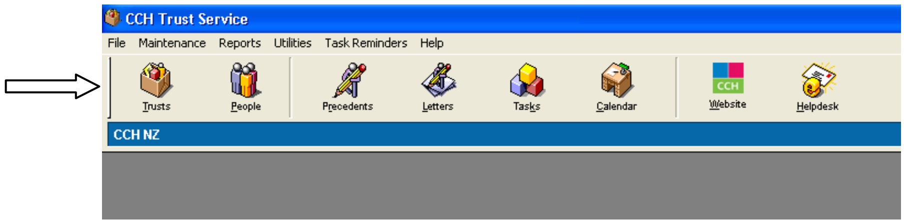
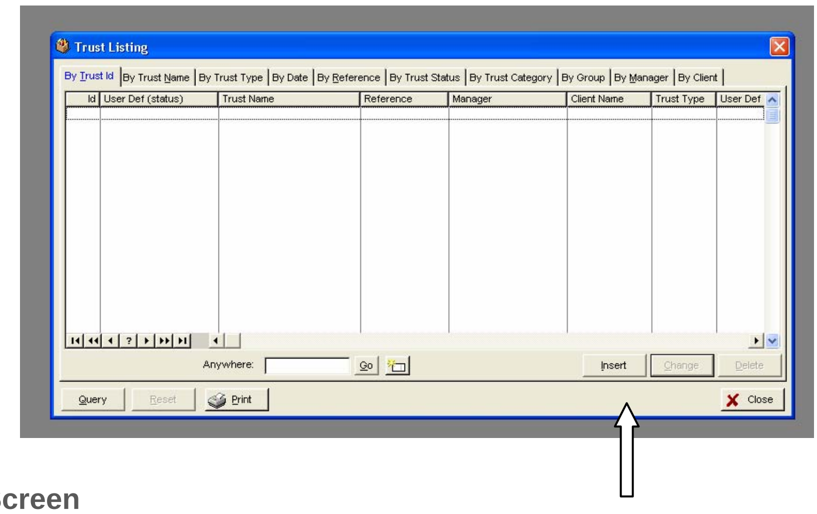
TRUST SERVICE TRAINING – LEVEL 1 SESSION 1.1

