

sovereign gold account application

Please complete in **BLOCK CAPITALS**, using **BLACK INK**. Please use a separate sheet if more space is required

Individual applicants

Primary applicant:

Full Name:	Title: Mr/Mrs/Miss/Dr/Rev
Address:	
Postcode:	Date of birth:
Daytime telephone number:	Mobile telephone number:
Email:	
Stewardship will communicate with you by email unless otherwise specified here. Please use post <input type="checkbox"/>	

Secondary applicant (if applicable):

Full Name:	Title: Mr/Mrs/Miss/Dr/Rev
Address:	
Postcode:	Date of birth:
Email:	

Note: If a second person wants to make tax effective payments into the Sovereign Gold Account, we will need to create a separate Sovereign Account in that person's name and transfer funds into the Sovereign Gold Account after claiming tax. Please contact our office or download a Sovereign Account form from our website - http://www.stewardship.org.uk/sov_account.htm - and return it, attached to this form, to our Sovereign Gold Team.

Corporate applicants

Company name:	
Registered address:	
	Postcode:
Contact name:	
Telephone number:	Company registration number:
Email:	Website:

Note: Please contact us if you plan to open your account with an initial payment of £25,000 or more.

Please send us details of your payroll giving scheme for employees

Proposed name of account:

This is the name by which we will refer to your account. These are often named after the account holder, a combination of names or initials, a key word from scripture or even a house or street name (e.g. Anderson Fund/Green Pastures Fund/Smith Brown Fund).

	Fund
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Legacy & Successor details

Expression of wishes

I hereby express the wish to Stewardship (Stewardship Services (UKET) Limited, a registered charity number 234714), though without imposing any legal obligation on it, that it would carry out the following actions in the event or events specified (please tick one of the following options):

- In the event of my death, please distribute the balance of funds in my Sovereign Gold Account according to my usual giving pattern.
- In the event of my death, the appointed successor(s) will continue to distribute all funds in my Sovereign Gold Account.
- In the event of my death, Stewardship is to distribute the balance of funds in my Sovereign Gold Account in the following proportions and to the following recipients, but so that if any of the specified recipients shall no longer continue to exist, no longer be eligible for support, and have no successor organisation, then its share shall be apportioned among the remaining recipients in accordance with their respective proportions:

Name and address of recipient	Proportion of funds

Continue on a separate sheet if necessary

Note: Please contact a member of the Sovereign Gold Team should you wish to add a final payment into your Sovereign Gold Account from your estate through your will.

Successor details

This is the person to whom we will transfer control of your account, should you wish, upon your death.

Full name:	Title: Mr/Mrs/Miss/Dr/Rev
Address:	
Postcode:	Date of birth:
Daytime telephone number:	Mobile telephone number:
Email:	Relationship to you:

Payments into your account

Value of initial payment (Minimum £10,000) £ _____
(this may be approximate in the case of share sales)

Composition of initial payment

(e.g. cash/shares) please specify type and value

Type	Value
	£
	£

(Please note that in the case of a gift of shares, the tax relief is claimed by the donor, not Stewardship.)

- I enclose a cheque for £ _____ with this application (payable to 'Stewardship')
- Please treat this full amount as made under the Gift Aid scheme (complete declaration on next page)
- Please treat £ _____ as made under the Gift Aid scheme and claim back tax on this amount only (complete declaration on next page)
- Please do **not** treat any of this amount as made under the Gift Aid scheme
- I enclose details of share transfers/sales relating to this account

Gift Aid declaration (to authorise tax reclaims)

To be completed by the primary applicant only.

I declare my intention that tax should be recovered under the Gift Aid scheme on all donations I make to Stewardship (full name Stewardship Services (UKET) Limited) from the date of this declaration until I notify you otherwise and on any donations I may have made to Stewardship during the six years prior to this year. I understand that I must pay enough income tax or capital gains tax in each year to cover the amount of tax that Stewardship will reclaim on my giving. If too much tax is recovered on my giving, I will be liable to refund HM Revenue & Customs the excess amount claimed.

