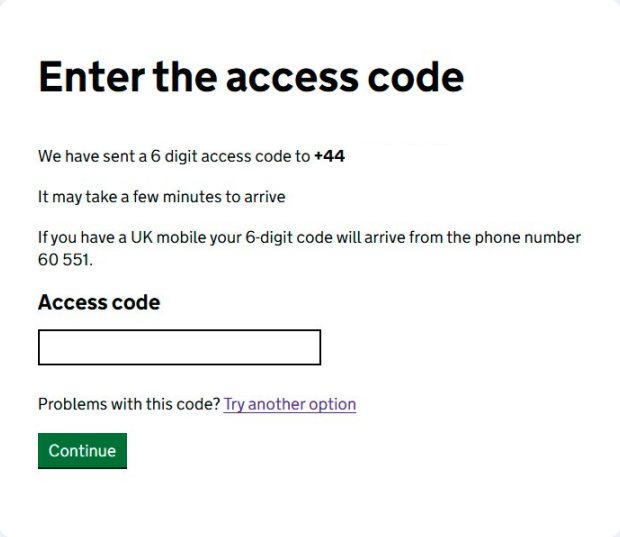
Apply for an Organisation Government Gateway user ID

Step 13



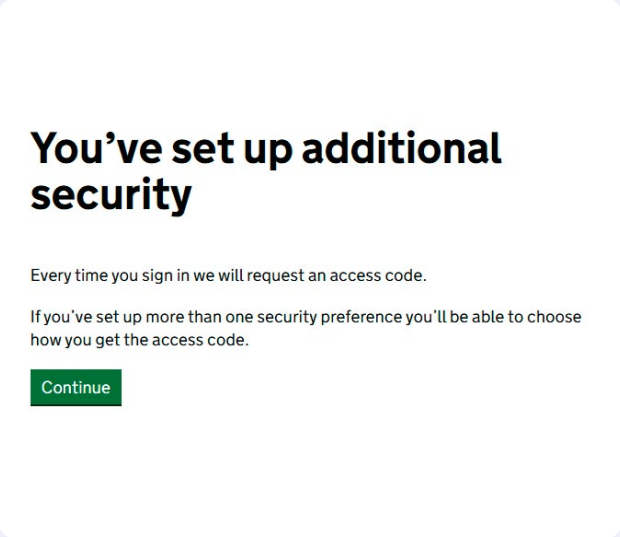
Enter your mobile number and click ‘Send access code’ to proceed.

Step 14



Enter the 6-digit access code received from HMRC and click ‘Continue’.

Step 15



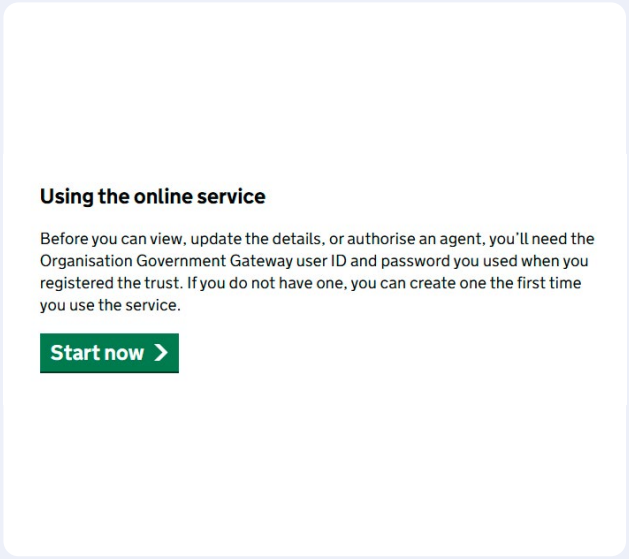
HMRC confirm that additional security is in place. You have now created an Organisational Government Gateway user ID.

Please proceed to **Part 3** that sets out how you can now register your new trust on the TRS.

Part 3: Register your new Transact trust on the TRS

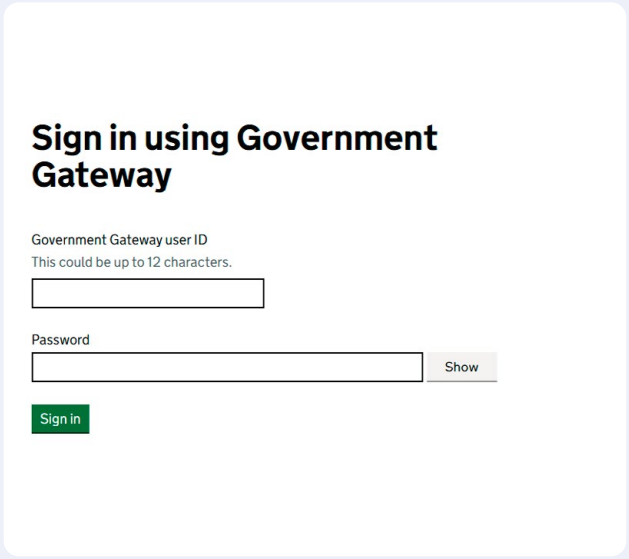
Now that you have created an Organisational Government Gateway user ID, you can register your new Transact trust on the TRS.

