MASTER'S OFFICE TRUST ONLINE REGISTRATION

SYSTEM, PLATFORM THAT CAN ASSIST YOU AND

MANAGE YOUR RISK AND QUESTIONS

The "superhuman" accountant - "my accountant has everything under control"





The gap...

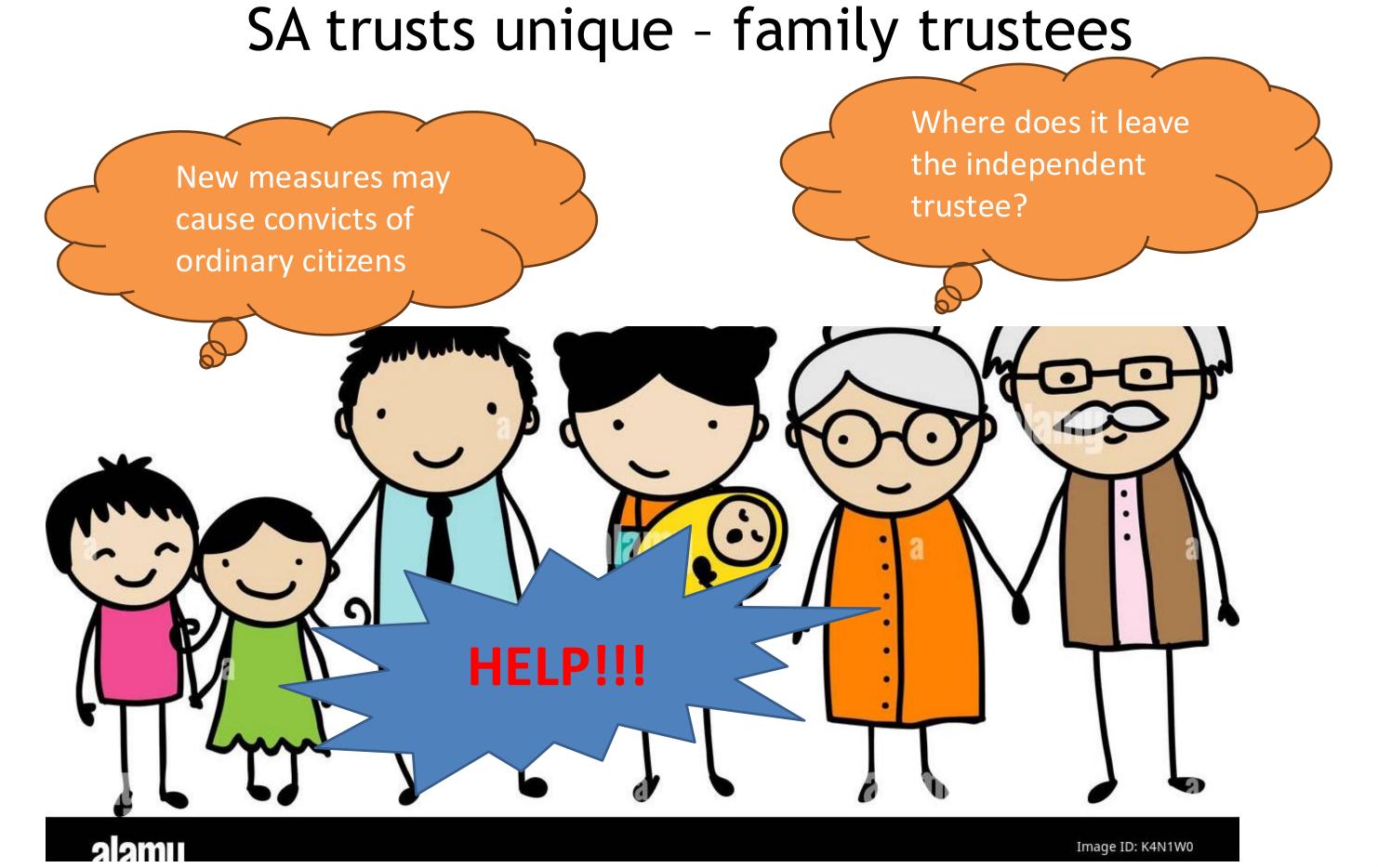
Setting up a trust

Accounting and tax



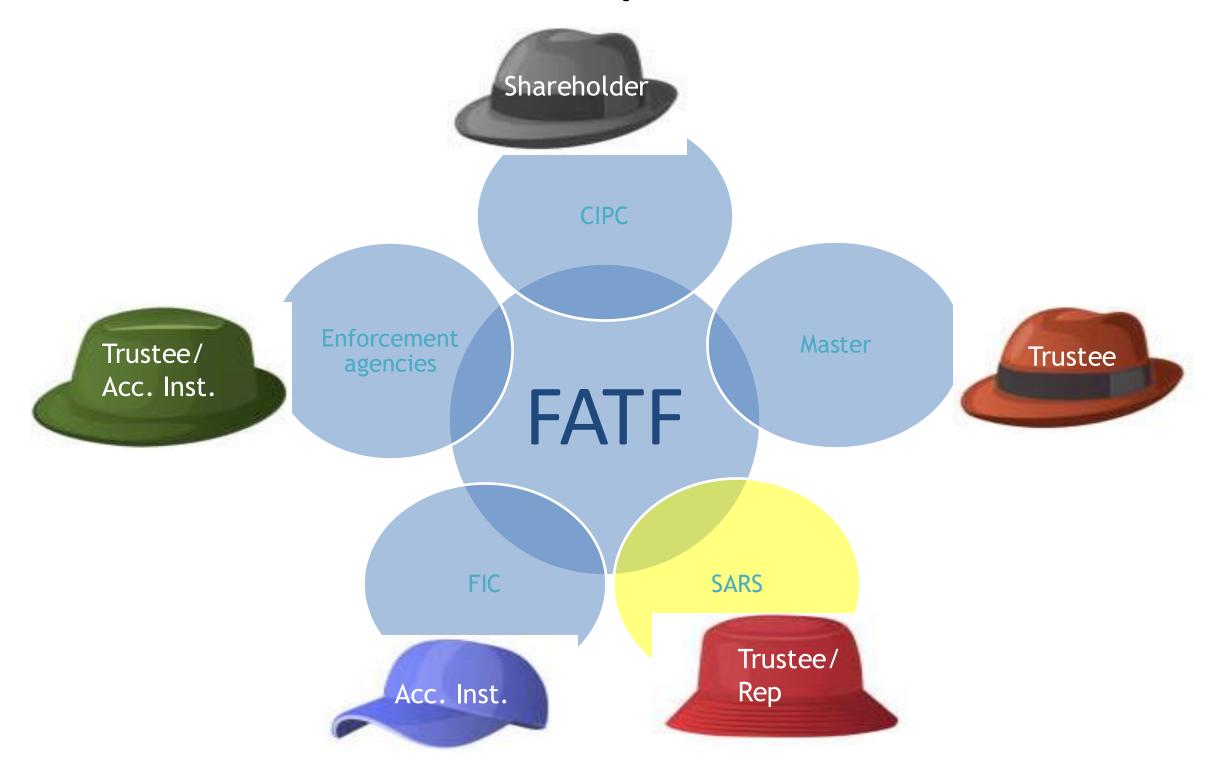
Communicate with your client what you do and what you do not do





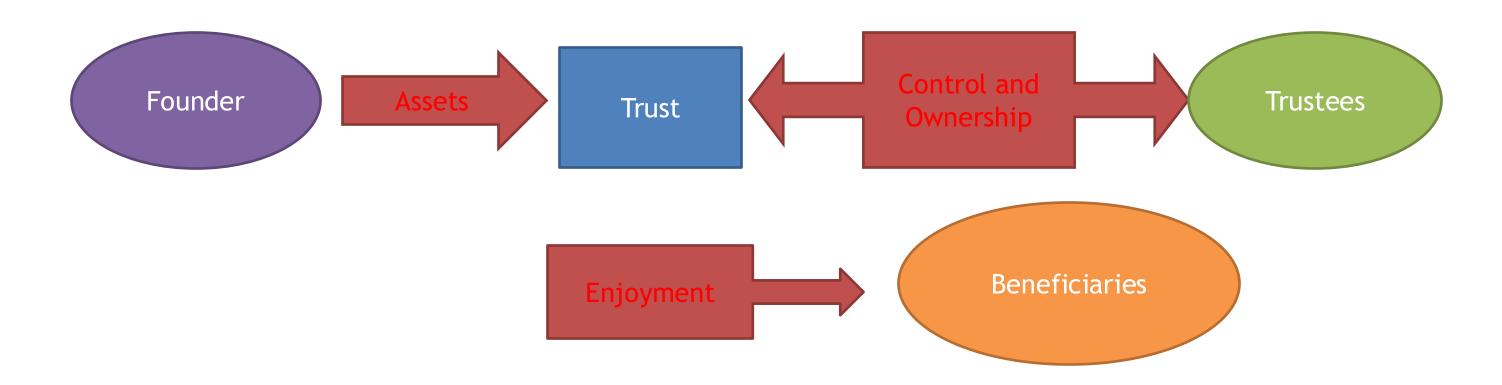


Who is who in the zoo? Know their requirements





A trust is unique





The Master's Office history

- > 351-year-old institution
- > The first trust recorded in 1833
- > Increasing workload:
 - Following a court case in late 2002, the Master was tasked with administering intestate estates of black South Africans for the first time
 - Following court case in late 2004, the Master was assigned to administer estates distributed under customary law





The trust re-set in early 2023 – FATF and SARS

- Master rapidly had to transition from a "post box" to a digital record-keeper and register holder
- As part of its modernisation process, the Master implemented its Online Registration System for Deceased Estates in 2023
- > Trust Online Registration System implemented in March 2025
- > Liquidations, the guardians' fund, curators, and tutors to follow





Trusts roll-out plan

- P QR-coded Letters of Authority in trust section of all Master's Offices nationwide starting from 18 March 202
- Piloted new system from 18 to 19 March 2025 in Gauteng
 - Addressed identified bugs until the end of March 2025
- Late March presented system to government stakeholders and law enforcement agencies
- Chief Master issued Directive 2 of 2025, titled "Trusts: Implementing QR Code on Master's Appointment Letters and Online Registration of Trusts" 27 March 2025
- Activated online platform for all users needing to register new inter vivos trust under Pretoria and Johannesburg

Master's Office jurisdictions starting 1 April 2025. No 'walk-ins' allowed to register new inter vivos trusts from this date.

Webinar for system rollout for Johannesburg and Pretoria Master Offices 3 April 2025

National webinar end of April 2025

The Master intends to implement the system nationally in May 2025





What can system do now?

- > Profile registration use link https://dojonline.justice.gov.za/login
 - First, to register as individual, then create an entity or service provider profile under profile
- > Inter vivos trust registration. QR-coded Letters of Authority issued
- Retrieval of documents such as Letters of Authority for inter vivos trusts
- > Electronic validation of Letters of Authority of inter vivos trusts
- Notifications
- The Master's Beneficial Owner register automatically updated with details of newly registered inter vivos trust
- > Inter vivos trust status tracking





What will system be able to do soon?

- Inter vivos trust amendments, including trustee changes and trust detail changes. New QR-coded Letters of Authority issued, cancelling previous Letters of Authority.
- > Inter vivos trust termination
- The Master's Beneficial Owner register automatically updated with details of amendments made to it after registration





What will system be able to do? — in future

- > Amendment of auditors, beneficiaries, and bonds of security
- Amendment and termination of inter vivos trusts historically registered manually
- > Capability to share trust data with Law Enforcement Agencies
- > Online payments
- Chatbot/assistant bot
- > Excluded (for now) testamentary trusts, to continue manual process





What is turnaround time?

- > 21 days
- > Increased efficiency may result in faster turnaround times





Plan with Beneficial Ownership?

- Currently done under different log-in https://trustonline.justice.gov.za/Masters/Account/Login?Retur nUrl=%2fMasters
- ➤ Now Beneficial Ownership register will automatically be updated as new trust registered/updated
- ➤ In future Beneficial Ownership register will automatically be updated for old trusts
- In future SARS to automatically get info from Master





What about original documents?