Signature _____ Date _____

Allocation of initial payment

Do you want any of your initial payment to be invested in Stewardship's Pooled Investment Fund (PIF)?

If so, please state the amount:

£ _____

Future payments into your account

Regular payments:

(please sign the Direct Debit mandate at the end of this form)

Amount	Frequency (monthly, quarterly, six-monthly, annually)	Start date	Reclaim tax?
£			<input type="checkbox"/> Yes <input type="checkbox"/> No

One off payments:

If you have a Direct Debit mandate with Stewardship, and would like to make further one-off payments into your account in future, we are able to do this at your request. Alternatively, please send a cheque payable to 'Stewardship', quoting your Sovereign Gold Account number and stating whether Gift Aid tax is to be reclaimed. For larger gifts, we are able to receive an inter-bank transfer. Please contact us for further details.

Gifts from your account

You can make regular or one off-gifts from your account.

Please make the following regular payments out of my Sovereign Gold Account until further notice (NB. min. £10)

Full name and address of recipient

	Amount	Frequency	To Start
	£		
<input type="checkbox"/> Tick if to be anonymous <input type="checkbox"/> Tax inclusive?*			

	Amount	Frequency	To Start
	£		
<input type="checkbox"/> Tick if to be anonymous <input type="checkbox"/> Tax inclusive?*			

	Amount	Frequency	To Start
	£		
<input type="checkbox"/> Tick if to be anonymous <input type="checkbox"/> Tax inclusive?*			

	Amount	Frequency	To Start
	£		
<input type="checkbox"/> Tick if to be anonymous <input type="checkbox"/> Tax inclusive?*			

(please use an extra sheet if you need more space)

*Please tick if you want the reclaimed tax, applicable to this amount, to be added automatically. **Please note:** Tax inclusive gifts will be made from your account on the same date, and at the same frequency as your donation by direct debit into the account.

You will be sent a personalised voucher book to use when making one-off gifts from your balance. Please tick here if you would like to receive an anonymous voucher book instead of, or as well as, your personalised book.