Step 1



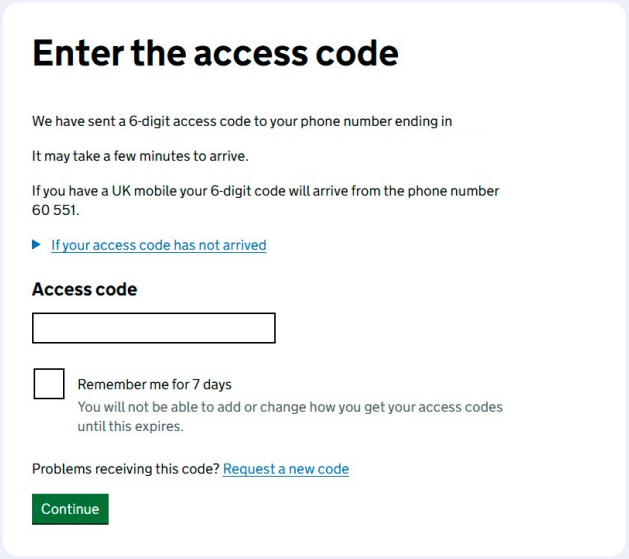
Go to: https://www.gov.uk/guidance/manage-your-trusts-registration-service#using-the-online-service, scroll to the end of the page and select 'Start now', this will begin your unique session.

Step 2



Sign in with your Government Gateway user ID and password and click 'Sign in' to continue.

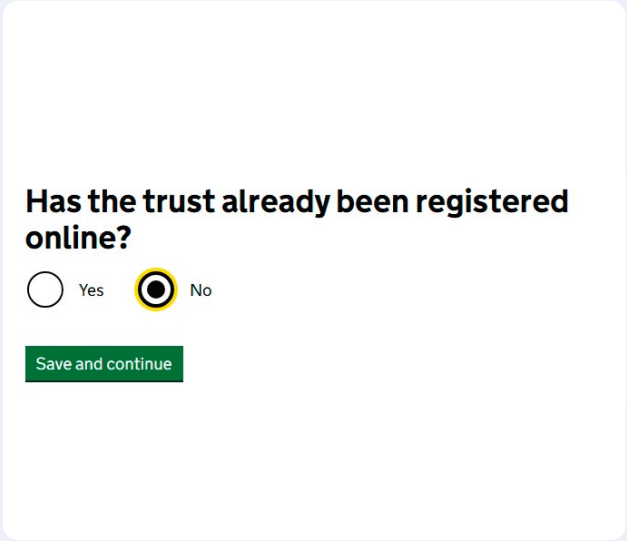
Step 3



Enter the access code sent to you by HMRC to your chosen security method set up in the previous part (this guide assumes text message) and click 'Continue'.

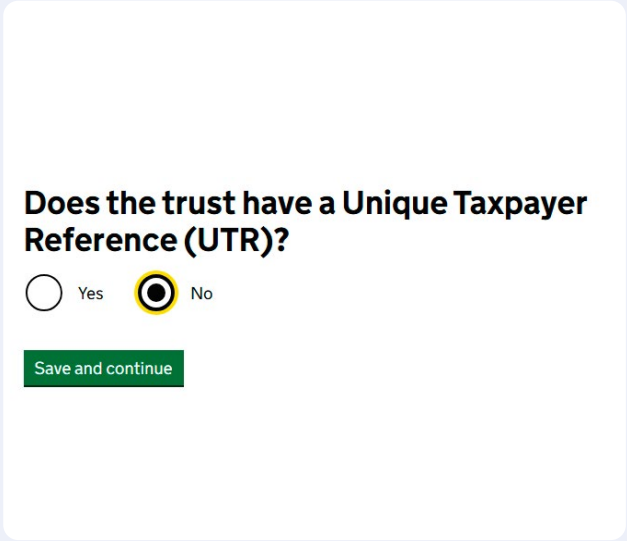
Register your new Transact trust on the TRS

Step 4



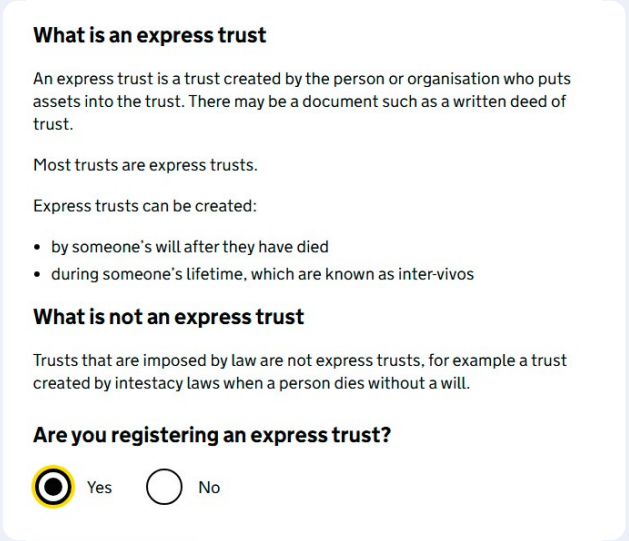
Confirm that the new trust has not already been registered then click ‘Save and continue’.

Step 5



Confirm that the new trust does not have a Unique Taxpayer Reference then click ‘Save and continue’.