- Master may accept electronic copies of all submitted documents
- Excluding bonds of security submitted as originals until Master implements digital functionality to verify with third parties
- Master may also request original documents for verification purposes at their discretion
- Trustees expected to keep original documents of electronically lodged submissions in their records, as Master may request to view these or demand certified hard copies of any such documents at any stage
- Master's current standard operating procedures trustees should upload and retain certified copies of ID documents until these procedures are revisited
- Currently, maximum size allowed for each uploaded document 5MB





Help

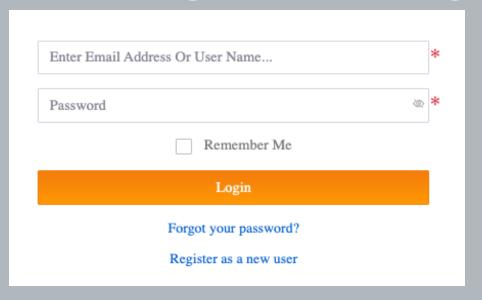
- The Master has made available videos demonstrating the functionalities of the online platform on the following link https://www.youtube.com/playlist?list=PLPetB_5dGjdecoXGKH1tTmFROQc WwJ5Bc
- > Support email <u>dojtrustonlinesupport@justice.gov.za</u>
- No support currently on portal





Register User (Person)

Register on https://dojonline.justice.gov.za/

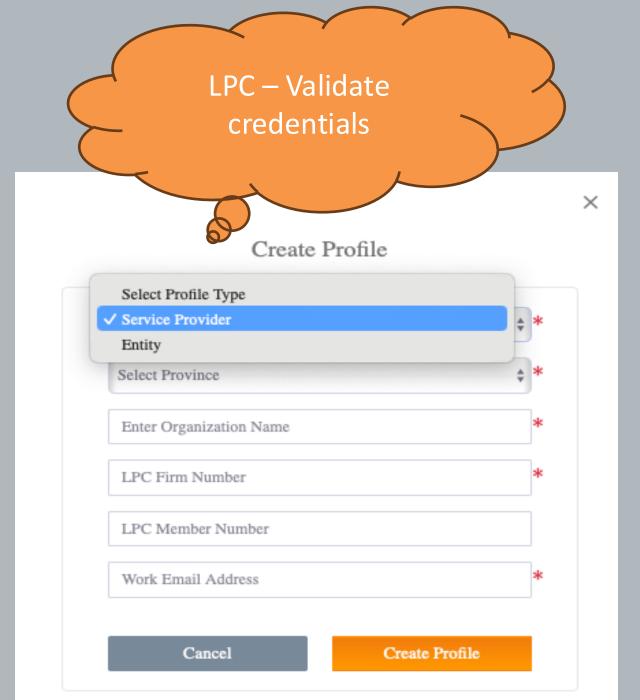


Department: Justice and Constitutional Development REPUBLIC OF SOUTH AFRICA	
Select Identification Type	,
Select Title	/
Full Name(s)	
Surname	
Initials	
Select Country	,
Cell phone number	
Confirm Cell phone number	



Create profile/New profile

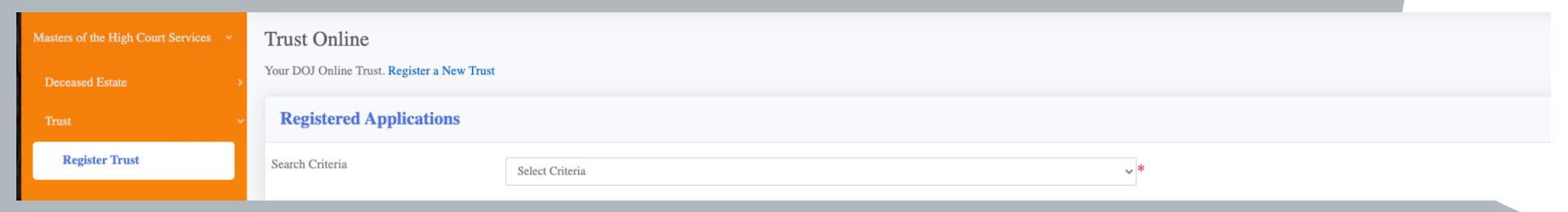
Create your profile on https://dojonline.justice.gov.za/







Registering a new trust



- 1 Log in on https://dojonline.justice.gov.za/
- 2 Proceed to the Master of the High Court Services dropdown
- 3 Continue to the Trust Dropdown
- 4 On the landing page click on 'Register a New Trust'