Terms & Conditions applying to your Sovereign Gold Account

- 1) Funds paid into a Sovereign Gold Account are gifts and form part of the charitable funds of Stewardship. They cannot be returned to you at any time.
- 2) If an account appears to be dormant, and after due enquiry, Stewardship is unable to ascertain the wishes of the donor (or their successor(s)), Stewardship reserves the right to apply the funds for charitable purposes at its sole discretion.
- 3) You may add further sums to your account at any time.
- 4) You will be able to issue requests to Stewardship to make gifts from your Sovereign Gold Account, provided that such gifts fall within the charitable objects of Stewardship (broadly, general charitable purposes, not inconsistent with advancing the evangelical Christian faith). Stewardship retains the responsibility for determining whether gifts made are charitable and reserves the right to decline to make any gift which we deem undesirable.
- 5) Stewardship will apply 'fees' to your account, as advertised. Legally these 'fees' are a membership retention from the funds in your account which are applied to our general purpose funds. The amounts retained fund both donor administration and the cost of servicing your membership with us. For further information about fees that are applied to the account please refer to the accompanying 'Sovereign Gold Fees' and 'Pooled Investment Fund' information sheets.
- 6) The fees which will apply to Sovereign Gold Accounts for the time being are as follows :-
 - a. Cash payments into your account:
 - i. If Gift Aid is to be claimed, Stewardship will charge 3% of the gross payment (i.e. the initial payment plus the reclaimed tax). This is subject to a minimum of £5 and a maximum of £400.
 - ii. If Gift Aid is not to be claimed, Stewardship will charge 0.5% of the payment. This is subject to a minimum of £25 and a maximum of £250).
 - b. Pooled Investment Fund
 - i. Management charges not exceeding 0.5% per annum of the total value of the PIF (charged quarterly), and
 - ii. Professional brokers' charges, not exceeding 0.5% per annum of the total value of the PIF.Both (i) and (ii) are debited directly to the PIF.
 - c. No ongoing service charges are made to funds held in a Sovereign Gold Account.
 - d. All charges are subject to VAT at the prevailing rate, where applicable.
- 7) The investment of the funds held in the PIF or the Sovereign Gold Account is entirely at the discretion of Stewardship. Any funds not invested (whether because Stewardship are awaiting investment requests or the funds are awaiting distribution) may be invested by Stewardship and Stewardship will be entitled to retain for its general funds any resulting income. In relation to the funds held in a Sovereign Gold Account, the current Stewardship 'interest' rate applicable to those accounts will apply, without regard to the actual return invested funds generate.
- 8) You will have the power to appoint a successor to nominate gifts from your Sovereign Gold Account after your death. Such appointment is to be made in writing to our office. Alternatively you may leave written guidance as to how the funds in your Sovereign Gold Account are to be distributed following your death. Whilst being under no legal obligation, Stewardship will carry out your wishes subject to the provisions of clause 4). If no successor has been appointed at the date of your death, and no post-death instructions have been left, the funds in your Sovereign Gold Account will become part of the general funds of Stewardship.
- 9) These terms and conditions may be varied by Stewardship provided that you are notified in writing of the changes at least 3 months before they are to take effect.
- 10) These terms and conditions are binding upon both you (and any successor you may appoint pursuant to clause 8 above) and upon Stewardship (and any successor organisation).
- 11) If any of these terms and conditions are held to any extent to be illegal or unenforceable under any enactment or rule of law, such terms and conditions shall to that extent be deemed not to apply but the enforceability of the remaining terms and conditions shall not be affected.
- 12) These terms and conditions shall be governed by English law.

Confirmation

I/We confirm that I/We have read, understood and agree to the terms in the Sovereign Gold brochure and application form and agree to the conditions.

Primary applicant signature _____ Date _____


Secondary applicant signature (If applicable) _____ Date _____

Please send to: Stewardship, FREEPOST (EDO 5086), PO Box 99 Loughton, Essex, IG10 3BR

Direct debit instruction

Instructions to your Bank or Building Society to pay Direct Debits.

Please complete in BLOCK CAPITALS, using BLACK INK.

Name and full postal address of your Bank/Building Society:	 Reference Number (office use only): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Service User Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Stewardship, PO Box 99, Loughton, Essex IG10 3QJ
Bank/Building Society:	
Address:	
Postcode:	
Name(s) of Account Holder(s):	
Bank/Building Society Account Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Branch Sort Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

Instruction to your Bank/Building society

Please pay **Stewardship** (Stewardship Services (UKET) Limited) Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit guarantee. I understand this instruction may remain with **Stewardship** and, if so, details will be passed electronically to my Bank/Building Society.

Signature/s _____ Date _____

Print name/s _____

**ONCE COMPLETED PLEASE RETURN TO STEWARDSHIP, FREEPOST (EDO 5086),
PO BOX 99, LOUGHTON, ESSEX IG10 3BR**

DO NOT SEND TO YOUR BANK/BUILDING SOCIETY



Detach and Keep this Direct Debit Guarantee

The Direct Debit Guarantee (below) explains your rights under the scheme. Sovereign Account members have the added security that all amounts are set by them, and not by Stewardship.

The Direct Debit Guarantee

This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

If the amounts to be paid or the payment dates change, Stewardship will notify you at least 5 working days in advance of your account being debited, or as otherwise agreed.