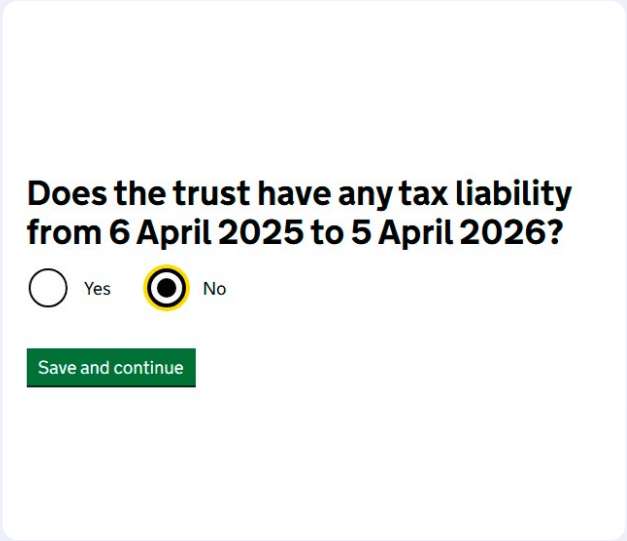
Step 6



Confirm that the new trust **is** an express trust, then click ‘Save and continue’.

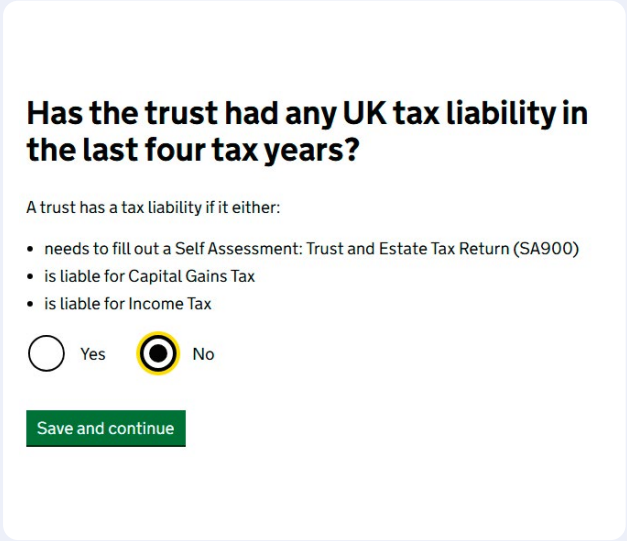
Register your new Transact trust on the TRS

Step 7



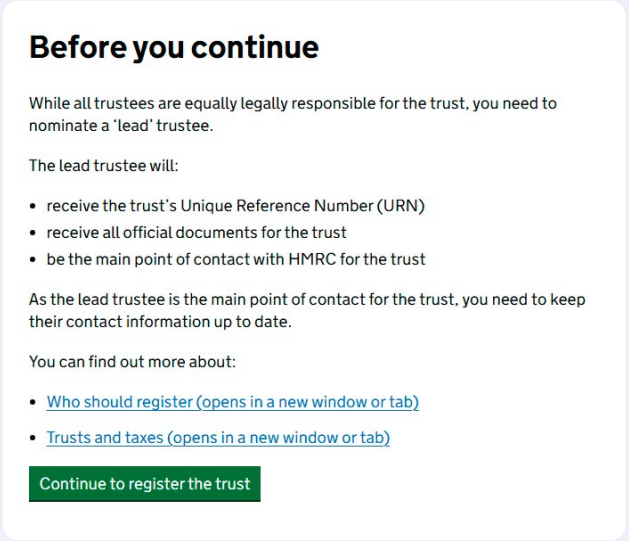
Confirm that the new trust does **not** have a tax liability in the current tax year, then click 'Save and continue'.

Step 8



Confirm that the new trust has not had a UK tax liability in the last four tax years, then click 'Save and continue'.

Step 9



Note that a lead trustee must be nominated. Click 'Continue to register the trust' to proceed.

Register your new Transact trust on the TRS

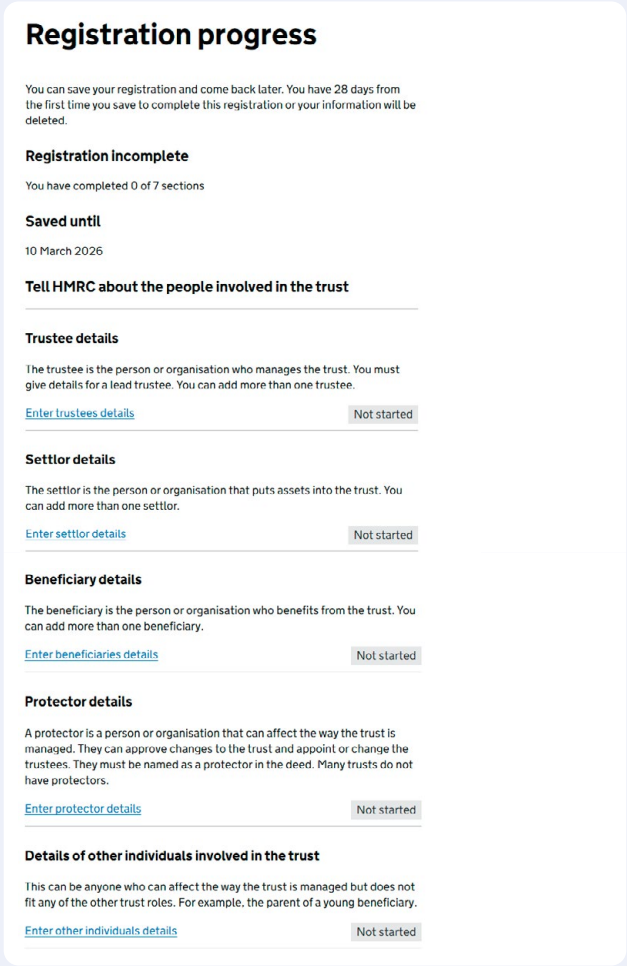
Step 10

You now need to complete all of the sections under the heading ‘Registration process’ before you can make a declaration and register the trust.