Trust Applications

Trust Information

Main Contact Details

Founders Details

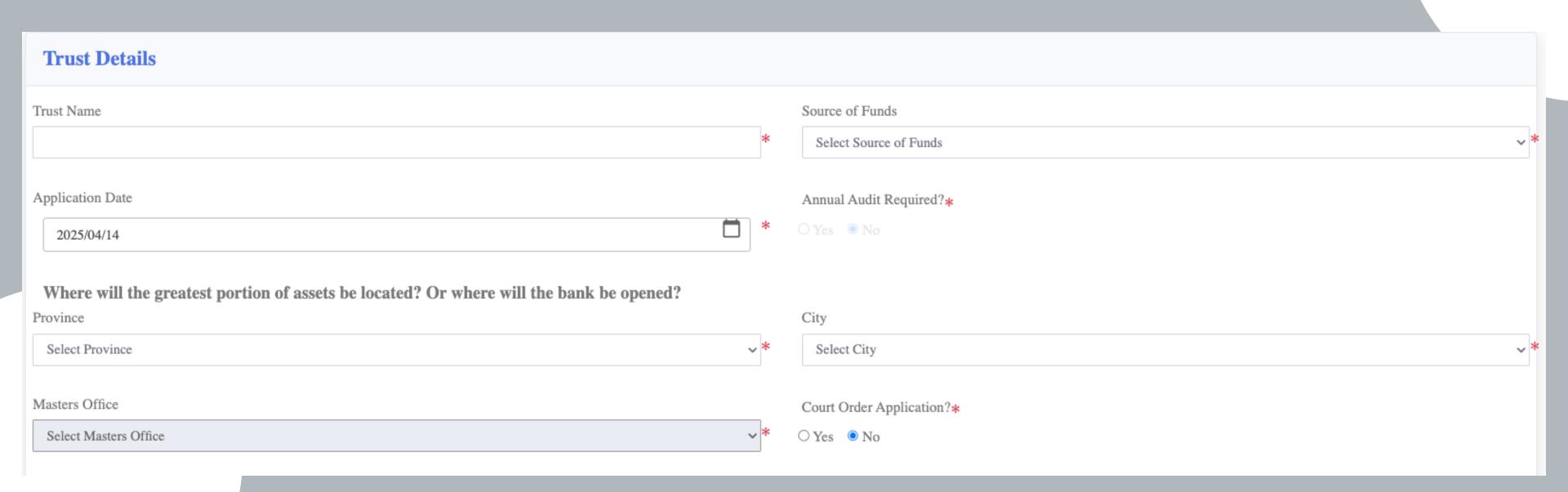
Trustees

Beneficiary Information

Auditors Information

Bond Of Security

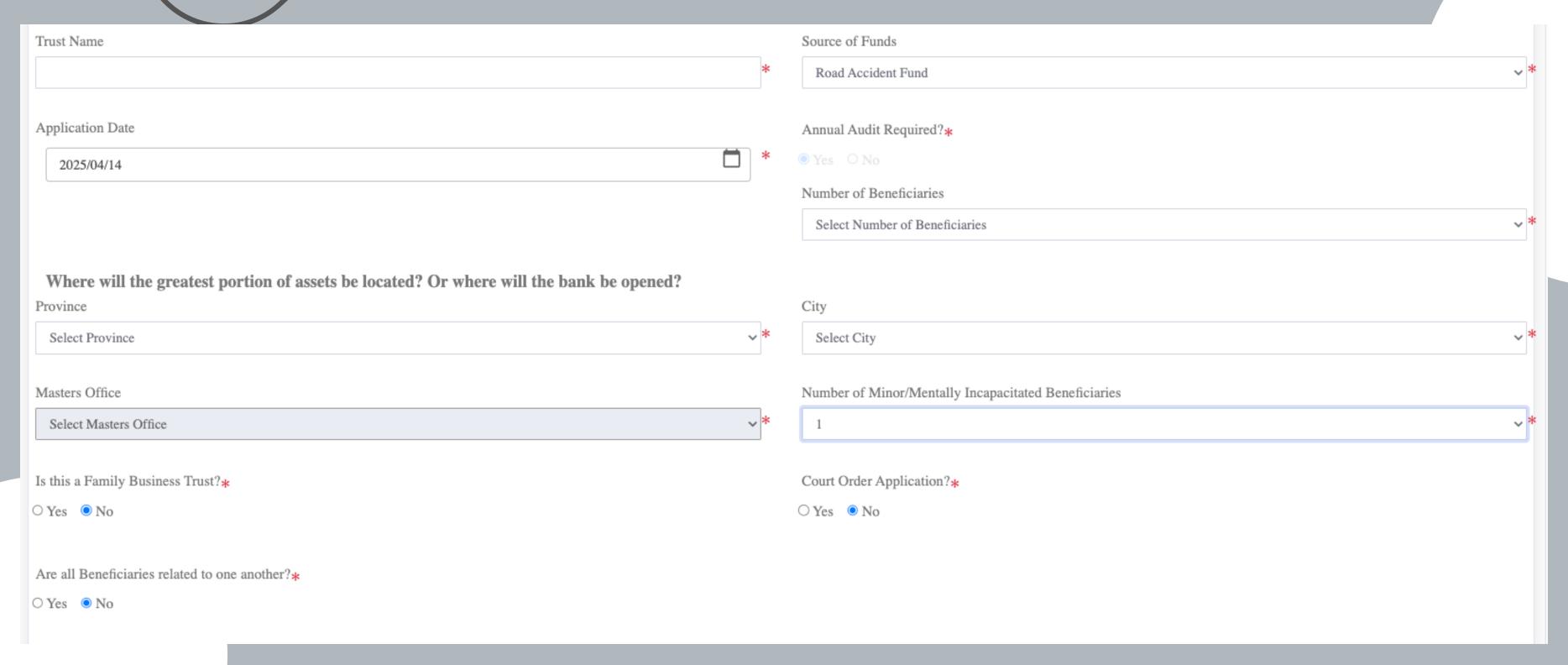
Supporting Documents





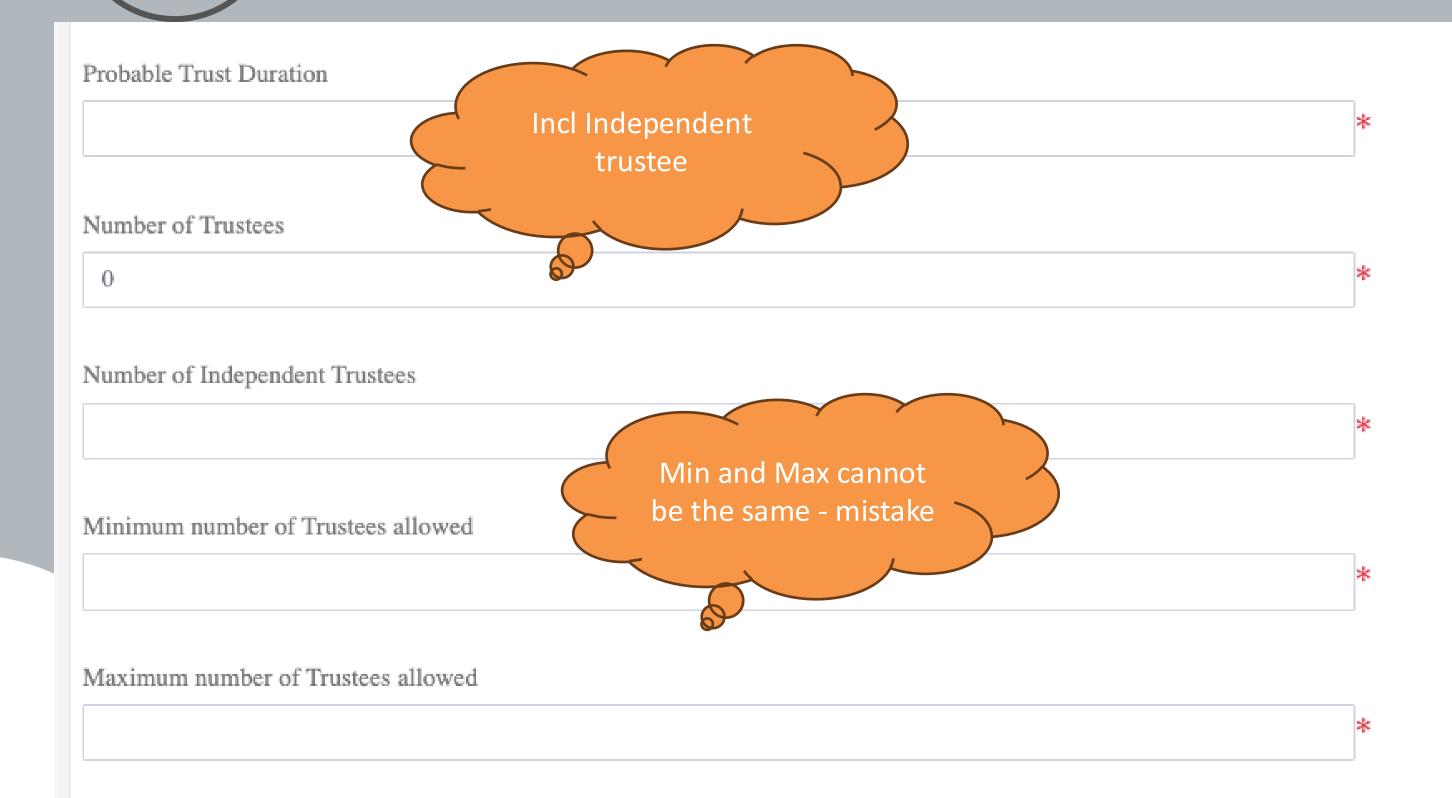


Trust Details: Court Order Trust





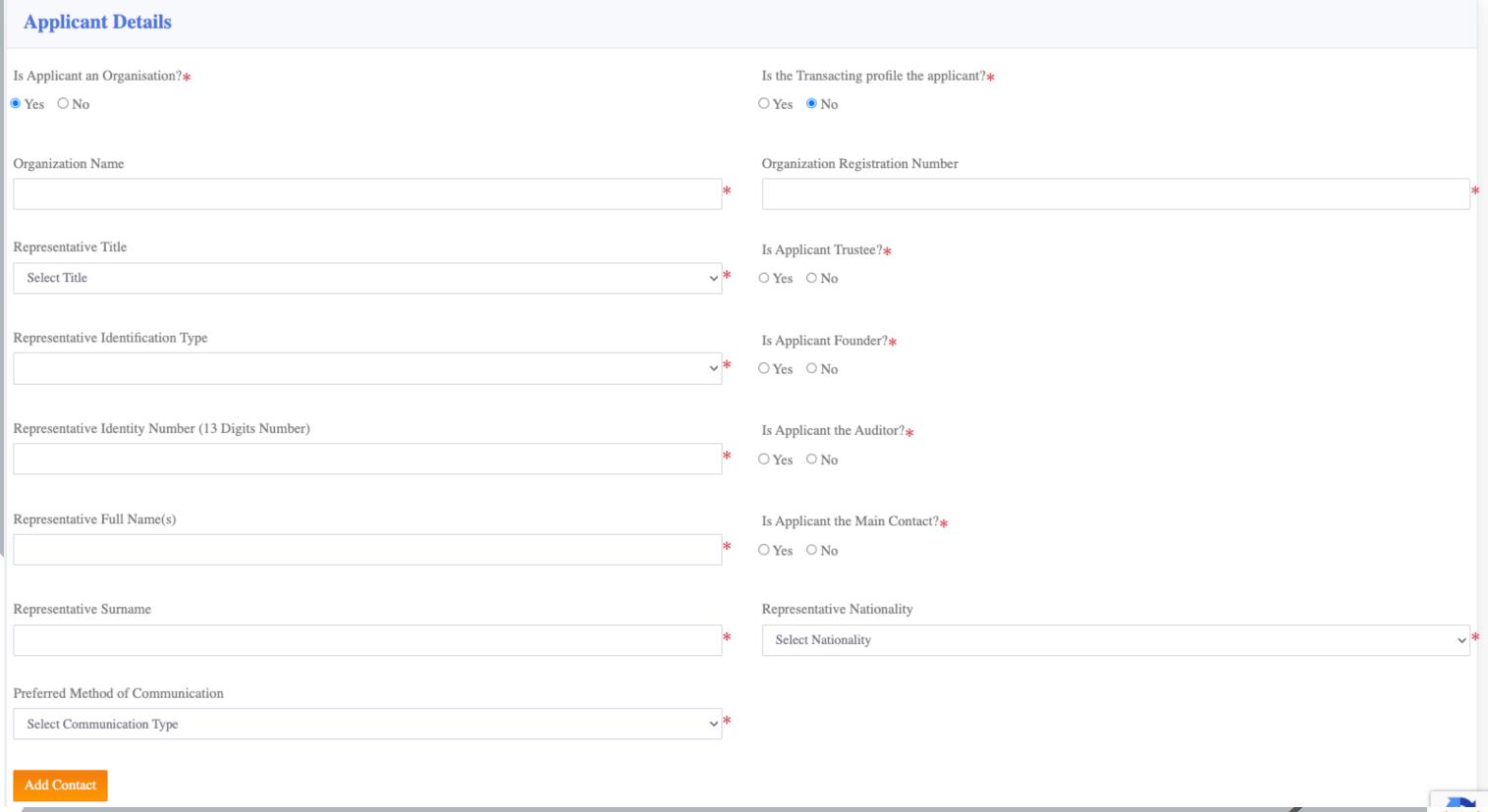






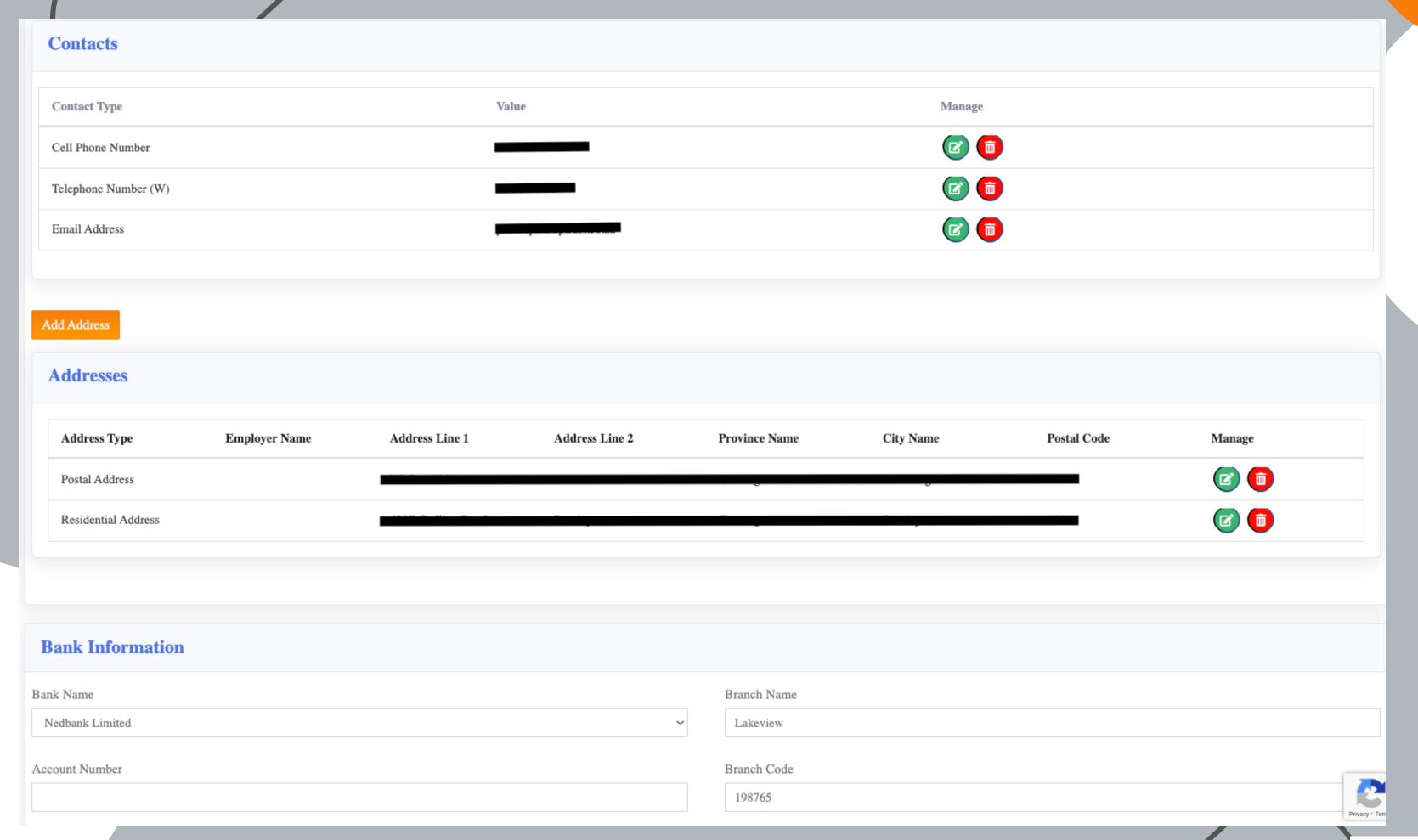


APPLICANT DETAILS



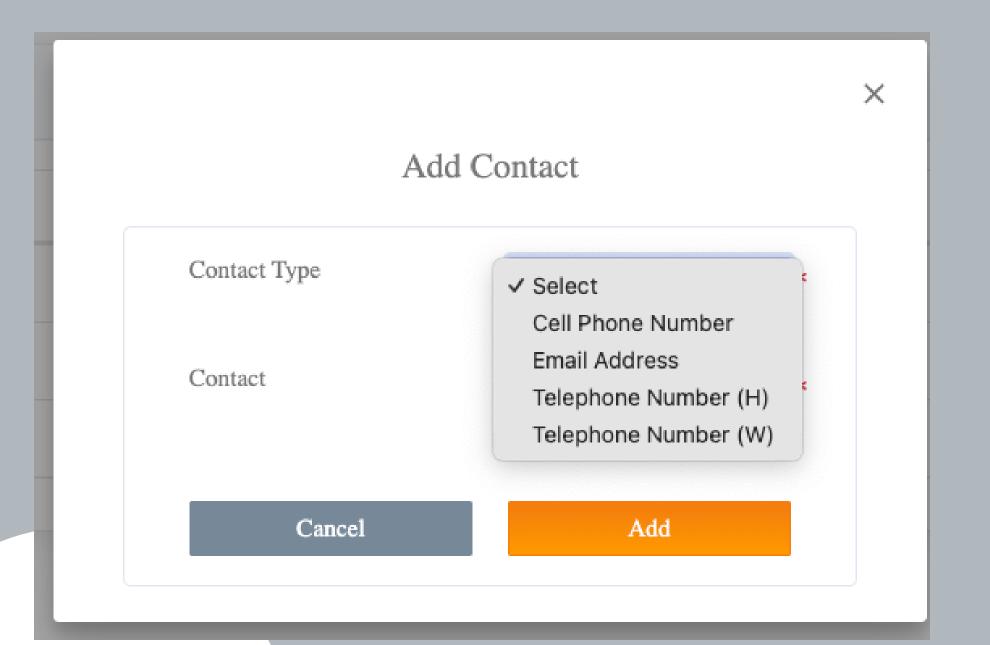




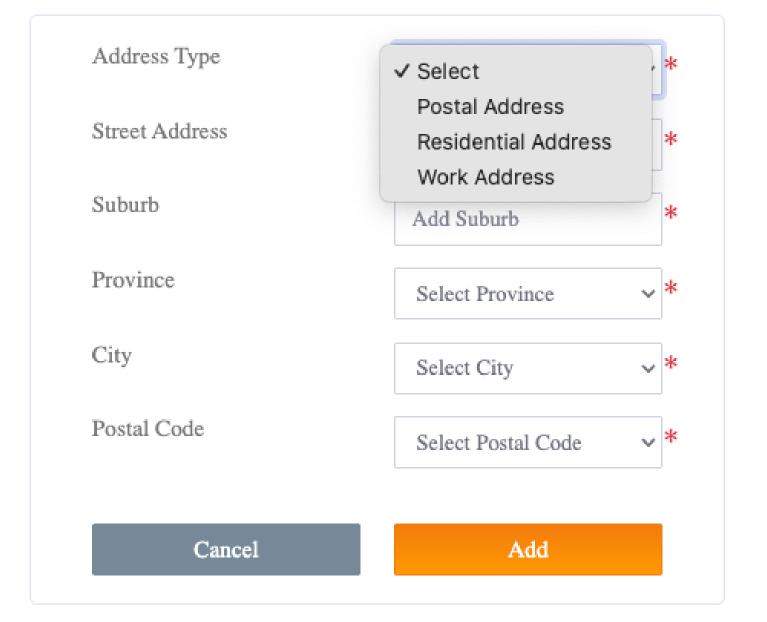








Add Address

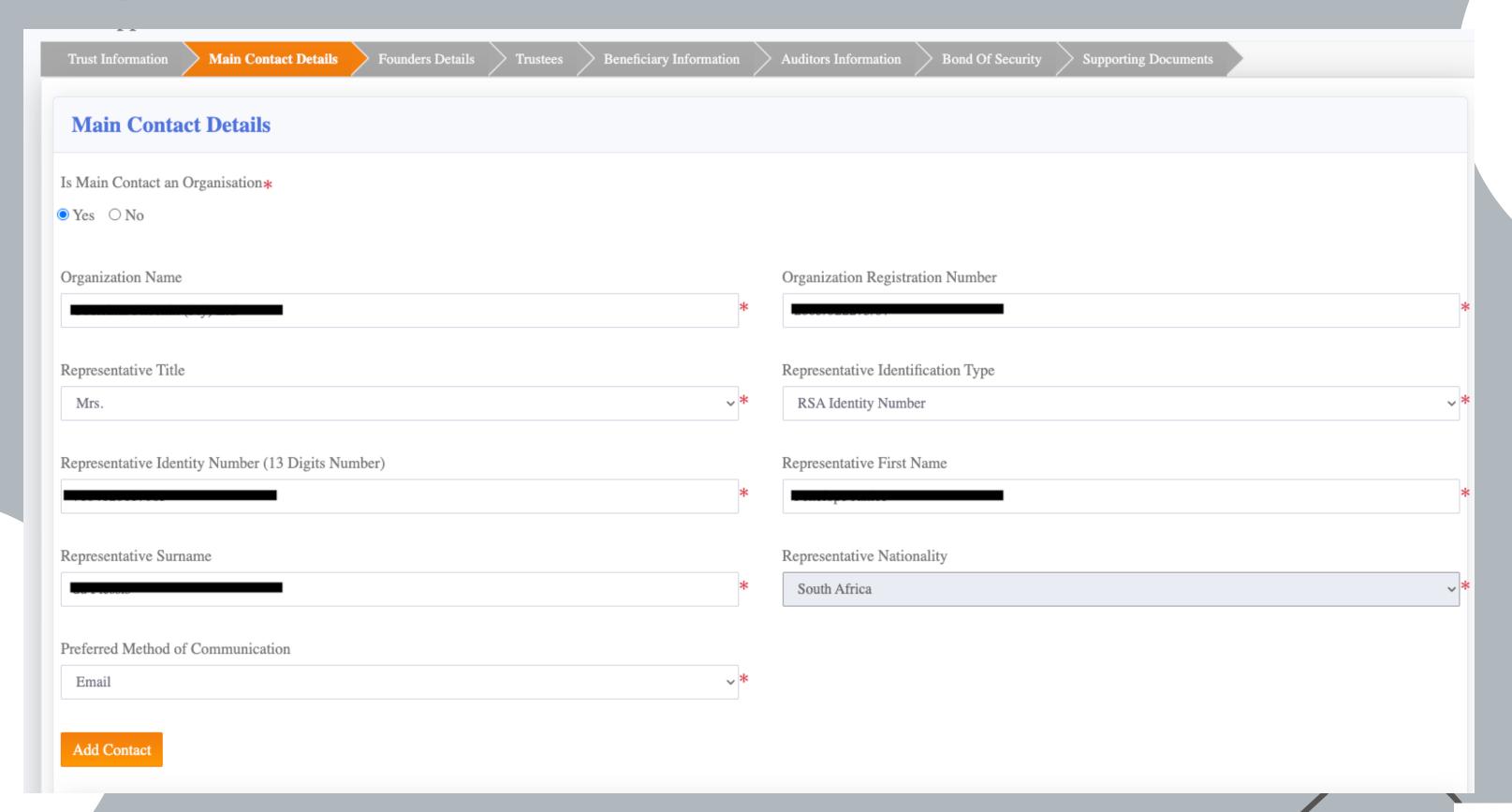






X

MAIN CONTACT DETAILS





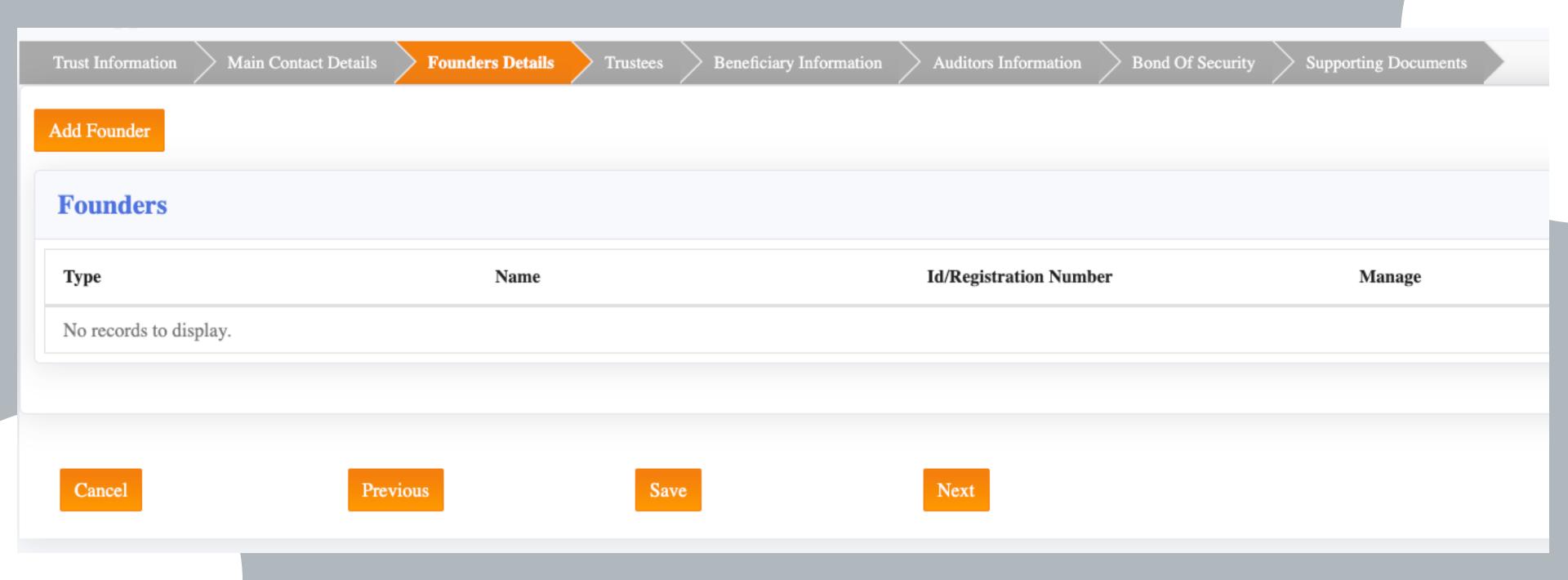


