

Login

- 1.**
Open <https://trustonline.justice.gov.za/masters>

The screenshot shows the 'Log In' page with two input fields: 'Email / Username' and 'Password'. Below the fields are three buttons: 'Register', 'Forgot My Password', and 'Login'. The 'Register' button is circled in red.

- 2.**
Create Profile.
Check your email inbox for temporary password.
Change your password.
Log in.

The screenshot shows the 'Create Portal User' form with the following fields: 'ID Type' (dropdown menu with 'Identity Document' selected), 'Identity Number', 'Representative Title' (dropdown menu), and 'First Name'. There are 'Close' and 'Save' buttons at the top left.

- 3.**
Log In
Check your email inbox for an OTP

The screenshot shows the 'Log In' page with a reCAPTCHA challenge. The 'Login' button is circled in red.

- 4.**
Verify OTP
Enter OTP and Verify

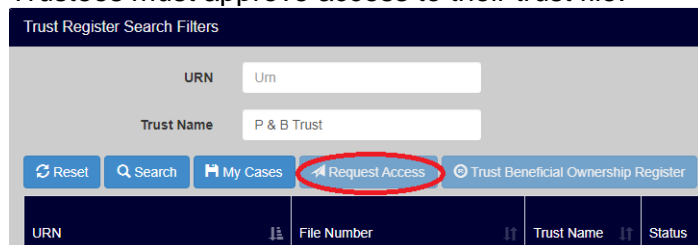
The screenshot shows the 'Email Verification' page with the message: 'Your OTP has been sent to le****@justice.gov.za.' Below the message is an 'OTP' input field and two buttons: 'Cancel' and 'Verify'. The 'Verify' button is circled in red.

Request for access to a trust

5.

Select a file, Request Access.

Trustees must approve access to their trust file.



The screenshot shows the 'Trust Register Search Filters' interface. It includes input fields for 'URN' (containing 'Urn') and 'Trust Name' (containing 'P & B Trust'). Below these fields is a row of buttons: 'Reset', 'Search', 'My Cases', 'Request Access' (circled in red), and 'Trust Beneficial Ownership Register'. At the bottom, there is a table header with columns for 'URN', 'File Number', 'Trust Name', and 'Status'.

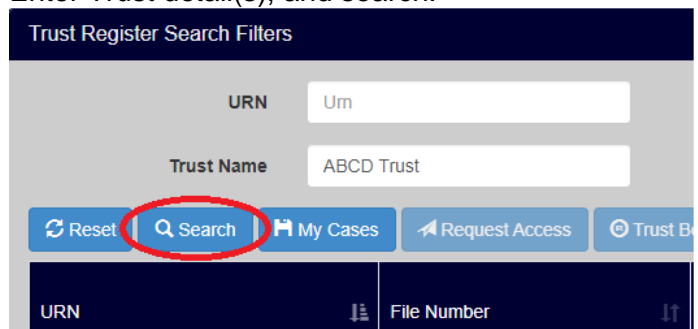
- Trusts that do not have contact details registered, must first update their trust information with the Masters Office.

Where contact details are available, a request will be sent by email for the Trustee or contact person to approve or reject access

Search for a trust

6.

Enter Trust detail(s), and search.



The screenshot shows the 'Trust Register Search Filters' interface. It includes input fields for 'URN' (containing 'Urn') and 'Trust Name' (containing 'ABCD Trust'). Below these fields is a row of buttons: 'Reset', 'Search' (circled in red), 'My Cases', 'Request Access', and 'Trust B'. At the bottom, there is a table header with columns for 'URN' and 'File Number'.

System retrieves trust records that match the search.

If a trust match the search is not found. Select Trust Beneficial Ownership Register to upload a register for the trust.

Upload a Register

7. Trust Beneficial Ownership Register.

Trust Register Search Filters

URN

Trust Name

URN	File Number	Trust Name	Status
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8. Capture details of the trust. Download the Excel template, to populate. Upload the populated template

Download Link

Please follow this link to download the defined Excel template for the beneficial owners detail. Trustees are required to keep it in their records together with ID copies of all beneficial owners of the trust

[Download Excel Template](#)

Trust Beneficial Ownership Register

UPLOAD: Details of the beneficial Owners *

Please download the defined template above, complete the required fields, save and upload here.

Max file size is 10mb. Only 1 Excel document allowed.

No file chosen *

9. Complete declaration

Declaration by Capturer

The Capturer confirms that the Trustees are keeping in their records, certified ID copies of all beneficial owners of the trust.

The Capturer confirms that he/she is authorised to attend to and deal with this matter and verifies the authenticity of the information and documentation being submitted.

The Capturer confirms that confirms that the information submitted is true and correct. In the event that the information is not true and correct, the Maters of the High Court will not be held liable in any way whatsoever as a result of the misrepresentation.

Confirm the above *

10. Save register

Trust Beneficial Ownership Register

- The system will reject an amended template, or a file that is missing key data.
- The details of the trust on the uploaded document must be the same as the trust details captured on the screen.