The sections are shown to the right.

On page 14 we have created a table that outlines the information required for each of these sections.

Please ensure this information is at hand when completing the registration process. You have 28 days to complete all of the sections, otherwise you will need to start again.



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.

Registration incomplete

You have completed 0 of 7 sections

Saved until

10 March 2026

Tell HMRC about the people involved in the trust

Trustee details

The trustee is the person or organisation who manages the trust. You must give details for a lead trustee. You can add more than one trustee.

Enter trustees details — Not started

Settlor details

The settlor is the person or organisation that puts assets into the trust. You can add more than one settlor.

Enter settlor details — Not started

Beneficiary details

The beneficiary is the person or organisation who benefits from the trust. You can add more than one beneficiary.

Enter beneficiaries details — Not started

Protector details

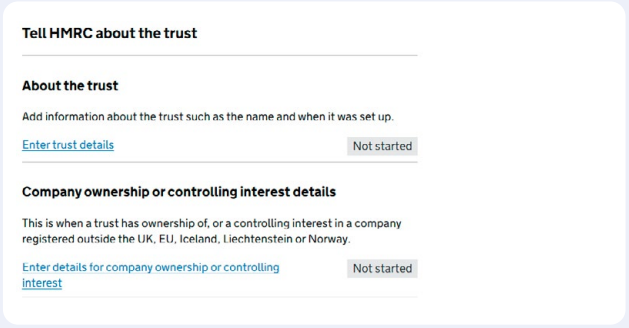
A protector is a person or organisation that can affect the way the trust is managed. They can approve changes to the trust and appoint or change the trustees. They must be named as a protector in the deed. Many trusts do not have protectors.

Enter protector details — Not started

Details of other individuals involved in the trust

This can be anyone who can affect the way the trust is managed but does not fit any of the other trust roles. For example, the parent of a young beneficiary.

Enter other individuals details — Not started



Tell HMRC about the trust

About the trust

Add information about the trust such as the name and when it was set up.

Enter trust details — Not started

Company ownership or controlling interest details

This is when a trust has ownership of, or a controlling interest in a company registered outside the UK, EU, Iceland, Liechtenstein or Norway.

Enter details for company ownership or controlling interest — Not started

Register your new Transact trust on the TRS

Section	Information needed	
Trust details	Trust name (53 character limit)	Has the trust acquired land/property since 06/10/2020?
	Trust creation date	
	Are the trustees UK-based?	Is the trust registered in any other countries in the EEA?
Settlor details	Name	Country of nationality
	Date of birth	Country of residence
	Date of death (if applicable)	Does the settlor have mental capacity?
Trustee/protector/ Other individuals details	Name	Address (lead trustee only)
	Date of birth	Email address (lead trustee only)
	Country of nationality	Phone number (lead trustee only)
	Country of residence	National insurance number (lead trustee only)
	Does the trustee have mental capacity? (not required for lead trustee)	
Beneficiary details (individuals)*	Name	Country of residence
	Date of birth	Does the beneficiary have mental capacity?
	Country of nationality	
Beneficiary details (class of beneficiaries)**	Enter a short description of each class, for example: 'All children and remoter issue of the settlor' (56 character limit)	
Company ownership or controlling interest details	Does the company have a controlling interest in any company outside the UK?	

*Enter details of known beneficiaries, including those who fall within a class of potential beneficiaries.

**Some trusts, for example the Transact Discretionary Trust, include classes of potential beneficiaries. A short description of each class should be entered here (note that there is a 56 character limit).

Please see below an example set of classes on the HMRC TRS that tally with those on the current version of the Transact Discretionary Trust.

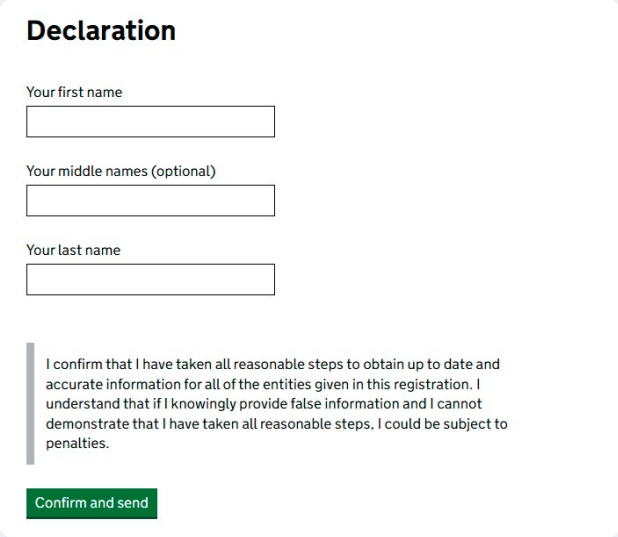
Class of beneficiaries	Any widow or widower of a settlor
	All children and remoter issue of the settlor
	Any person specified by trustees with settlor consent