Add Contact **Contacts Contact Type** Value Manage Telephone Number (W) Cell Phone Number Email Address Add Address **Addresses** Address Type **Employer Name** Address Line 2 **Province Name** City Name Postal Code Manage Address Line 1 Postal Address Residential Address



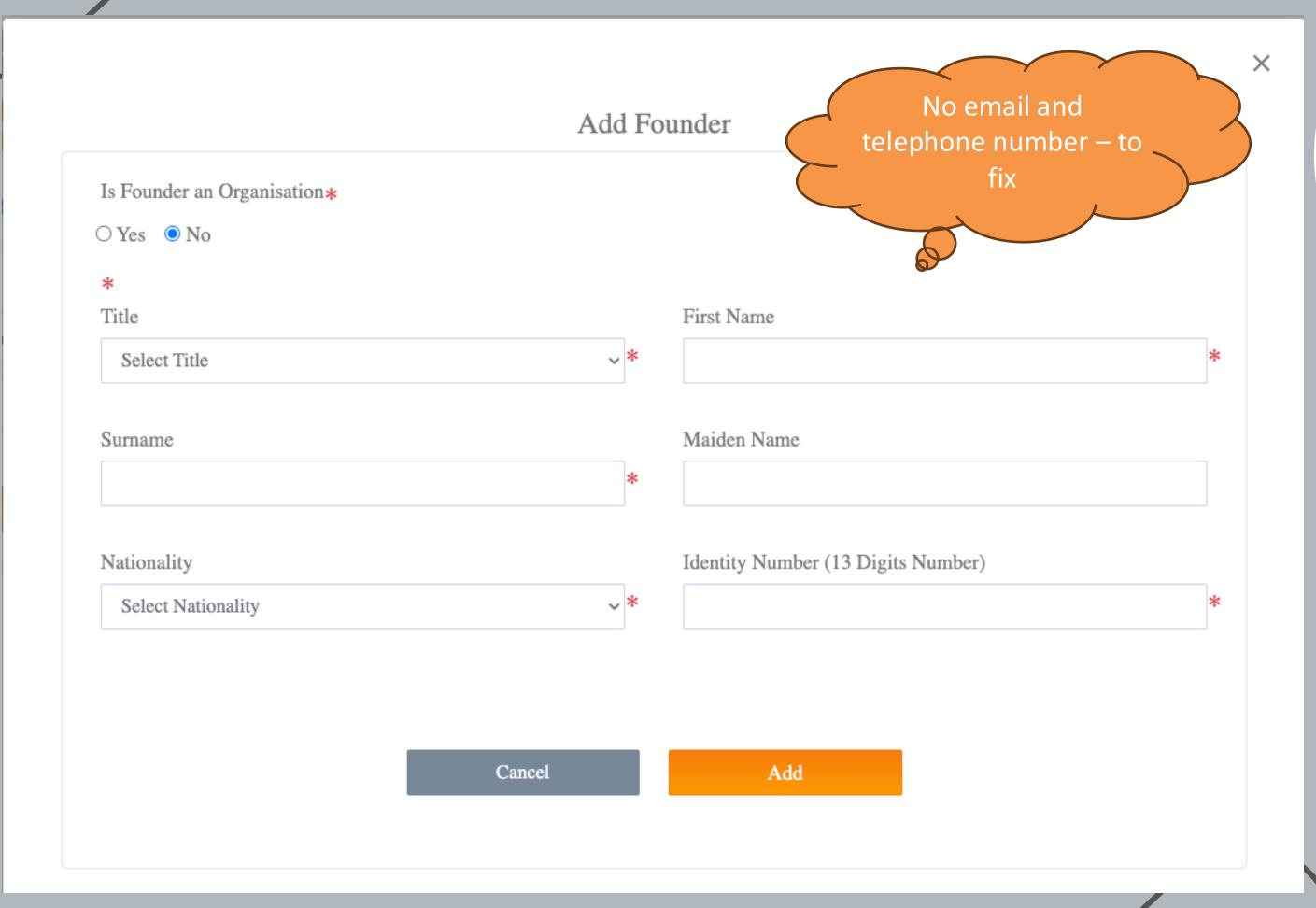


FOUNDER/S DETAILS



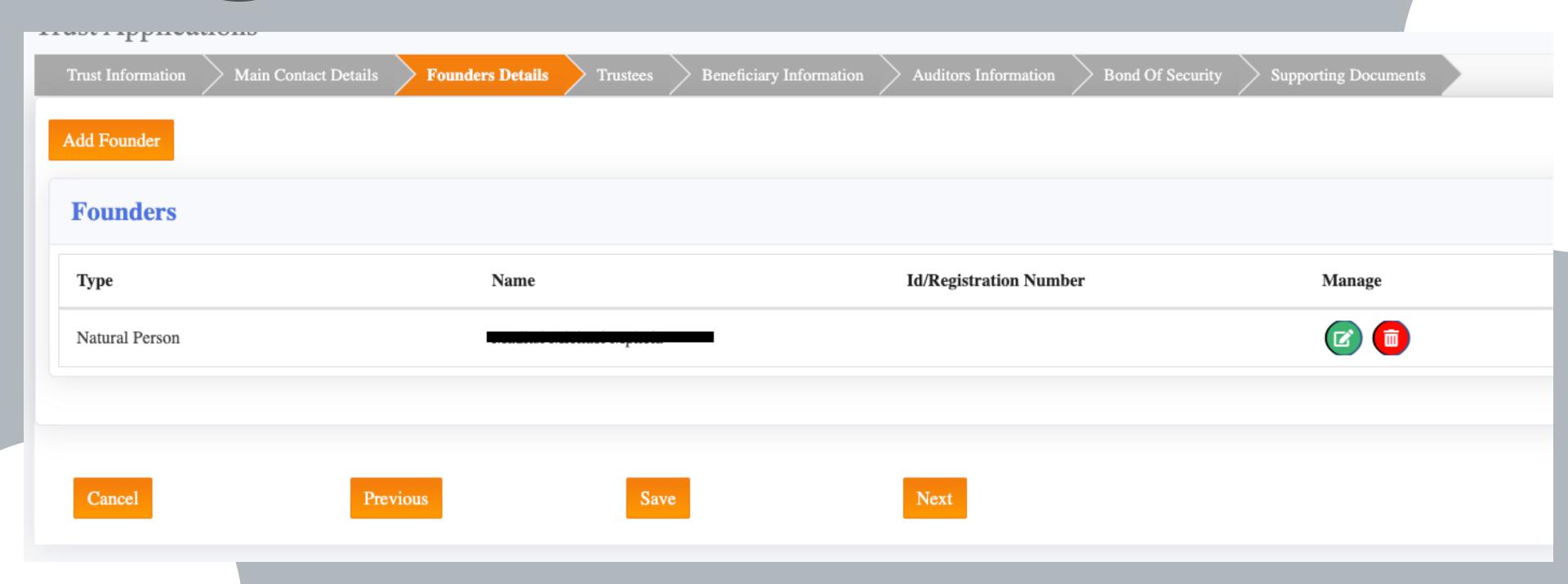
















TRUSTEE/S DETAILS

Trust Information Mai	in Contact Details Founders Details	Trustees Beneficiary Inform	mation > Auditors Information > Bond C	of Security Supporting Documents
Add Trustee				
Trustees				
Туре	Name		Id/Registration Number	Manage
Organization		- Coordin (* 1,7)		
Cancel	Previous	Save	Next	







