



Application for Vault Services Small Self-Administered Scheme

This document constitutes an application for a SSAS bullion account with The Royal Mint and should be read carefully. The Trustee, Administrator and the Members must complete and sign this form.

Once completed, please return this document to The Royal Mint at:

Bullion Customer Services Team
The Royal Mint
Llantrisant
Pontyclun
CF72 8YT

The Royal Mint will only accept applications from schemes registered with HM Revenue and Customs. We will 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 The Royal Mint Bullion team:

Tel: 0345 600 5014

Email: financialproducts@royalmint.com

1. Details of Small Self-Administered Scheme

Scheme Name	
Scheme Correspondence Address	
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	

3. Professional Administrator Details

Company Name	
Company Address	
Contact Name	
Phone Number	
Email Address	
Company Registration No.	
FCA Registration No. (if applicable)	
HMRC Registration No.	

4. Professional Trustee (if applicable)

Company Name	
Registered Company Address	
Contact Name	
Phone Number	
Email Address	

5. Member Trustee(s) Details

Please indicate **one** Member Trustee who we can email details for online access.

Online Details to this Member? (One only)	Yes		No					
Title	Mr		Miss		Mrs		Ms	
	Other Title:							
Surname								
Forenames (in full)								
Address								
Phone Number								
Email Address								
Date of Birth								
National Insurance Number								

Online Details to this Member? (One only)

Yes No

Title

Mr Miss Mrs Ms

Other Title:

Surname

Forenames (in full)

Address

Phone Number

Email Address

Date of Birth

National Insurance Number

Online Details to this Member? (One only)

Yes No

Title

Mr Miss Mrs Ms

Other Title:

Surname

Forenames (in full)

Address

Phone Number

Email Address

Date of Birth

National Insurance Number

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

Online Details to this Member? (One only)	Yes		No					
Title	Mr		Miss		Mrs		Ms	
	Other Title:							
Surname								
Forenames (in full)								
Address								
Phone Number								
Email Address								
Date of Birth								
National Insurance Number								

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 Member as neither of the above – 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 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	
Account Number	
Sort Code	

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

8. Online Account Information

An e-mail will be sent to the Member specified in Section 5 using the e-mail address 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 The Royal Mint 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 below the initial amount you wish to transfer:

Initial Amount	
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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 Professional Administrator. All funds will be transferred to the SSAS Bank Account recorded in Section 7. The closure form is available from The Royal Mint on request.

10. Marketing

We would like to keep you up to date with information about our competitions, products, services, offers, and news that may interest you. If that is of interest, please select the relevant boxes below. By doing so you are acknowledging that you are above the age of 16 and consent to being contacted in the manner described.

By Email	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
By Post	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
By Phone	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

11. 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 The Royal Mint and authorize 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 authorize 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 The Royal Mint's Privacy Policy (a copy of which is available on request or on our website at www.royalmintbullion.com)
- You confirm that The Royal Mint 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 the user as The Royal Mint 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 The Royal Mint'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 The Royal Mint's prices are determined by the live gold spot prices, the goods The Royal Mint supplies are dependent on fluctuations in financial markets. As a result there is no statutory right to return or cancel an order placed once placed under the Consumer Contracts Regulations 2013
- Except in relation to fraud or fraudulent misrepresentation, the liability of the Professional Trustee specified in section 4 shall be limited to such assets there are in the SSAS, the said liability shall cease if the Professional Trustee ceases to act as a Trustee to the SSAS.

12. 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 The Royal Mint 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

Signed	Name
For and on behalf of	
Date	

Scheme Trustee Signatory

Signed	Name
Date	

Member's Signature

Signed	Name
Date	

Member's Signature

Signed	Name
Date	

Member's Signature

Signed	Name
Date	

Member's Signature

Signed	Name
Date	

Member's Signature

Signed	Name
Date	

Member's Signature

Signed	Name
Date	

If there is not enough space on this form for all Members, please copy this page and complete accordingly.