Register your new Transact trust on the TRS

Step 10 continued

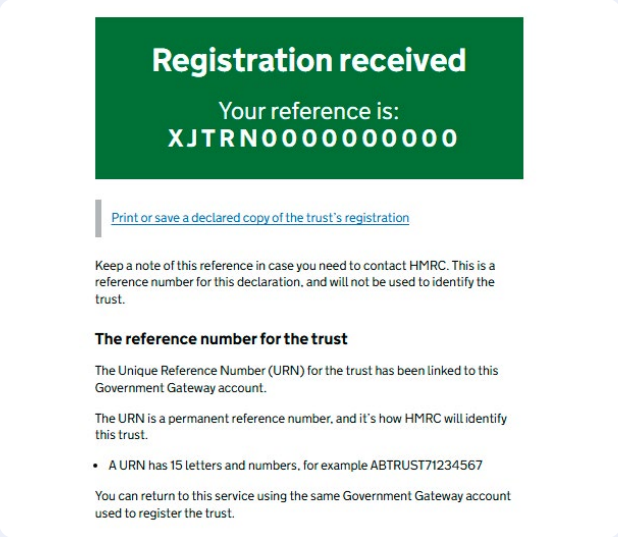
Once you have completed all of the sections, a ‘Continue to declaration’ button will appear.

Step 11



Enter your first name, middle names (if any), and your last name, then click ‘Confirm and send’.

Your trust is now registered

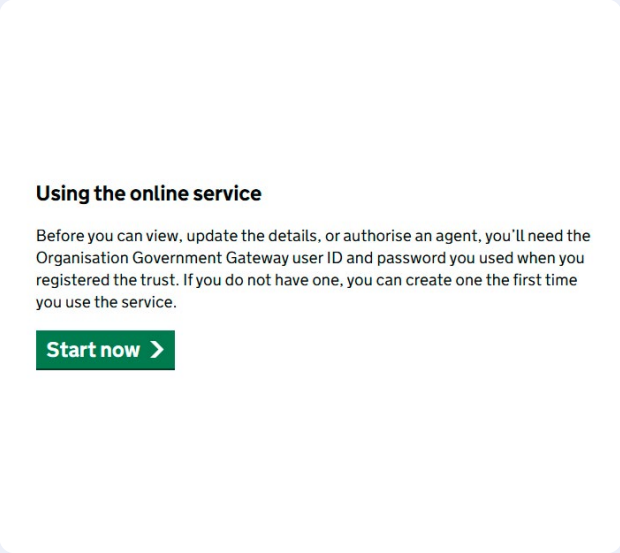


Keep a note of your reference number shown at this stage. You are now ready to proceed to the next part of this guide and obtain the TRS ‘Proof of Registration’ document.

Part 4: How to obtain the TRS ‘Proof of Registration’ document

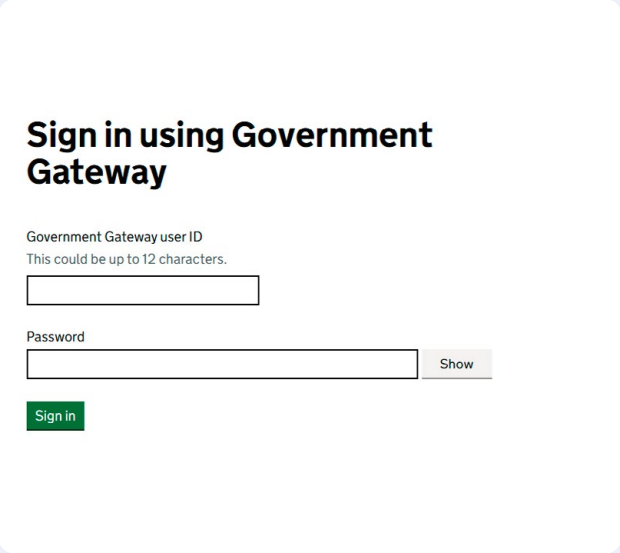
Once a trust is registered on the TRS, the trustees can download the pdf ‘Proof of Registration’ document.

Step 1



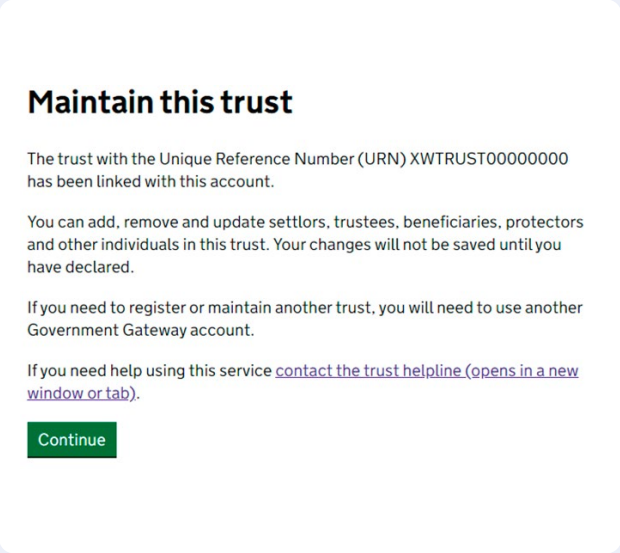
Go to: https://www.gov.uk/guidance/manage-your-trusts-registration-service#using-the-online-service, scroll to the end of the page and select ‘Start now’, this will begin your unique session.