Alert

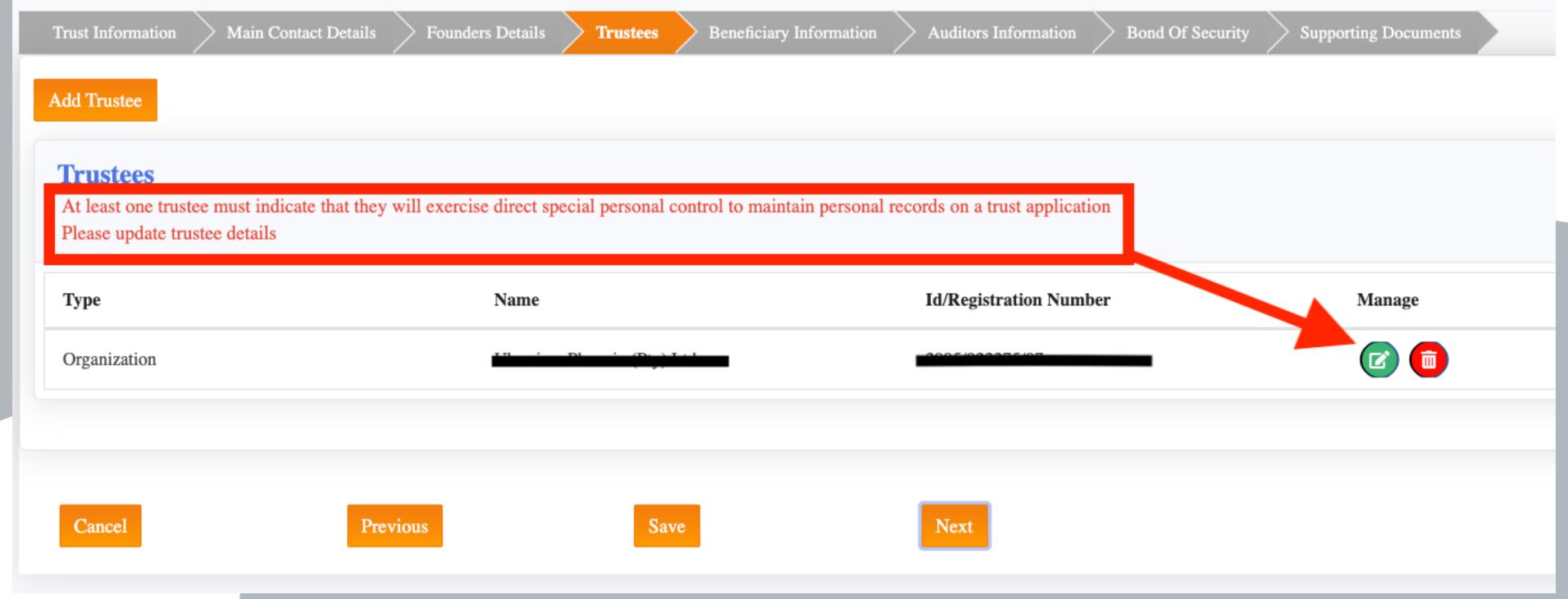
Number Of Trustees added should be equal to the Number Of Trustees declared

Continue





Trust Applications







Edit Trustee Is Trustee an Organisation* Independent Trustee?* ● Yes ○ No Yes No Organization Name Organization Registration Number **Details of nominee of the organization** First Name Title Mrs. Maiden Name Surname Identity Number (13 Digits Number) Nationality South Africa Is Trustee also the beneficiary?* Is trustee related to any beneficiary or trustee?* ○ Yes ○ No ○Yes ○No Profession and or business occupation of the trustee Previous Practical Experience in Trust Administration





Declaration by Trustee Has Trustee ever been convicted of any offenses of dishonesty or sentenced to prison∗ without a fine option? O Yes No Has the trustee ever been declared insolvent?* O Yes No Has the trustee ever been removed from the office with respect to any appointment as a trustee? O Yes No Has the trustee ever been declared mentally ill/incapacitated?∗ O Yes No Does the trustee have knowledge and understand the laws of Trust?* O Yes No Is the trustee aware of fiduciary duties and responsibilities?* O Yes No By accepting the position of trustee, you are exposing yourself to civil and criminal actions in terms of section 9 of the Trust Property Control Act, 1988 (Act 57 of 1988).





Contacts

Contact Type	Value	Manage
Cell Phone Number		
Telephone Number (W)	0117014020	
Email Address		
Telephone Number (H)		

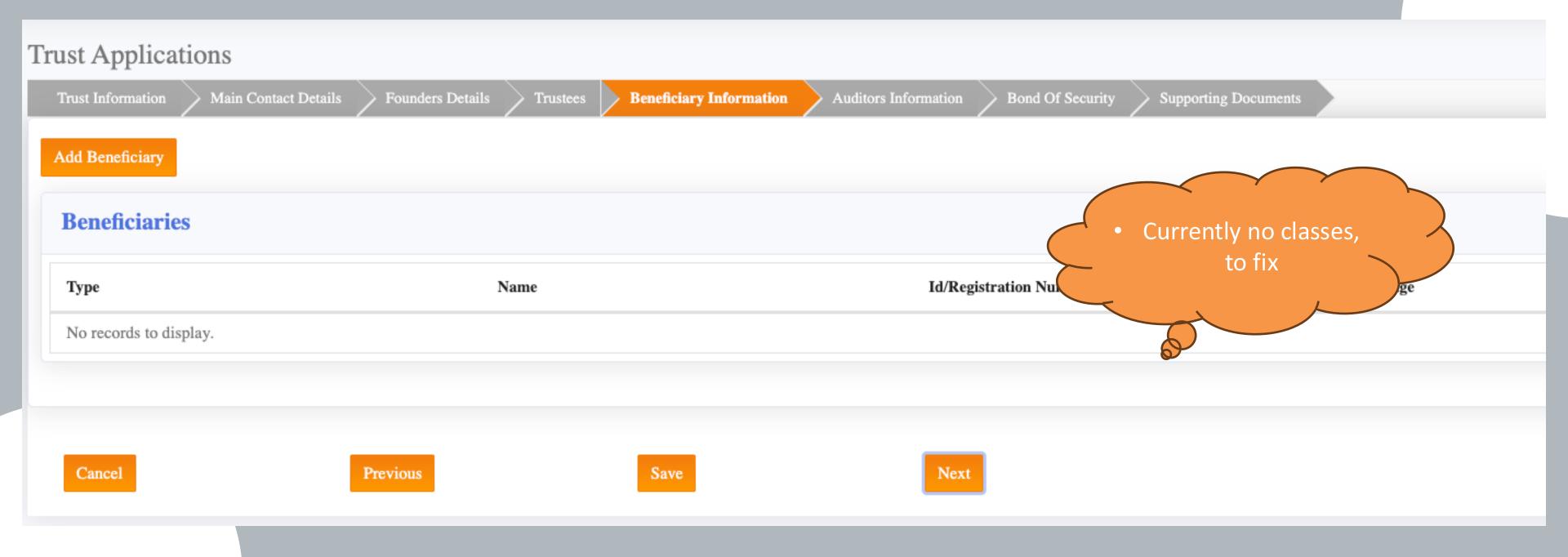
Addresses

Address Type	imployer Name	Address Line 1	Address Line 2	Province Name	City Name
Postal Address				ounten ₅	randouis
Residential Address		4		J	
Domicilium Address				-	1
Work Address		100D G W D			P 1





BENEFICIARY/IES DETAILS







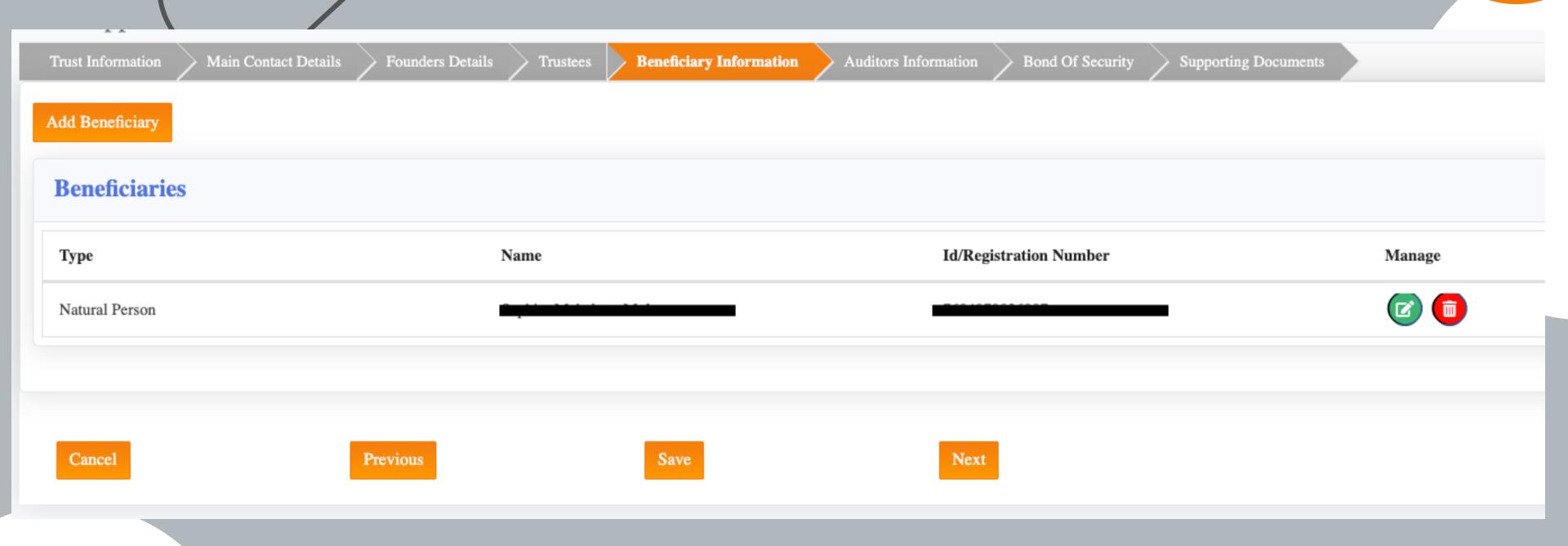
If your beneficiary is a minor and/or mentally incapacitated, you will also be prompted to add the details of the guardian/curator

Add Beneficiary

17 - A 17	on?*		Is Mentally Ir	_	
Yes No			○ Yes ○ No		
itle			First Name		
Select Title		*			
urname			Maiden SurName	e	
		*			
ationality			Identity Number	(13 Digits Number)	
Select Nationality		*			
Addresses Addresses					
Address Type	Employer Name	Addı	ress Line 1	Address Line 2	Provin