ADDING A NEW TRUST

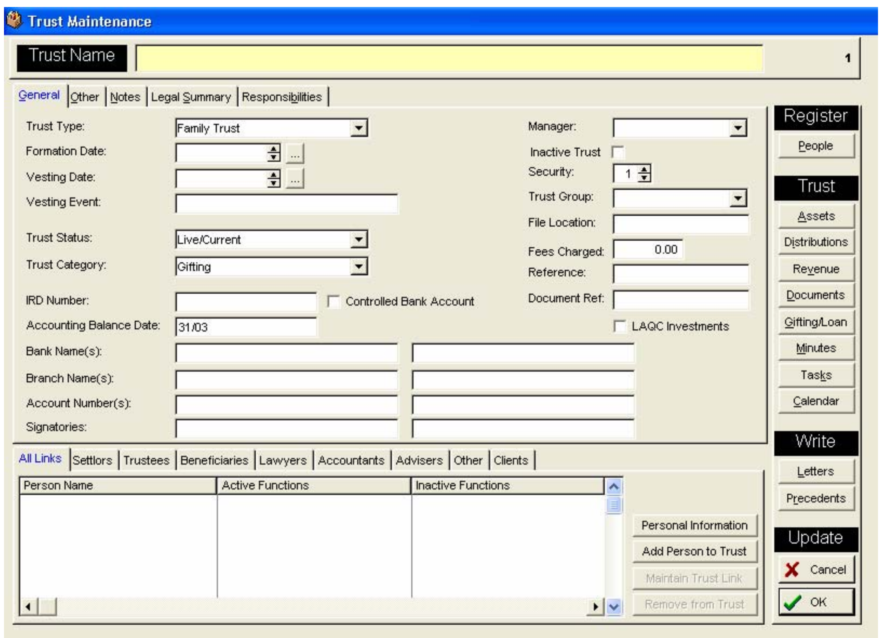
Select Trust



Select Insert



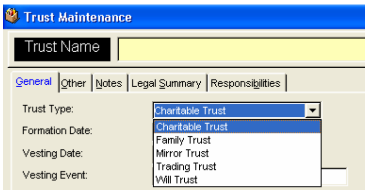
Opens Trust Screen



FRONT SCREEN

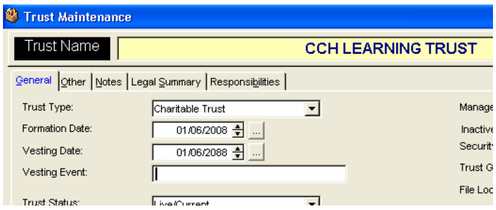
Type Trust Name

Select Trust Type



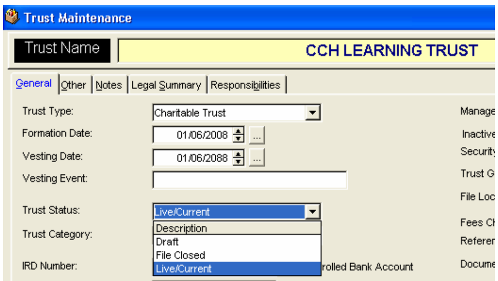
Action Point: Trust Types can be added, deleted or amended to suite your business needs. Take a look on your system and note any required change. We will cover how to make these changes in Level 2.

Formation Date



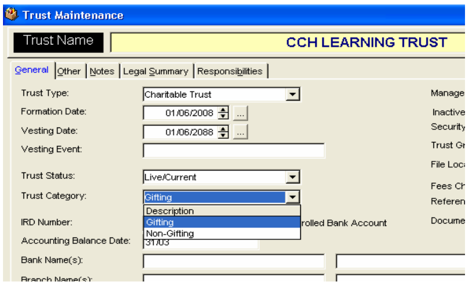
Type Formation date. A Vesting date will automatically be added, 80yrs after the Formation date. If this date is not correct you can re-type or delete. You may prefer to note a Vesting Event instead of a Vesting date.

Trust Status



Action Point: Trust Status can be added, deleted or amended to suite your business needs. Take a look on your system and note any required change. We will cover how to make these changes in Level 2.

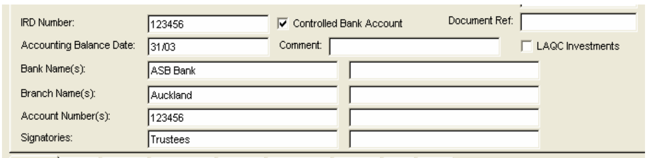
Trust Category



Action Point: Trust Categories can be added, deleted or amended to suite your business needs. Take a look on your system and note any required change. We will cover how to make these changes in Level 2.

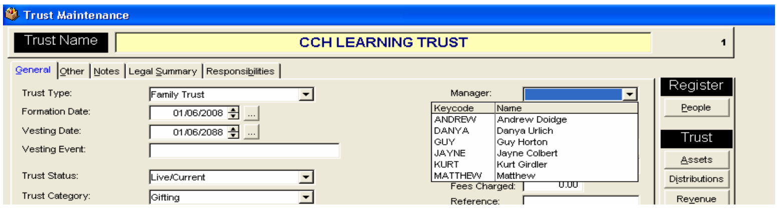
Type IRD Number for Trust

Type Bank Account Details & Balance Date



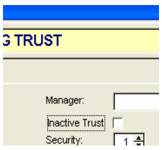
Note: If you check 'Controlled Bank Account' a further comment box appears in which you can add information about the controls

Select the Trust Manager (the person in your organization who is responsible for this Trust)



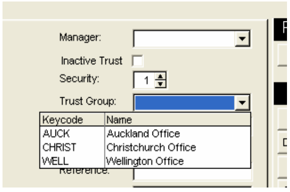
Action Point: Managers can be added, deleted or amended. Take a look on your system and note any required change. We will cover how to make these changes in Level 2.

Select Active/Inactive (will default to Active)



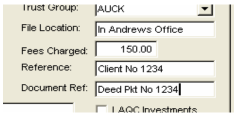
Note: Inactive Trusts will be grayed out on your Trust List but still count as a Trust Record in your total no of Trusts

Select Trust Group (if Used)



Note: Trust Groups are part of the security features that will be covered in Level 2

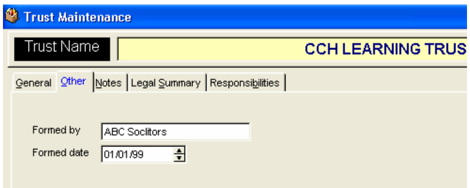
Type details of File Location, Fees Charges, Reference & Deed Packet No (if required).