Step 2



The trustees will need the ‘Organisation’ Government Gateway user ID and password that was used when the trust was registered.
Sign in with the Government Gateway user ID and password and click ‘Sign in’ to continue.

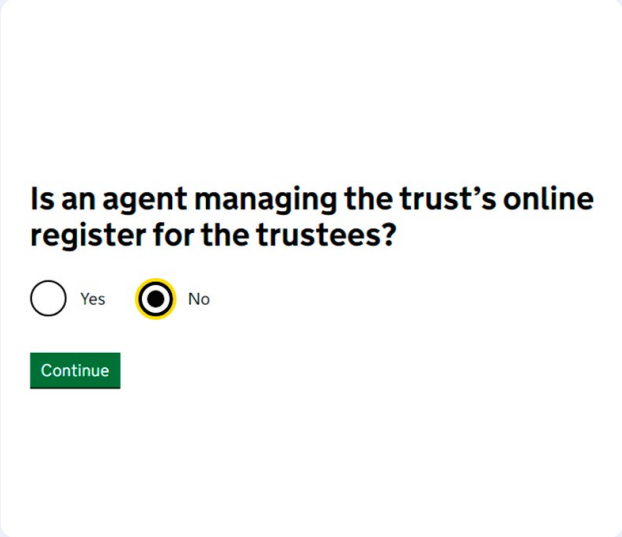
Step 3



Click ‘Continue’ to proceed.

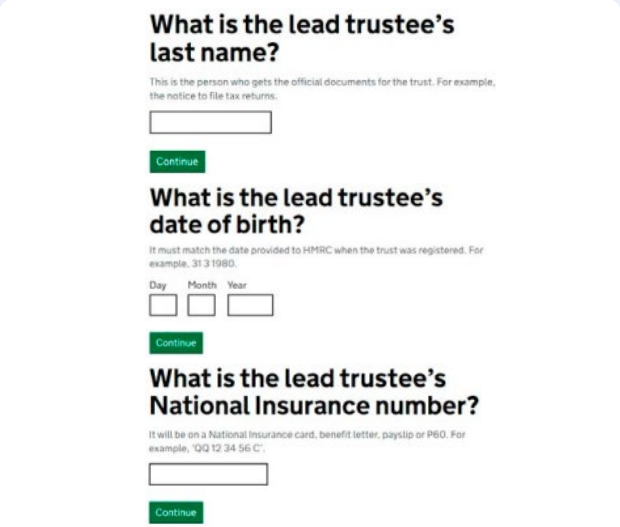
How to obtain the TRS ‘Proof of Registration’ document

Step 4



Select ‘No’ and click ‘Continue’.

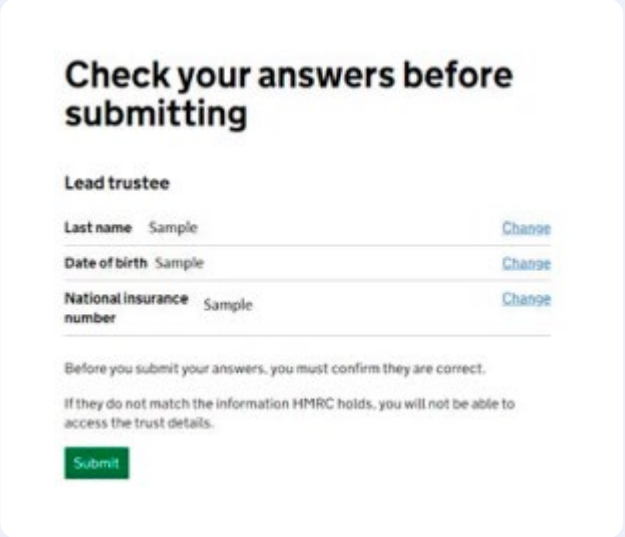
Step 5



At this stage, the HMRC website will ask a series of security questions, for example:
- names
- date of birth
- National Insurance number.

Enter the answer to each question and click ‘Continue’ at each prompt.

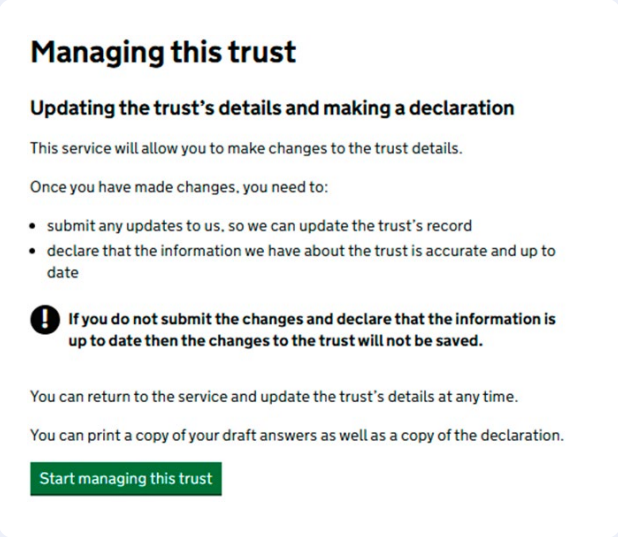
Step 6



Click ‘Submit’ once you have answered all questions, and ‘Continue’ once HMRC confirm that the questions have been answered successfully.