11. Select My Cases to view uploaded trust registers

Document Upload History

Latest Register	Uploaded By: Lerato Nkuna	Date Uploaded: 2023/07/20 9:54:08 AM	P & B FAMILY TRUST - Beneficial Ownership Register.xlsx	<input type="button" value="View"/>
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Bulk Upload (more than 1 trust register)

Only available for registered organisations

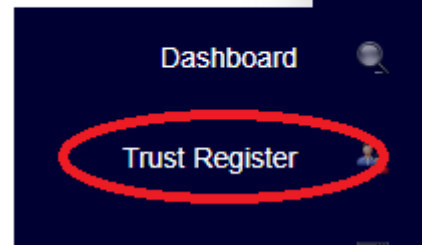
12.
Click the action icon

@JUSTICE.GOV.ZA
| Version: 1.0.0.3

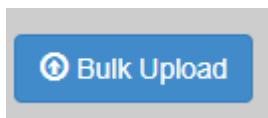


13.
Select Trust Register

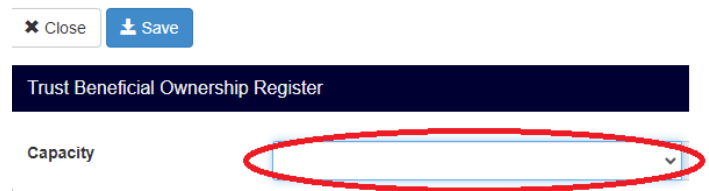
JUSTICE.GOV.ZA
| Version: 1.0.0.3



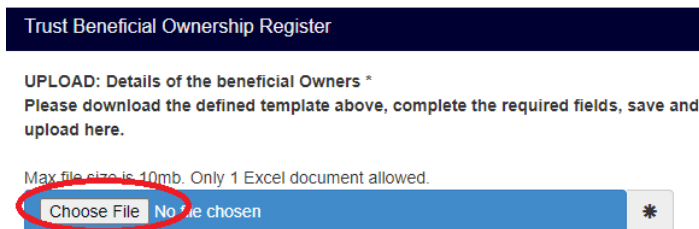
14.
Open Bulk Upload by clicking on the button



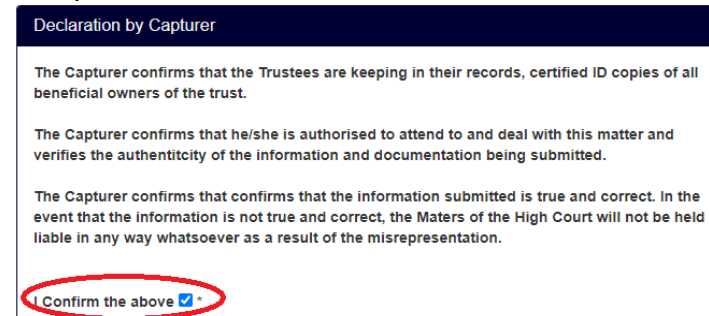
15.
Open Bulk Upload by clicking on the button



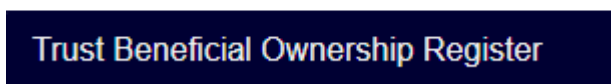
16.
Open Bulk Upload by clicking on the button



17.
Complete declaration



18.
Save register



- The system will validate the uploaded data and issue an alert of where corrections need to be made.

Law Enforcement Agent search

19.

Search for a trust record by entering a URN, Trust Name, or Trust File Number.
OR search by ID number to retrieve trusts that a person is a member of.

Trust Register Search Filters

URN Trust File Number

Trust Name Identity Number

[Reset](#) [Search](#) [View Trust Beneficial Ownership Register](#)

20.

Select and open the trust record by clicking on the 'View Trust Beneficial Ownership Register' button.

Trust Register Search Filters

URN Trust File Number

Trust Name Identity Number

[Reset](#) [Search](#) [View Trust Beneficial Ownership Register](#)

URN	File Number	Trust Name	Status	Authorization Date	Trustee Name	Number of Trustees
	IT818/2005(D)	Oshoek Test Trust			Anton Lan	8

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

21.

The trust record will be displayed with all Beneficial Ownership Registers available for the trust. The latest is marked so. Previous registers will be marked so.

Click on the corresponding 'View' button to download and view the register in excel format.

Trust Beneficial Ownership Register

Masters Office *

Office Filing Number *

Trust Name *

Created By *

Capacity *

Document Upload History

Upload Type	Is Latest	Uploaded By	Date Uploaded	File Name	View
	Latest Register	Uploaded By: Lerato Nkuna	Date Uploaded: 2024/04/11 3:44:48 PM	Beneficial Ownership Register Template (Test1).xlsx	View

22.

Snippet view of a Trust Beneficial Ownership Register.

URN	TrustName	FileNumber	Masters Office where the trust is registered	Grid
	Oshoek Test Trust	IT818/2005(D)	Durban Masters Office Fou	
	Oshoek Test Trust	IT818/2005(D)	Durban Masters Office Tru	
	Oshoek Test Trust	IT818/2005(D)	Durban Masters Office Tru	
	Oshoek Test Trust	IT818/2005(D)	Durban Masters Office Tru	
	Oshoek Test Trust	IT818/2005(D)	Durban Masters Office Ben	
	Oshoek Test Trust	IT818/2005(D)	Durban Masters Office Ben	