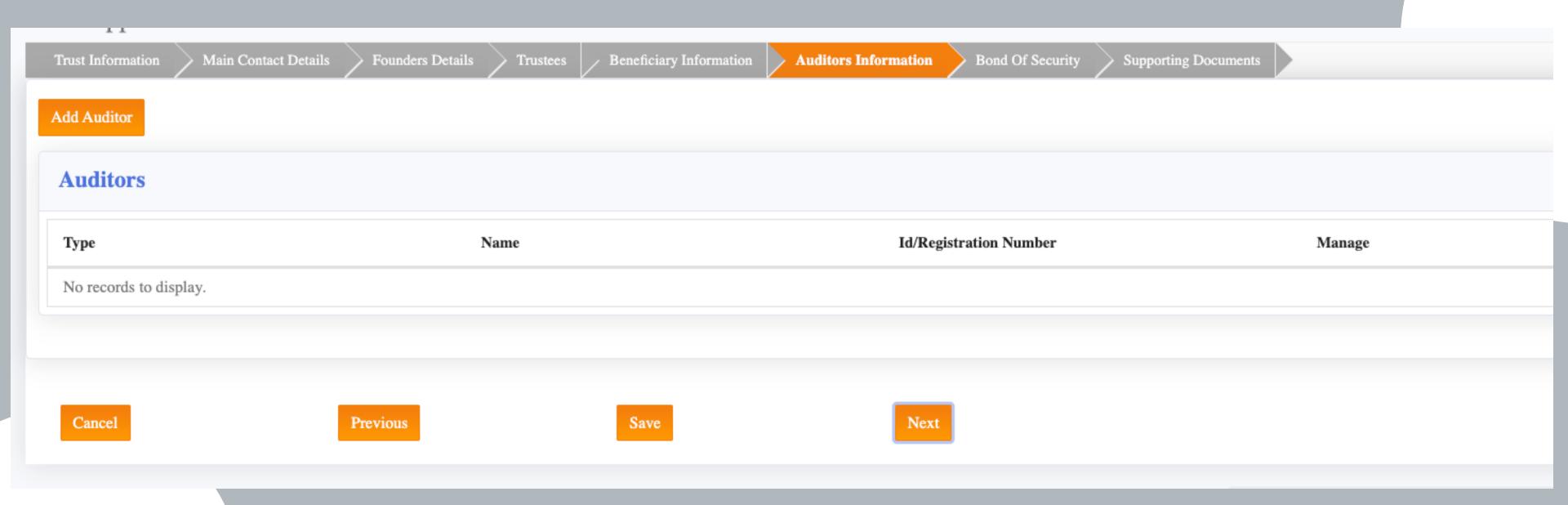






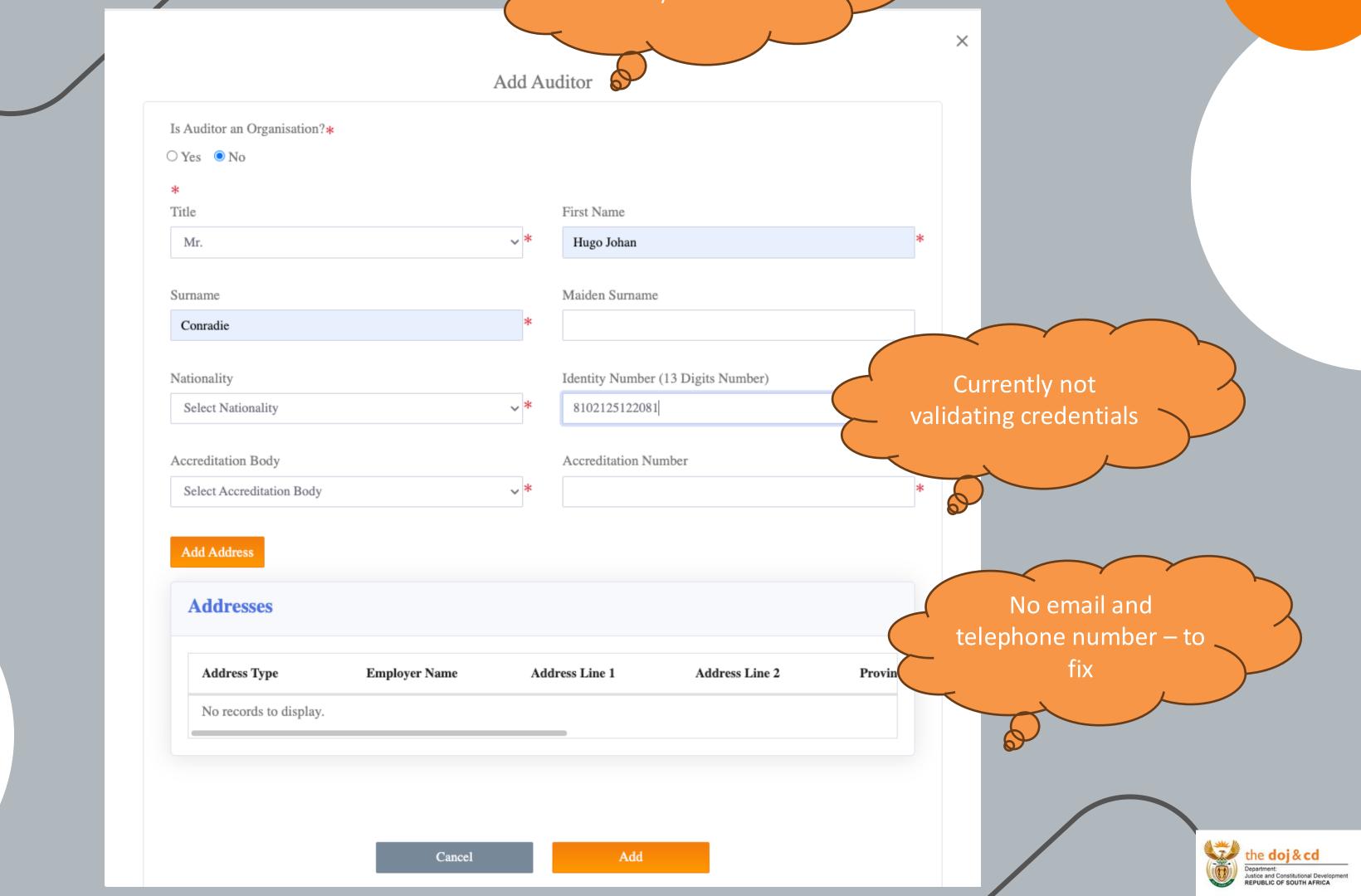


AUDITOR'S DETAILS









Add Address **Addresses** Employer Name Address Type Address Line 1 Address Line 2 Provin Domicilium Address Postal Address

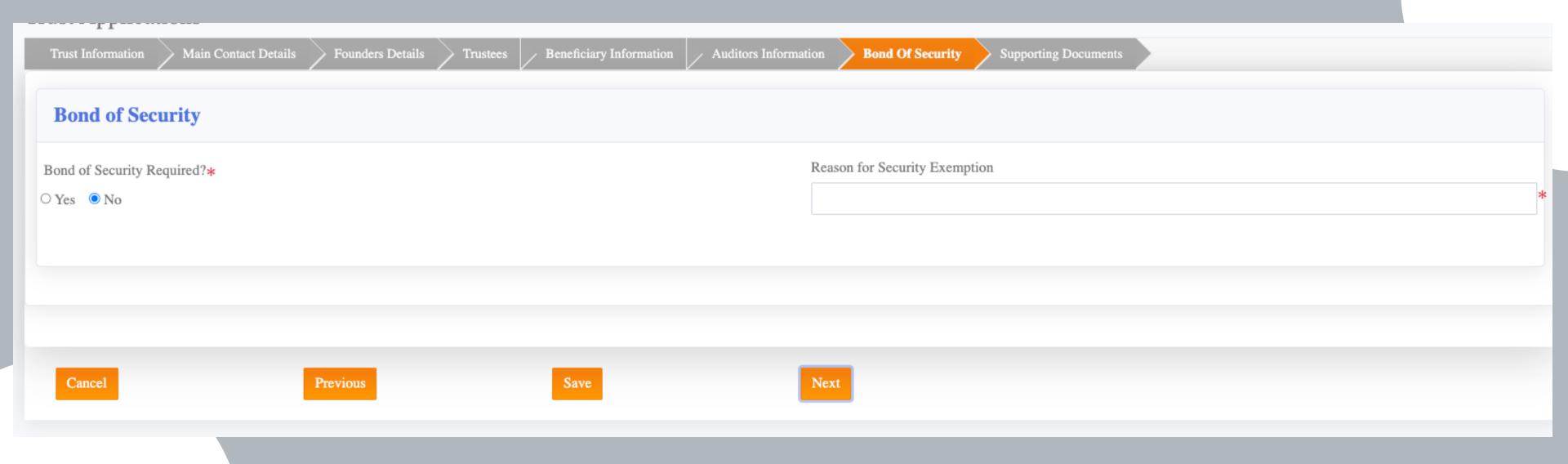
Cancel

Add



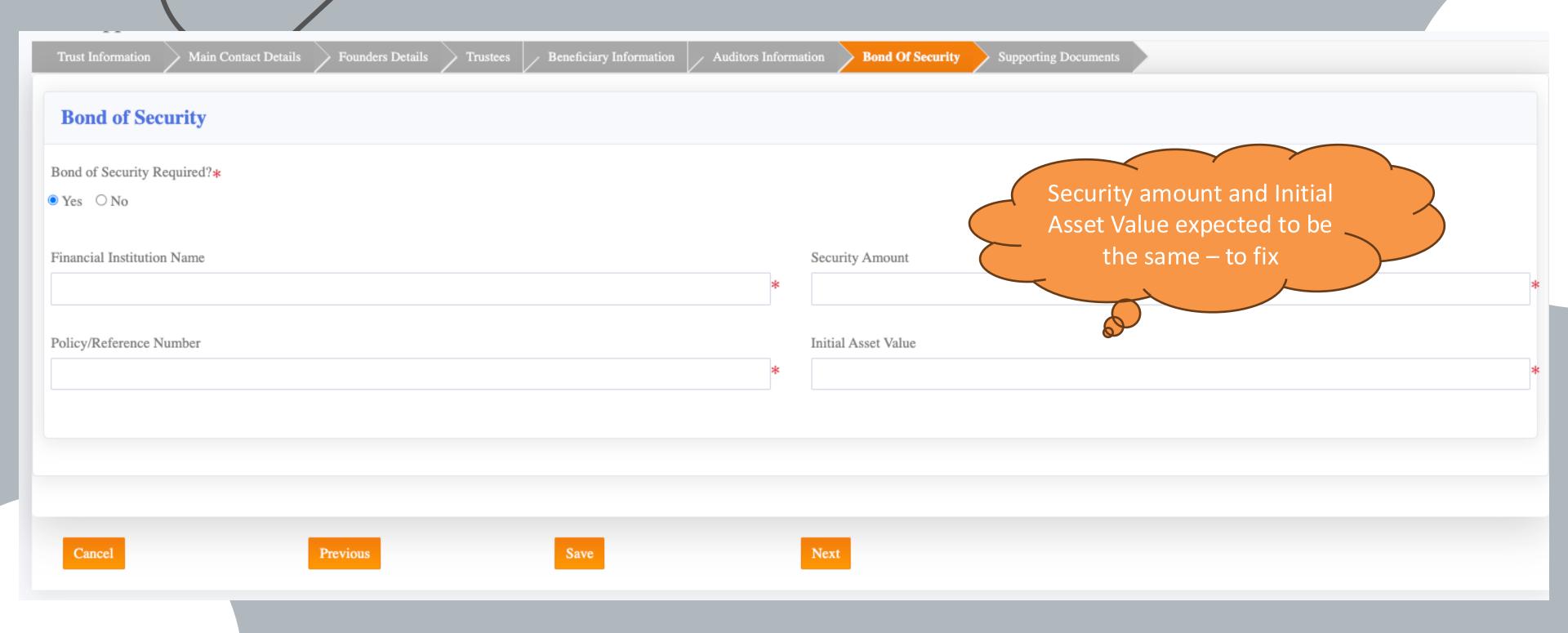


BOND OF SECURITY DETAILS





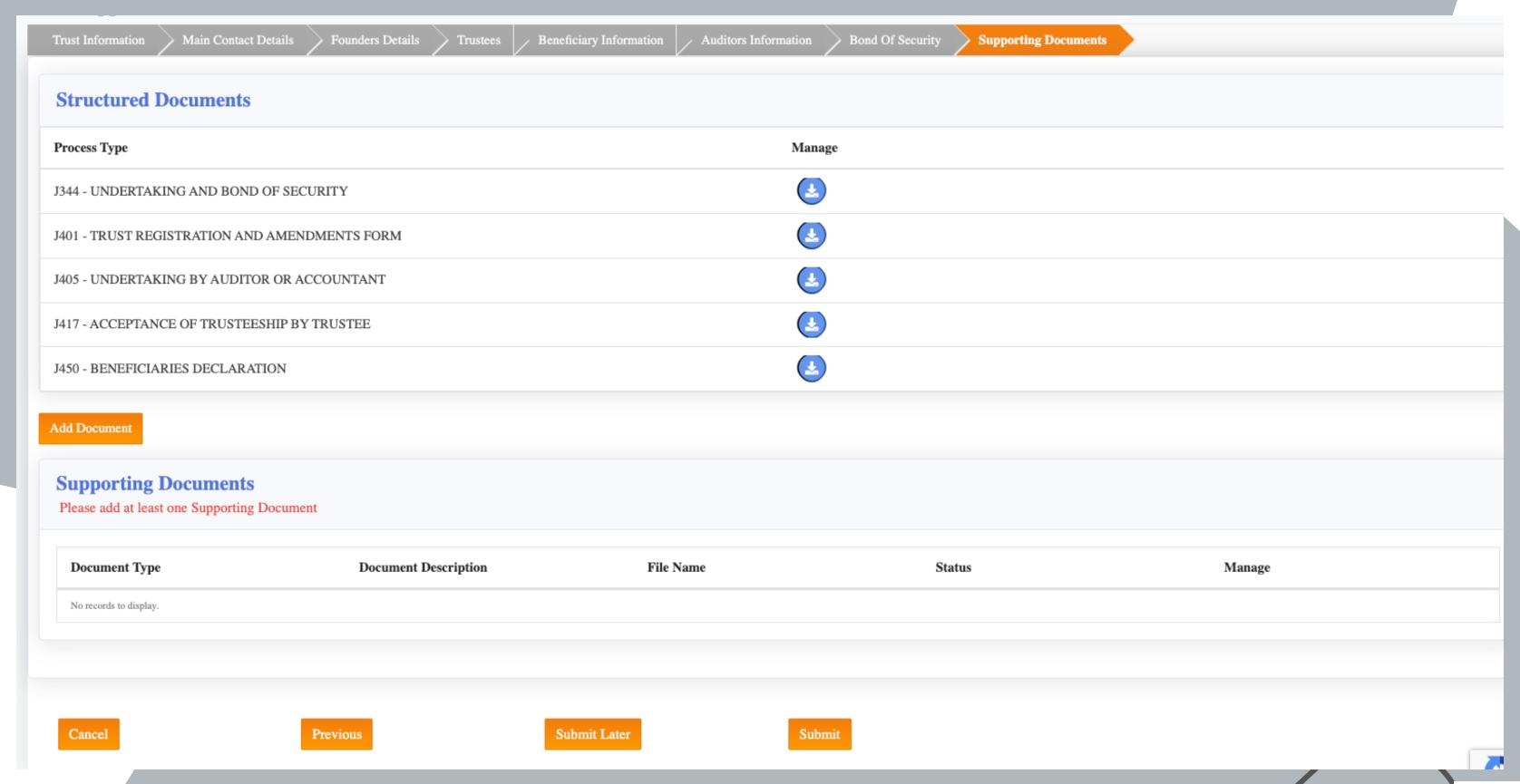








SUPPORTING DOCUMENTS







SUPPORTING DOCUMENTS

SOP – Certified ID's – for now

Add Document

NB: Although scanned, trustees must keep originals

Should be "Independent Trustee"

J405.pdf

47.52kB

File Name

J405.pdf

Cancel

Document Type *

√ Select

Acceptance of Trusteeship

Affidavit of acceptance of appointment as a non-independent Trustee

Applicant Identification

Application Form (J401)