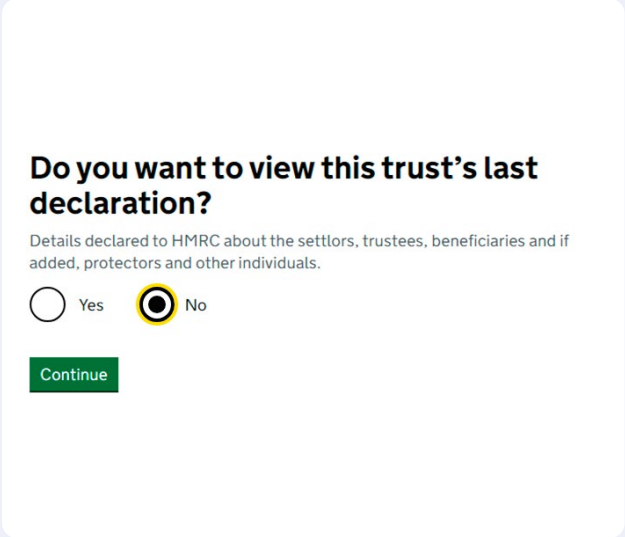
How to obtain the TRS ‘Proof of Registration’ document

Step 7



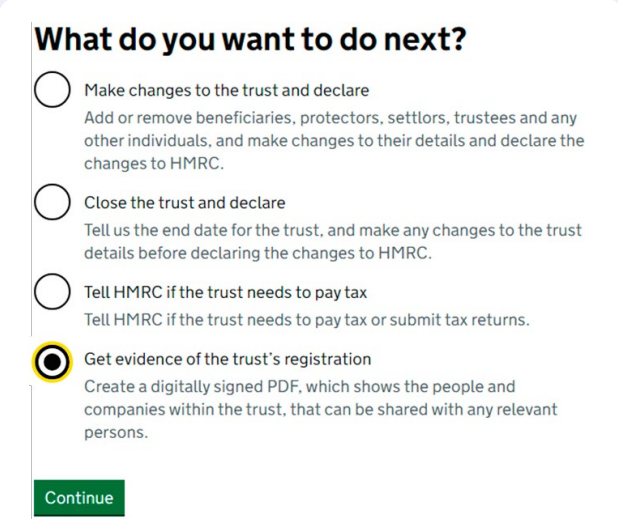
Click ‘Start managing this trust’.

Step 8



Select ‘No’ and click ‘Continue’.

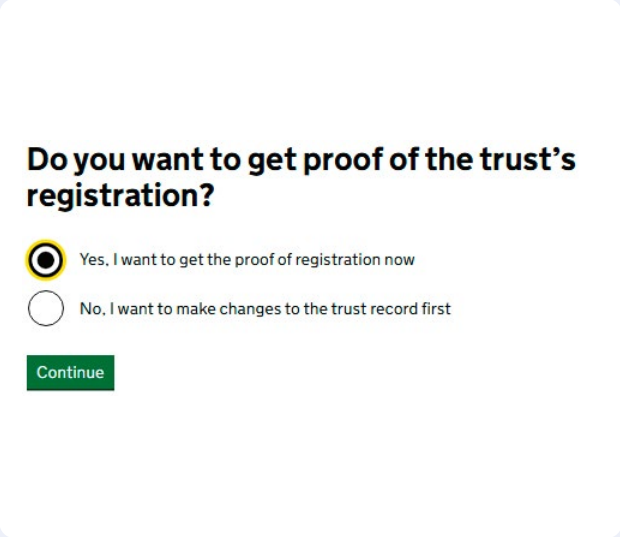
Step 9



Select ‘Get evidence of the trust’s registration’ and click ‘Continue’.

