



Application for Vault Services Small Self-Administered Scheme

This document constitutes an application for a SSAS Bullion Account with The Royal Mint Limited 'TRM' and should be read carefully.

The Trustee, Administrator and the Members must complete and sign this form.

Once completed, please return the original document to your Scheme Administrator.

TRM will only accept applications from schemes registered with HMRC.

Please note that we require a certified copy of the Acknowledgement of Registration issued by HMRC.

Please kindly note that no further action will be taken with regard to your enquiry until this form has been completed.

If you have any questions relating to this please contact TRM Bullion team on:

+44 (0) 1443 623146.

Please complete in BLOCK CAPITALS.

1. Details of the Small Self-Administered Scheme

Scheme Name	
Scheme Correspondence Address	
	Post Code
HMRC Registration no.	

Please note that we require a certified copy of the Acknowledgement of Registration issued by HMRC.

2. Employer Details

Company Name	
Registered Company Address	
	Post Code

3. Professional Administrator Details

Company Name	
Company Address	
	Post Code
Contact Name	
Phone Number	
Email Address	
Company Registration no.	
FCA Registration Number (if applicable)	
HMRC Registration no.	

4. Pension Trustee (if applicable)

Company Name	
Registered Company Address	
	Post Code
Contact Name	
Phone Number	
Email Address	

5. Member Trustee(s) Details (please indicate **one** Member Trustee who we can email details for online access)

Member Trustee – online details to this Member Y/N?	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Title								
Surname								
Forename(s) (in full)								
Address								
	Post Code							
Phone Number								
Email Address								
Date of Birth	D	D	M	M	Y	Y	Y	Y
National Insurance Number								

Member Trustee – online details to this Member Y/N?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title		
Surname		
Forename(s) (in full)		
Address		
	Post Code	

Member Trustee(s) Details (continued)

Phone Number

Email Address

Date of Birth

National Insurance Number

D	D	M	M	Y	Y	Y	Y

Member Trustee – online details to this Member Y/N?

Title

Surname

Forename(s) (in full)

Address

Yes No

Post Code

Phone Number

Email Address

Date of Birth

National Insurance Number

D	D	M	M	Y	Y	Y	Y

Member Trustee – online details to this Member Y/N?

Title

Surname

Forename(s) (in full)

Address

Yes No

Post Code

Phone Number

Email Address

Date of Birth

National Insurance Number

D	D	M	M	Y	Y	Y	Y

If there is insufficient space for all Member Trustees, please copy this page and complete accordingly.

Member Trustee – online details to this Member Y/N?	<input type="checkbox"/> Yes	<input type="checkbox"/> No					
Title	<input type="text"/>						
Surname	<input type="text"/>						
Forename(s) (in full)	<input type="text"/>						
Address	<input type="text"/>						
	<input type="text"/>						
	Post Code						
Phone Number	<input type="text"/>						
Email Address	<input type="text"/>						
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Insurance Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Identity Verification – required for all Members

A copy of one of the following:

List A – Proof of Identity	
– A valid passport	<input type="checkbox"/>
– A valid photocard driving licence (full or provisional)	<input type="checkbox"/>
– If the customer has neither of the above then request an original birth certificate (plus marriage certificate if there has been a change of name)	<input type="checkbox"/>

A copy of one of the following:

List B – Proof of Address	
– A utility bill (not a mobile phone bill) or a credit card or bank statement dated within the last three months	<input type="checkbox"/>
– A valid photocard or paper driving licence (full or provisional) – note this item cannot be used if it has already been used in respect of List A	<input type="checkbox"/>
– Evidence of entitlement to governed benefits, tax credits or pension	<input type="checkbox"/>

7. Scheme Bank Account Details

Bank Name	
Address	
	Post Code
Account Name	
Account Number	
Sort Code	

Please note that payments from TRM will only be made to the above account. Any change must be notified to TRM and be authorised by the Professional Trustee.