If an error is made by Stewardship or by your Bank, or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

fees

The following fees will be applied to payments into Sovereign Gold Accounts:

Payment Type	Fee
Gift Aid	<ul style="list-style-type: none"> • 3% of 'gross' payments (i.e. initial payment + reclaimed tax) • Minimum fee of £5 per payment (on one-off payments only) • Maximum fee of £400 per payment <p>The above fees are deducted from the reclaimed tax, not the initial payment.</p>
Non Gift Aid	<p>0.5% of payment</p> <p>Minimum fee of £25 per payment (on one-off payments only)</p> <p>Maximum fee of £250 per payment</p>
<p>Currently, Stewardship rebates any fees over £1,000 in a calendar year. This is subject to review each year.</p>	

interest rates

Interest is applied to Sovereign Gold Account balances (excluding investments in the Pooled Investment Fund)

Balance	Interest	AER
Over £10,000	0.40% (Stewardship's Higher Rate)	0.40%
Under £10,000	0.10% (Stewardship's Ordinary Rate)	0.10%

Notes

1. Stewardship's "fees" are actually a 'membership retention' from the funds in your account which are then applied to our general purpose funds. Part of this is used to fund administration, with the remainder contributing to the costs of servicing your membership with us.
2. Minimum and maximum fees will apply to the total payments into an account, regardless of how those funds are invested.
3. We apply no ongoing service charge. However, if you choose to invest in the Pooled Investment Fund (PIF) we charge 0.06% of the fund value each quarter (for full details see the accompanying 'Operation of the Pooled Investment Fund' information sheet).
4. Where appropriate, fees are subject to VAT at the current applicable rate.
5. Fees may be reviewed from time to time and are subject to change, but only after prior notice has been given.

Details effective from 01/04/2009
// Sovereign Gold Fees & Interest Rates

operation of the pooled investment fund

The legal basis of the Fund

The Pooled Investment Fund (PIF) is established by a special Scheme approved by the Charity Commission.

Fund managers

The PIF is managed on a discretionary basis by BlackRock Investment Management (UK) Limited which is authorised and regulated by The Financial Services Authority.

Fund performance

Please contact us for up to date information on the performance of the PIF.

Addition of funds

Timing

- Additional units in the PIF can be purchased at the beginning of each calendar month either by transfer of funds already in your Sovereign Gold Account or by a further payment into your account. If you wish to add to your account balance for this purpose, please ensure that cleared funds are available to us one week before the month end.
- Funds can, of course, be held in your Sovereign Gold Account at any time preceding a request from you to transfer monies to the PIF.

Transfer of shares

- Investment into the PIF is usually in cash. If you wish to transfer shares to us to take advantage of the favourable tax treatment, they would normally be sold by us and the net proceeds added to your Sovereign Gold Account which can then be used to purchase units in the PIF. Special terms have been agreed with BlackRock for these sale contracts.
- A separate information sheet, included in this pack, covers the procedures to be followed for gifting shares into your Sovereign Gold Account.

Charges on transfers into the Fund

- No charge is made for transfer of funds from your Sovereign Gold Account into the PIF. However, because of the administration involved in this, we would not normally transfer small amounts (i.e. less than £3,000).

Withdrawal of funds

- There is no restriction on the amounts withdrawn although, because of the administration involved in this, withdrawals should be relatively infrequent and of reasonable amounts (i.e. normally above £3,000).
- As with the addition of new units, withdrawals can only be made at the beginning of each month. The resulting funds will be transferred to your Sovereign Gold Account and will then be available for giving to charitable causes.
- We would normally expect the value of the units in the PIF to be kept at a minimum of £10,000.

Income

- Your Sovereign Gold Account will be credited with an income distribution from the PIF each month.
- Income is calculated on a fully accrued basis. Income accrued as 'ex-dividend' or 'ex-interest' but not yet received by the PIF is funded by Stewardship.

Statements of Account

- Statements are sent to you quarterly giving details of income credited during the period and the market values of the units held in the PIF by your Sovereign Gold Account.