How to obtain the TRS ‘Proof of Registration’ document

Step 10

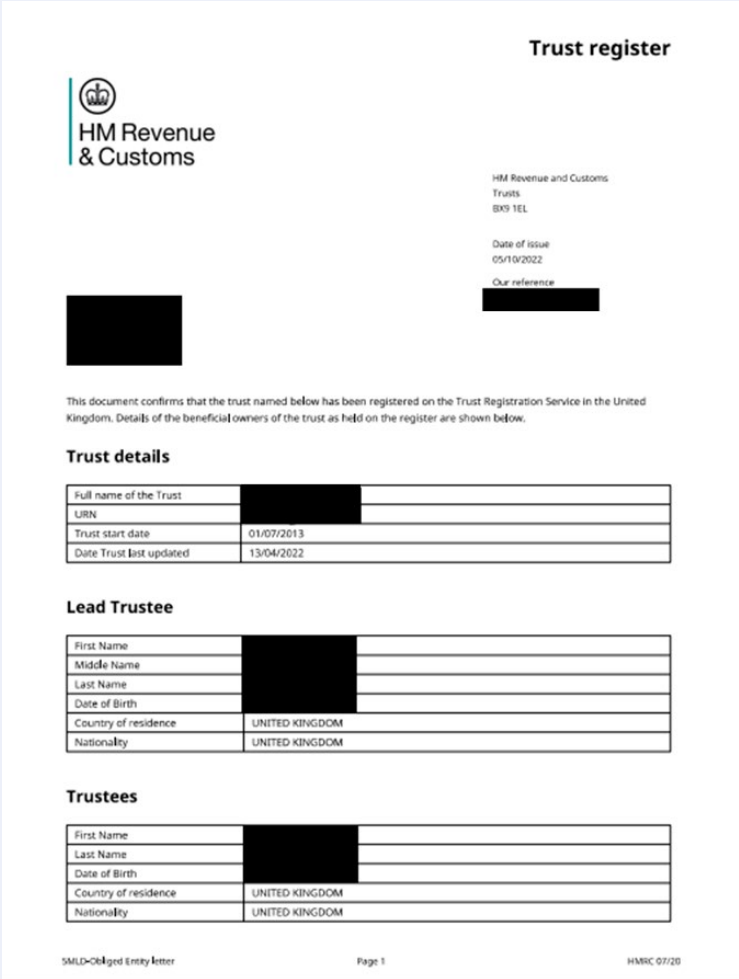


Click ‘Yes’ then ‘Continue’.

A PDF of the ‘Proof of Registration’ document should now have opened. Save the document electronically and give a copy to the Relevant Person.

View the next page for a redacted example of the ‘Proof of Registration’ document.

Appendix: Redacted example of the ‘Proof of Registration’ document



Trust register

HM Revenue & Customs

HM Revenue and Customs
Trusts
BX9 1EL

Date of issue
05/10/2022

Our reference
[redacted]

[redacted]

This document confirms that the trust named below has been registered on the Trust Registration Service in the United Kingdom. Details of the beneficial owners of the trust as held on the register are shown below.

Trust details

Full name of the Trust	[redacted]
URN	
Trust start date	01/07/2013
Date Trust last updated	13/04/2022

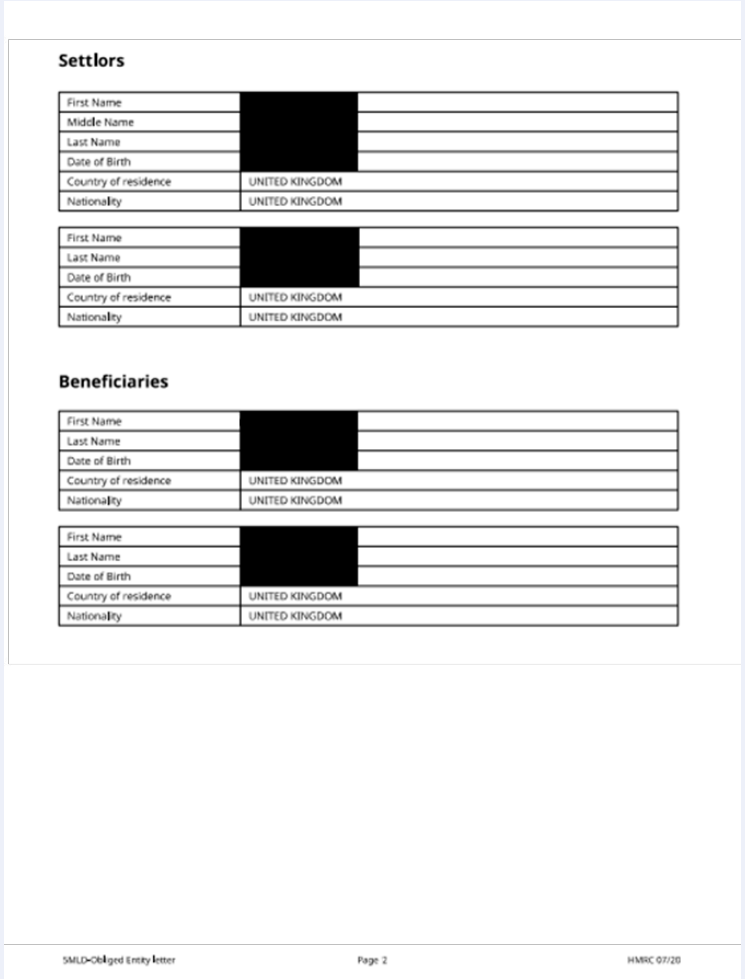
Lead Trustee

First Name	[redacted]
Middle Name	
Last Name	
Date of Birth	
Country of residence	UNITED KINGDOM
Nationality	UNITED KINGDOM

Trustees

First Name	[redacted]
Last Name	
Date of Birth	
Country of residence	UNITED KINGDOM
Nationality	UNITED KINGDOM

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Settlors

First Name	[redacted]
Middle Name	
Last Name	
Date of Birth	
Country of residence	UNITED KINGDOM
Nationality	UNITED KINGDOM

First Name	[redacted]
Last Name	
Date of Birth	
Country of residence	UNITED KINGDOM
Nationality	UNITED KINGDOM

Beneficiaries

First Name	[redacted]
Last Name	
Date of Birth	
Country of residence	UNITED KINGDOM
Nationality	UNITED KINGDOM

First Name	[redacted]
Last Name	
Date of Birth	
Country of residence	UNITED KINGDOM
Nationality	UNITED KINGDOM

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