Auditor Identification or Proof of Org. Registration

Beneficiaries Declaration Form

Beneficiary Guardian Identification

Beneficiary Identification or Proof of Org. Registration

Bond of Security

Final Certified Court Order

Founder Identification or Proof of Org. Registration

Motivation for non-appointment of an independent trust

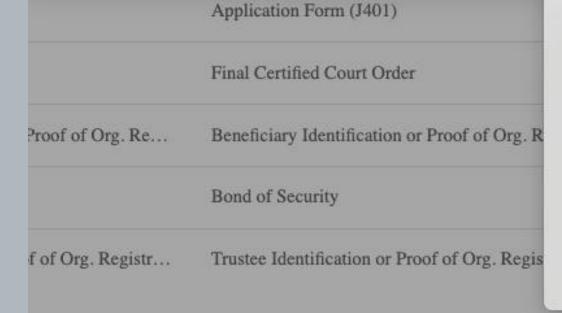
Proof of Payment

Trust Deed

Trustee Identification or Proof of Org. Registration

Trustee(s) Representative's Identification

Undertaking by Auditor/Accountant



J405.pdf





SUBMITTING YOUR TRUST

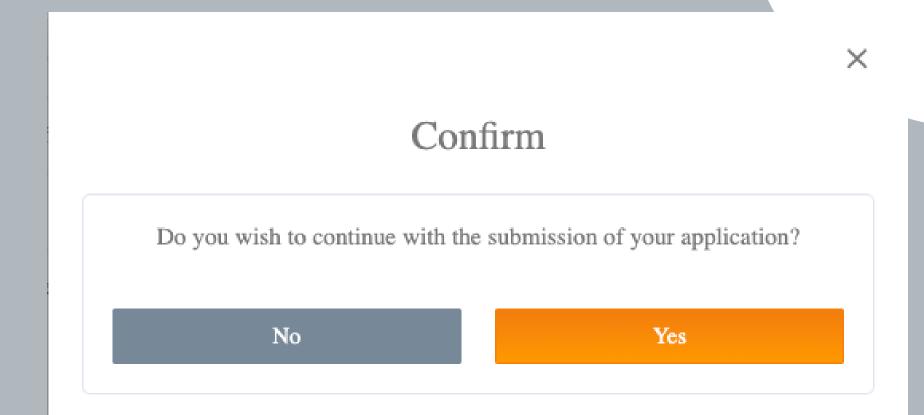
X

Disclaimer:

Privileged/confidential information may be contained in the documentation. The sender/disclosing party of the documentation hereby confirms that he/she is authorized to attend to and deal with this matter and verifies the authenticity of the sent/scanned documentation. The sender/disclosing party further confirms that the sent/scanned documentation is a true version of the original, to be lodged with the Master of the High Court. In the event that the originals do not conform with the sent/scanned documentation, the Master of the High Court will not be held liable in any way whatsoever as a result of the misrepresentation and no Letter of Appointment will be issued. In the event the Master has already issued the Letter of Authority under OR as a result of the abovementioned circumstances, the Master reserves the sole right to cancel and recall the issued letters with immediate effect.

Decline

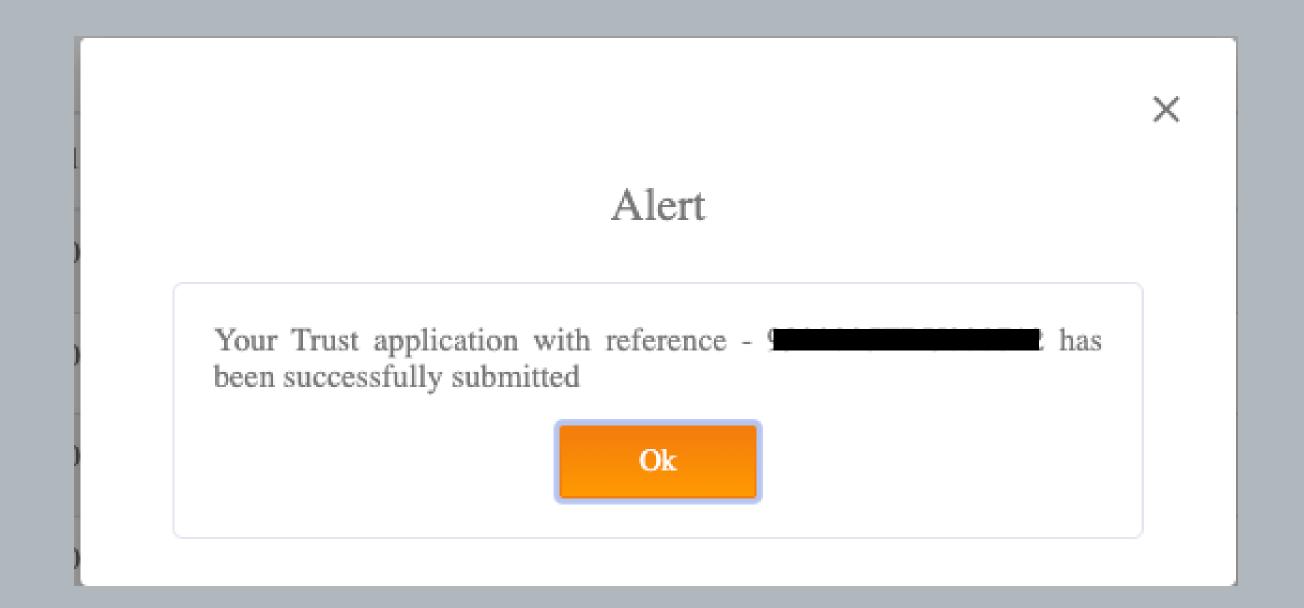
Accept







SUBMITTING YOUR TRUST







STATUSSES



Search Criteria

Select Criteria

Search

Clear



- Incomplete still busy
- Awaiting DHA Validation
- Screening Master busy
- Rework Requested requires amendment
- Case Registered

Trust Name	Created Date	Application Status	Reference No.	Manage
	14/04/2025 11:37:14	Awaiting DHA Validation		Applicant receives LOA or email and can access here
1	09/04/2025 15:42:51	Incomplete		
	18/03/2025 16:45:54	Case Registered		
The Del Truming Trust	18/03/2025 12:28:17	Rework Requested	77020231KG000373	





Showing records from 1 to 10 of 4

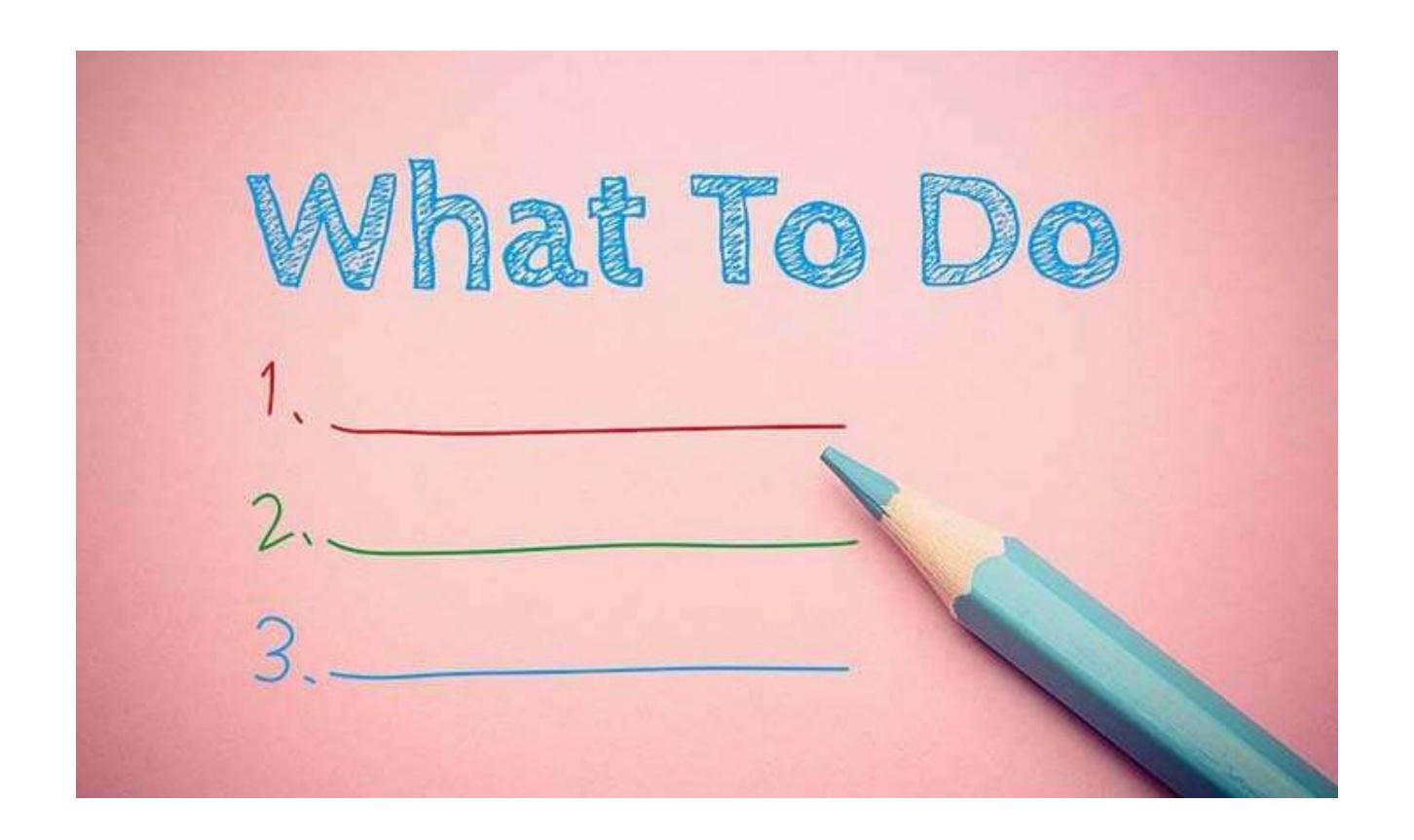


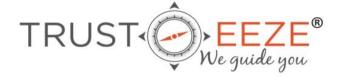


Which services do you (want you to) provide?

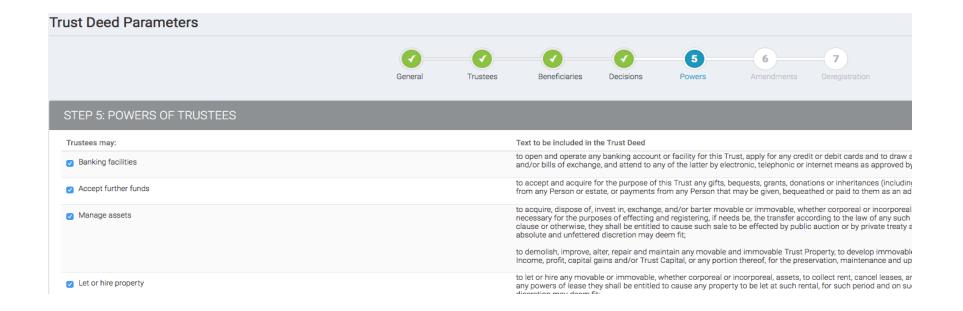
Statutory	Trust administration and compliance	Independent trustee	Accounting and tax
 New trust deed Trust deed amendments Trustee changes Accountant changes Per action - see Trusteeze charge and put own markup Trust Deed between R 5 000 and R 15 000 Trustee and accountant change between R 1 500 and R 4 500	 Active hand-holding of trustees: Trust deed execution Meetings Resolutions "Beneficial Owner" registers Accountable institution reports Supporting documents/contracts Audit trails Master requirements Demonstrate active participation Between R 350 and R 750 per month 	 Ensures there adequate separation of control from enjoyment with proper realisation of responsibilities of trusteeship Play active role in trust and ensure that trust functions properly and that provisions of trust instrument are observed (confirmed in Chief Master's Directive of 2017) Conduct of trustees who do not observe trust instrument should be scrutinised and checked by IT Between R 750 and R 2000 per month 	 Accounting is NOT compliance Do trustees have Asset Register? Audit trail backed up with resolutions and minutes Does Asset Register, financials, IT3(t)'s, beneficial owner info and tax returns reconcile? Real-time trust information Between R 5 000 and R 15 000 per year, depending on volume; need to charge much more if not providing other services and have access to documents
Accountable institution	Accountable institution	Accountable institution	Accountable institution?
Charge	Extra compliance	Risk-based pricing; PI cover	Fees; PI cover

Separate Engagement Letter for each service - include indemnification for non-participative trustees and "beneficial owners"





Have you read and understand what the trust deed requires?