Charges

Our PIF charges will not exceed 0.5% per annum. Currently, we charge only 0.06% of fund value each quarter. The Professional Fund Managers' charges (not exceeding 0.5% per annum of fund value) are made directly to the PIF.

For further information

If you have any further queries relating to the operation of the PIF, please call or email our Sovereign Gold Team on 020 8418 8896 or gold@stewardship.org.uk

Notes:

1. This information sheet forms part of, and should be read with, the Stewardship Sovereign Gold Account brochure.
2. Allocation of Sovereign Gold funds into the Pooled Investment Fund should be viewed as a medium to long term option.

gifting shares

Donors wishing to gift shares to Stewardship should use the following procedure:

1. If a Gold account is not already held by the donor, in advance of advising Stewardship of the transfer, a completed Gold account application form should be submitted to Stewardship for the attention of the Gold team.
2. The donor should then contact Greg Shanahan at BlackRock Investment Management (UK) Limited, providing details of the stock to be gifted and to confirm their gift instructions.

The contact details to be used are:

BlackRock Investment Management (UK) Limited
For the attention of Mr Greg Shanahan.

Address: 33 King William Street,
London
EC4R 9AS

Telephone: 020 7743 4256
Fax: 020 7743 1032

Email: greg.shanahan@blackrock.com

Please note that Stewardship's strong preference is that shares are sold as soon as they are received by BlackRock.

3. BlackRock will then advise of the correct stock transfer procedure and will request written confirmation of the transfer from the donor. (BlackRock will issue standard letter wording for this purpose).
4. The shares and other documentation should be submitted directly to BlackRock using the contact details above.
5. BlackRock will then notify the Gold team at Stewardship and will re-confirm Stewardship's standing instruction for the sale of the shares.
6. Stewardship will then seek written confirmation from the donor that the shares are being gifted to Stewardship and, where appropriate, will confirm that they are to be sold on Stewardship's behalf.

Stewardship will then formally instruct BlackRock to proceed with the share sale on this basis.

Details correct at Nov 2009

7. BlackRock will advise the donor of the correct valuation of the shares, for the purposes of their tax return, **at the date of donation** (this will normally be the date that the stock transfer form is signed in the case of shares held in certificated form **or** the date that the donor instructs their Investment Manager in the case of shares/stocks held in electronic form).
8. On receipt of funds from BlackRock, Stewardship will credit the donor's Gold account (please see point 1).
9. The Gold team will write to the donor with a copy of the Broker's Contract Note once the transaction is complete.

Date: ___ / ___ / 20___

Mr Greg Shanahan
BlackRock Investment Management (UK) Limited
33 King William Street,
London
EC4R 9AS

Dear Mr. Shanahan,

Gift of [shares] / [securities] to Stewardship

I enclose a Stock Exchange transfer form transferring [number and name of shares or securities] [together with the relevant shares certificate (**applicable if shares are held in certificate form*)]

Or

[These shares/securities are held in nominee form by [name and address of nominee company]. I will contact you again as soon as I am advised by my nominees that physical transfer to you has taken place (**applicable if shares are held by nominees*)]. [I understand that the registrars will send a balance certificate in due course (*)].

These shares are a charitable gift to Stewardship. Please [sell them immediately and remit the proceeds to Stewardship] **or** [hold them to Stewardship's order].

In order that I may correctly complete my tax return in respect of this transaction, can you please advise me of the "market value" of these shares **as at the date of the enclosed Stock Exchange transfer**. In accordance with the relevant legislation, the market value to be used is the lower of:

- (a) the "quarter up" price or
- (b) the average of the highest and lowest prices at which bargains, other than bargains done at special prices, were recorded in the Daily Official List for that day.

The price at which the enclosed shares/securities are eventually transacted by Stewardship is not relevant for the purposes of my own tax return.

Yours sincerely,

[name of donor]

c.c. The Sovereign Gold Team, Stewardship

* Delete words in square brackets if not applicable.