

Doing trust business with Quilter



This guide will assist you with the process of creating a new trust using a Quilter trust deed and how to place an investment for a trust which already exists (eg a Will trust or one drafted by a solicitor)

Existing trusts - Use these steps if the trust already exists

An existing trust is one which has already been declared prior to investment with Quilter. Common examples include Will Trusts, trusts contained in a deed of variation, personal injury trusts and trusts created using a deed from another investment product provider. Trusts can apply for either the Collective Investment Bond (CIB) or a Collective Investment Account (CIA).

- Note** – Use the **Online completion notes for trust investors** and supplementary notes for the **CIB** and **CIA**, available from our website, [quilter.com](https://www.quilter.com). They will help you gather the information you need to apply online.
- Once you have the details you can logon and follow the steps below.

Step 1

Create a new client record for each Trustee and named beneficiary. This includes any beneficiary entitled to trust property (such as a beneficiary with an absolute entitlement or an interest in possession), or a discretionary beneficiary who is in receipt of trust income (or will be once the investment is completed). For CIB, create a record for each life assured - where the life assured is a trustee or named beneficiary the same client record can be used.

Step 2

Create a client record for the trust, eg 'The ABC Will Trust'.

Step 3

Complete an online CIA or CIB application under the client record for the trust. Select the trustee/beneficiary/lives assured details when prompted. Follow the application steps and complete the relevant declarations then submit.

Step 4

Download and complete the **Tax Declaration and CoVI** form as well as the following as applicable to the application: **Fee authorisation record***, Direct Debit Instruction; Transfer Authority ******; Cheque Remittance Advice Slip. The documents required will appear at the end of the online process.

Step 5

Send payment to Quilter, as well as the Tax Declaration and CoVI form, any other applicable paperwork and the proof of trust registration document. **Click here to view a step-by-step guide for registering your trust.**

- Note** – Where an adviser fee is requested, you can confirm online that your client has authorised the fee. **A signed Fee authorisation record* must be obtained and kept on your files** to fulfil our FCA obligation to obtain and validate clients' instructions. We will request samples of these forms from you from time to time.

**The form is available on our website, however, a personalised version can be printed during the online application process. Alternatively, if you are using our 'Online Completion Notes' (data capture form), you can use and retain that document to capture fee authorisation from the client, if preferred.*

- All UK resident trusts must be registered unless covered by an exemption. **You must send the proof of registration document** (available from HMRC's trust registration service) alongside the application. If the trust is exempt, complete the relevant section in the Tax Declaration and CoVI form.
- For CIA transfers, your client will need to sign a **Transfer Authority form** for each transfer**.

***Transfer authority forms are available from our website, but personalised versions can be produced during the online application process. For transfers that can be carried out electronically, you do not need to send the transfer authorities to us but you should retain them in your records. The online screens clarify which providers facilitate electronic transfers.*

Creating a Quilter Trust (CIB only)

Lifestyle Trust, Discretionary Trust (settlor excluded), Probate Trust, Absolute Trust available from our website, [click here](#).

- Note** – Use the online completion notes for **joint investors** or **individuals** (as applicable) and supplementary notes for the **CIB**, available from our website, [quilter.com](#). They will help you gather the information you need to apply online.
- Once you have the details you can logon and follow the steps below.

Step 1

Create a client record for each settlor (the person creating the trust) and life assured. For a Lifestyle Trust, neither the settlor nor their spouse/civil partner can be a life assured.

Step 2

Complete an online application for a Collective Investment Bond.

- For joint settlors, start the application from the record of one of the settlors; you will then be able to select others from the records created in Step 1.
- See also note i) below regarding initial fees.

Step 3

Complete the relevant trust deed including the **Tax Declaration and CoVI form** for the trust - available from our [website](#). Follow the notes for completing and dating contained in the deed.

Step 4

Download and complete the following (as applicable to the application): **Fee authorisation record*** for any initial fees; Cheque Remittance Advice Slip. The documents required will appear at the end of the online process.

Step 5

Send the trust deed and payment to Quilter, as well as the Tax Declaration and CoVI form and any other applicable paperwork. If you would like Quilter to continue to facilitate ongoing servicing fees, model portfolios or phased investment which were in place prior to the assignment to trustees, send the CIB authorisation form at this point.

Step 6

The CIB will be issued in the name of the settlor. Quilter will declare the trust and assign the bond into that trust. See note ii) below.

Step 7

Once the trust has been declared, the trustees must register within 90 days of the trust date. Proof of registration document must be submitted to Quilter. **Click here to view a step-by-step guide for registering your trust**

- Note** i) Where an adviser initial fee is requested, you can confirm online that your client has authorised the fee. **A signed Fee authorisation record* must be obtained and kept on your files to fulfil** our FCA obligation to obtain and validate clients' instructions. We will request samples of these forms from you from time to time.

**The form is available on our website, however, a personalised version can be printed during the online application process. Alternatively, if you are using our 'Online Completion Notes' (data capture form), you can use and retain that document to capture fee authorisation from the client, if preferred.*

- ii) Once in trust, the ownership of the bond changes as it is passed to the trustees. This means some instructions will be cancelled and must be set up again (and re-authorised by the trustees) as described at step 5 above. These include:
- adviser ongoing servicing fees
 - phased investment instructions
 - portfolio investments (including MPS or DIM portfolios)
 - regular withdrawal instructions.