Action Point: These field are all free type for you to use if you want. Do you need to agree a policy so that everyone in your organization is completing the same thing?

‘OTHER‘ TAB

Complete any fields you may have on the ‘Other Tab

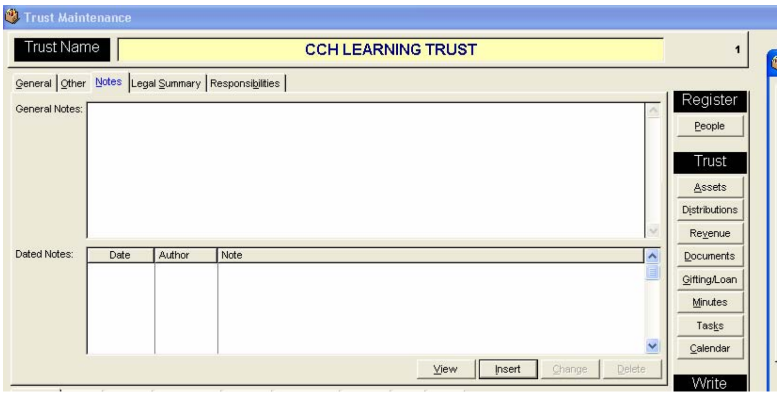


Note: Any additional fields you find under the Other tab are unique to your company and can be set up as required. This will be covered in Level 2. If you have no additional fields the Other tab will not be present.

Action Point: Is there any other information you would like to capture? Make a note of anything you might need

NOTES

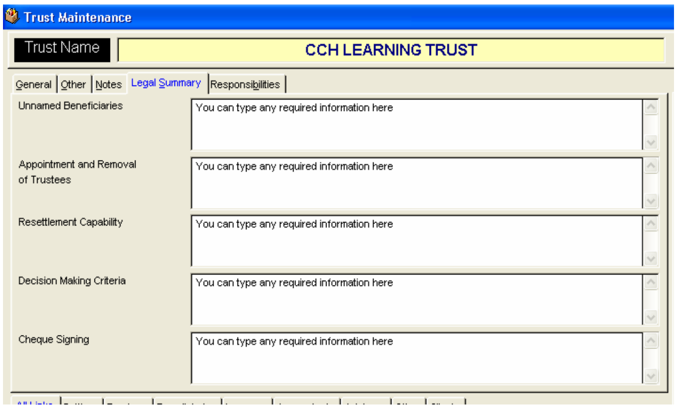
You can add a General Note and/or a Dated Note here if required.



Type directly into General Note
Select Insert, Select Manager, then type Dated Note as required

LEGAL SUMMARY

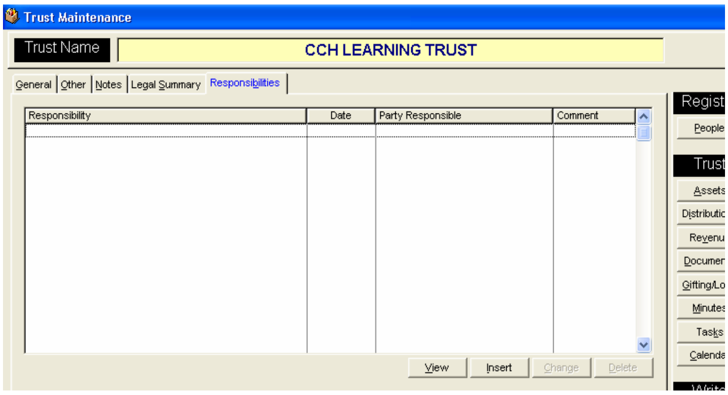
Complete Legal Summary (if required)



Note: Any of the 5 fields in the Legal Summary can be renamed to suite your business requirements. This will be covered in Level 2

Action Point: Are there any changes you would like to make? Make a note of anything you might like.

RESPONSIBILITIES



Note: Responsibilities will be covered in Level 2 as some additional configuration is required

CLICK OK TO SAVE