8. Online Account Information

An email will be sent to the Member specified in Section 5 using the email provided. As part of the security measures of dealing online, we may need to obtain further verification in the form of a Security Question. Please complete the standard question below. This may be changed at a later date by logging into the online account.

Security Question	Security Answer
Please confirm your mother's maiden name	

9. Initial Payments and account closure

On account opening, a payment can be made into TRM Bullion account for the SSAS, from which trading can then be undertaken by the Member. The payment will need to be authorised by the Professional Administrator. Please specify the initial amount you wish to transfer – this **must** be completed.

Amount:

The Members may request closure of the account at any time. An account closure form will need to be completed and authorised by both the Members and the SSAS Professional Administrator. All funds will be transferred to the SSAS Bank Account recorded in Section 6. The closure form is available from TRM on request.

10. Declaration and Authority to open a Bullion Account

By executing this application the Scheme Administrator and each Member Trustee gives these declarations:

- You request that a Bullion Account be opened with TRM and authorise us to open such account and act in accordance with instructions provided in accordance with this form.
- You confirm that the information given in this form is true and complete and authorise us to use the information provided to help us meet our legal and regulatory obligations and for any other purposes that we reasonably consider necessary. Furthermore, we may disclose information we hold about you to, and search the records of, licensed credit reference agencies and other organisations that help reduce the incidence of fraud or in the course of carrying out identity, fraud prevention and credit control checks, including information from the Electoral Register. Information contained in this form may be passed to a credit reference

agency in regard to all parties concerned. In addition, you consent to the holding and use of “personal data” in accordance with the Data Protection Act 1998 and in accordance with TRM’s Privacy Policy (a copy of which is available on request or on our website at www.royalmintbullion.com).

- You confirm that TRM is entitled to rely on any instruction provided using the security information it requires from time to time. You understand that if you want to appoint a user to issue instructions on your behalf, you must provide such information relating to that user as TRM may from time to time request.
- You shall inform us promptly if anything stated in this application form changes.
- You understand and agree to be bound by TRM’s Terms and Conditions for the Purchase and Storage of Bullion (available on request and on our website at www.royalmintbullion.com) and that storage charges will apply for this service which must be settled in accordance with our terms.
- The purchase of gold bullion is allowed as per the rules of the SSAS.
- You understand that once an order is placed, it is not possible to cancel that order. As TRM’s prices are determined by the live gold spot prices, the goods TRM supplies are dependent on fluctuations in financial markets. As a result there is no statutory right to return or cancel an order once placed under the Consumer Contracts Regulations 2013.

11. Declaration and Authority to open an Account (continued)

By executing this application form, the Trustee and Administrator agree/confirm that they want to open a Bullion Account and instruct TRM to do so and to provide the services offered under it as set out in this Application Form and that we may accept instructions from the Member and any other relevant user in relation to the Member’s account.

Authorised Administrator Signatory

Name									
Signature									
Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">Y</td> <td style="width: 12.5%; text-align: center;">Y</td> <td style="width: 12.5%; text-align: center;">Y</td> <td style="width: 12.5%; text-align: center;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
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Scheme Trustee Signatory

By signing this application form the Member consents to the Trustee and/or the Scheme Administrator, as appropriate, opening a Bullion Account and TRM carrying out the enquiries specified in the application form.

Name	
Signature	
Date	D D M M Y Y Y Y

Member's signature

Name	
Signature	
Date	D D M M Y Y Y Y

Member's signature

Name	
Signature	
Date	D D M M Y Y Y Y

Member's signature

Name	
Signature	
Date	D D M M Y Y Y Y

Member's signature

Name	
Signature	
Date	D D M M Y Y Y Y

Member's signature

Name

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Signature

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Date

D	D	M	M	Y	Y	Y	Y
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Member's signature

Name

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Signature

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Date

D	D	M	M	Y	Y	Y	Y
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If there is not enough space on this form for all the Trustees, please copy this page and complete accordingly.