Designated Account (CIA only)

- Note** – Use the online completion notes for **joint investors** or **individuals** (as applicable) and supplementary notes for the **CIA**, available from our website, quilter.com. They will help you gather the information you need to apply online.
- Once you have the details you can log on and follow the steps below.

Step 1

Create a client record for each of the account holders (they will become the trustees after we have opened the account and applied the designation).

Step 2

Complete an online application for a Collective Investment Account in the names of the individual account holders.

Complete it as an account held by individuals, not as a trust application (we will transfer it into trust once we have noted the designation).

- Start the application from the record of one of the account holders; you will then be able to select joint holder from the record created in Step 1.
- See also note i) below regarding initial fees.

Step 3

Download and complete the following (as applicable to the application): **Fee authorisation record*** for any initial fees; Direct Debit Instruction; Transfer Authority; Cheque Remittance Advice Slip.

Step 4

Complete the **Designated Account Request form** and **Tax Declaration and CoVI form** - available from our website, quilter.com.

Step 5

Send the Designated Account Request form and payment to Quilter, as well as the Tax Declaration and CoVI and any other applicable paperwork.

Step 6

The CIA will be opened in the name of the account holder(s). Quilter will declare the trust and transfer the account into that trust, and the account holder(s) will then be the trustee(s). See note ii) below.

Step 7

Once the trust has been declared, the trustees must register within 90 days of the trust date.

The proof of registration document must be submitted to Quilter. **Click here to view a step-by-step guide for registering your trust**

Step 8

Where there is an ongoing servicing fee, complete a Fee authorisation record. The form is available on our website, quilter.com; it must be signed by all trustees and retained on your files.
You will need to submit the fee details online.

- Note** i) Where an adviser initial fee is requested, you can confirm online that your client has authorised the fee.
A signed Fee authorisation record* must be obtained and kept on your files to fulfil our FCA obligation to obtain and validate clients' instructions.

We will request samples of these forms from you from time to time.

**The form is available on our website, however, a personalised version can be printed during the online application process. Alternatively, if you are using our 'Online Completion Notes' (data capture form), you can use and retain that document to capture fee authorisation from the client, if preferred.*

- ii) Once in trust, the ownership of the CIA changes as it is passed to the trustees. This means some instructions will be cancelled and must be set up again (and re-authorised by the trustees). These include:

- adviser ongoing servicing fees
- phased investment instructions
- portfolio investments (including MPS or DIM portfolios)
- regular withdrawal instructions.

Discounted Gift Trust

Step 1

Complete the paper form '**Application for a Discounted Gift Trust with the Collective Investment Bond**' available from our website, [click here](#). Please note the instructions given on the first page of this form. Send the application to Quilter.

Step 2

Quilter will review the health declarations and contact the settlor's general practitioner for a medical report.

Step 3

While step 2 is underway, prepare supporting documentation - Trust deed (see completion notes for guidance), **Tax Declaration and CoVI form** and If you would like Quilter to continue to facilitate ongoing servicing fees, model portfolios or phased investment which were in place prior to the assignment to trustees, send the CIB authorisation form at this point.

Step 4

Once underwriting processes are completed, we will advise you of the discount and next steps for investing into the Collective Investment Bond and declaring the trust.

Step 5

Once the trust has been declared, the trustees must register within 90 days of the trust date. The proof of registration document must be submitted to Quilter. **Click here to view a step-by-step guide for registering your trust.**

Note

Once in trust, the ownership of the bond changes as it is passed to the trustees. This means some instructions will be cancelled and must be set up again (and re-authorised by the trustees) as described at step 3 above. These include:

- adviser ongoing servicing fees
- phased investment instructions
- portfolio investments (including MPS or DIM portfolios)
- regular withdrawal instructions.

Loan Trust

Step 1

Complete a Loan Trust deed available from our website, [click here](#). See the note below regarding the dating sequence; guidance notes are also contained within the deed.

Step 2

Complete the paper form '**Loan Trust application**' including the accompanying Tax Declaration and CoVI form, available from our website, [quilter.com](#).

Step 3

Send payment and all forms to Quilter.

Step 4

The trustees must register within 90 days of the trust date. The proof of registration document must be submitted to Quilter. **Click here to view a step-by-step guide for registering your trust.**

Note

The dating sequence for the Loan trust documents is imperative. **They must be dated in this order:**

1. Cheque
2. Trust deed
3. Loan Trust application form.

quilter.com

This communication is issued by Quilter, a trading name of Quilter Investment Platform Limited, who provides an Individual Savings Account (ISA), Junior ISA (JISA), and Collective Investment Account (CIA).

Quilter Investment Platform Limited is registered in England and Wales under number 01680071.

Registered office at Senator House, 85 Queen Victoria Street, London, EC4V 4AB.

Quilter Investment Platform Limited is authorised and regulated by the Financial Conduct Authority under reference number 165359.

Quilter uses all reasonable skill and care in compiling the information in this communication and in ensuring its accuracy, but no assurances or warranties are given. You should not rely on the information in this communication when making investment decisions. Nothing in this communication constitutes advice or a personal recommendation. This communication is for information purposes only and is not an offer or solicitation to buy or sell any Quilter product.

Data from third parties is included in this communication and those third parties do not accept any liability for errors and omissions. You should read the important information provided by the third parties, which can be found at [quilter.com/third-party-data](https://www.quilter.com/third-party-data).

Approver: Quilter

QIP 21284/206/16577/June 2026