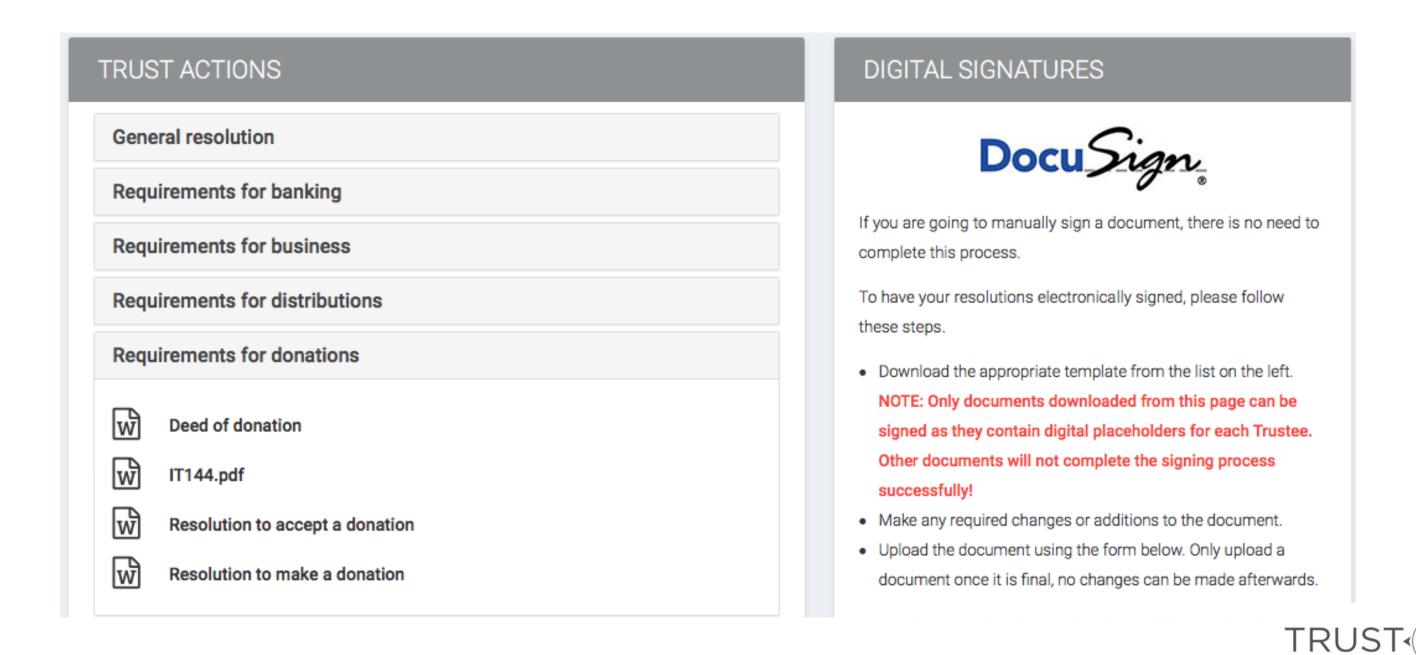
Open a bank account and register with SARS

Import Statement	Op	ening Balance			
DESCRIPTION	AMOUNT	BALANCE	,	ACTIO	N
2019-03-01 - Interest Allocated to: Interest earned on bank current account - First National Bank : 111 -remove	R123.00	R556,151.87		☆	
2019-03-01 - Money on loan Allocated to: Accountancy fees -remove 🖹 View	-R50,000.00	-R19,470,848.13		☆	
2019-03-01 - February interest	R823.51	R1.00	ھ	☆	1
2019-03-01 - Agent fee paid	-R63.56	R1.00	ھ	☆	
2019-03-01 - VAT on Agent fee paid	-R9.53	R1.00	Q.	☆	
2019-03-06 - Sale of asset	R80,000.00	R536,028.87	Q ₀	☆	

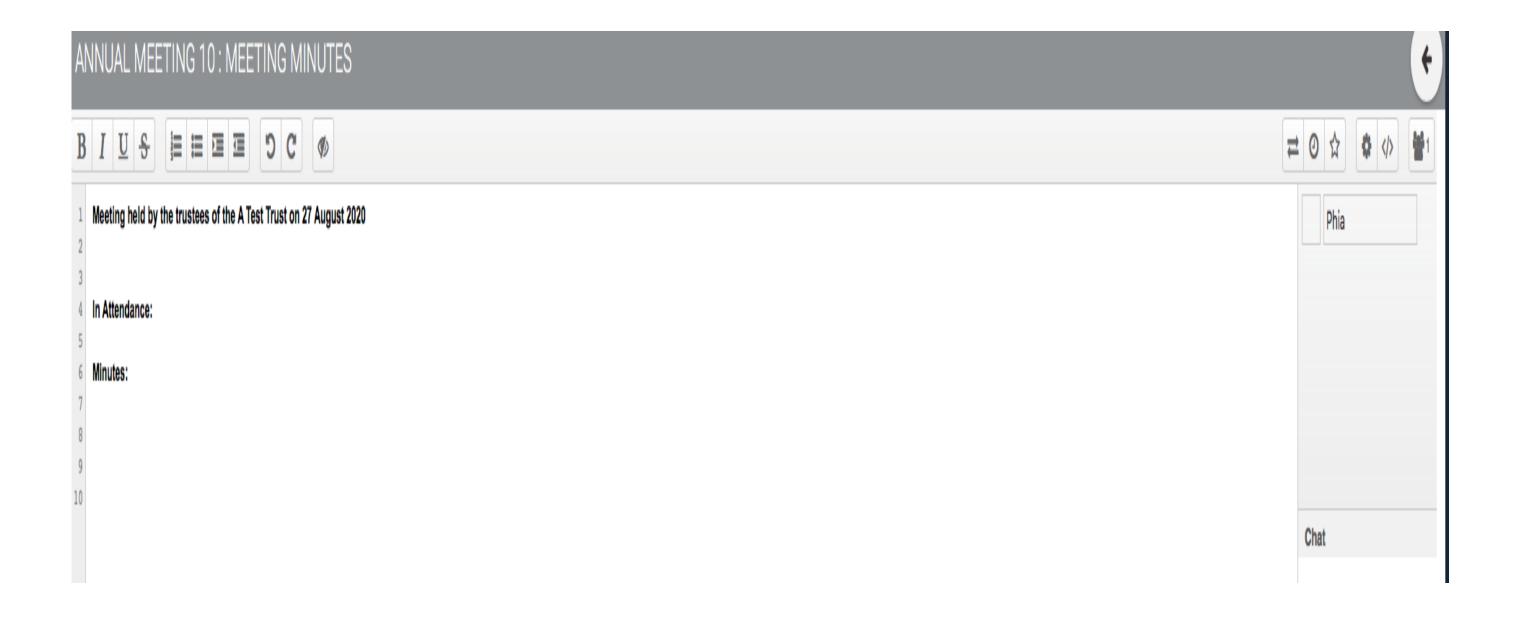


Separation of ownership and enjoyment – demonstrate that! adhere to "Joint Action Rule"

be careful of the manner in which you communicate with your fellow trustees over email or in writing. Never instruct them to, or simply inform them that you have performed a transaction.



Keep minutes of meetings





Do you have an asset register?

Asset Register - A Test Trust						
	Location		Description		Cost	Market Valu
Land And Buil	dings					
2019-03-03	Johannesburg		jon's Hotel Land And Buildings		R10,000,000.00	R10,000,000
2020-03-01	Johannesburg		Wilgeheuwel hospital 3 Land And Buildings		R1,000,000.00	R1,000,000
				Land And Buildings sub-total:	R11,000,000.00	R11,000,00
Listed Investn	nents					
2019-10-28	Jhb		ABSA Listed Investments		R0.00	R0.00
2020-08-06	Jhb	JSE	Absa Bank Listed Investments		R10,000.00	R10,000.00
2020-08-12	Jhb	JSE	Absa Bank Listed Investments		R1,000.00	R1,000.00
2020-01-22	jhb	JSE	Adcock Listed Investments		R1,000.00	R1,000.00
2020-05-05	Cape Town	JSE	Krugerrand Listed Investments		R500,000.00	R500,000.00
2019-03-01	Johannesburg		SYNQUID INV Listed Investments		R800.00	R800.00
				Listed Investments sub-total:	R512,800.00	R512,800.0
Motor Vehicle						
2019-11-25	Johannesburg		honda3 Motor Vehicle		R10,000.00	R10,000.00
2010 02 01	lohonnoohura		Handa CB1000B 2012		DEC COC CO	DEU UUU UU



Keep books of account

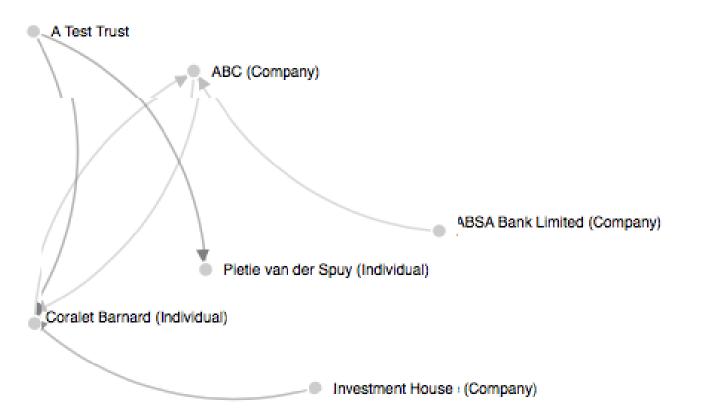
TRUST					
Asset Register					
Transacting Entities	st Trust				
ACCOUNTS					
Take-On Balances					
Trial Balance	IABILITIES EQUITIES EXPENSES REVENUES				
Transaction Log					
Loans	t account - First National Bank : 111				
Distributions	t account - First National Bank : 1234				
REPORTS	t account - Investec : 1234567890				
Balance Sheet	ceivable				
Trust Funds	ed depreciation - Honda CB1000R 2012				
Beneficiaries' Accounts	ed depreciation - Ronnie's Mustang				
Connected Persons	d depreciation - Test Don567				
Income Statement	d depreciation - Wilgeheuwel hospital 3				
Cash-flow	ed depreciation - honda3				
Notes					



Do the trustees know who "connected persons" are?

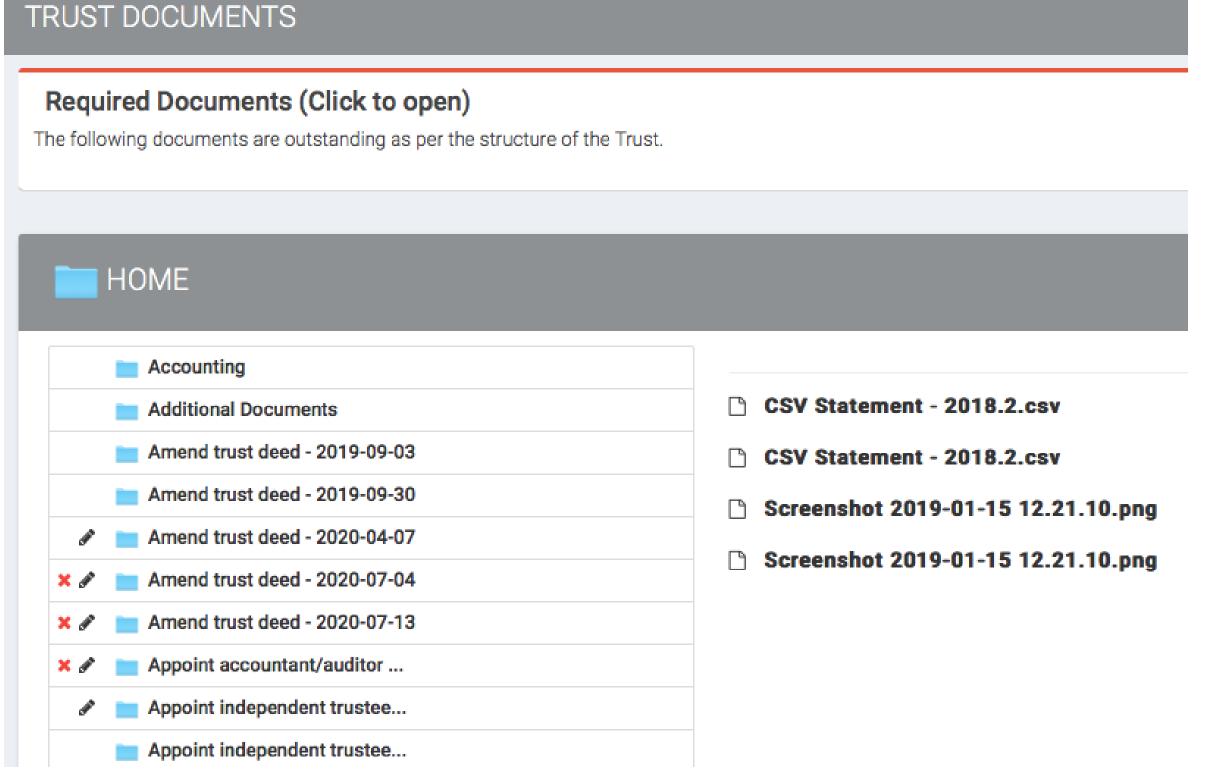
Connected Persons in relation to the trust

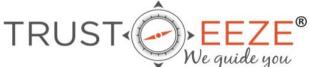
Single-click on a node to increase it's visibility, double-click to return it to normal size. Drag a node to re-order





Keep documents for 5 years after trust termination







QUESTIONS?

Book a demo - https://calendly.com/trusteeze/demo-of-the-trusteeze-platform

