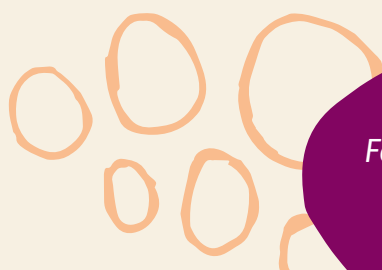
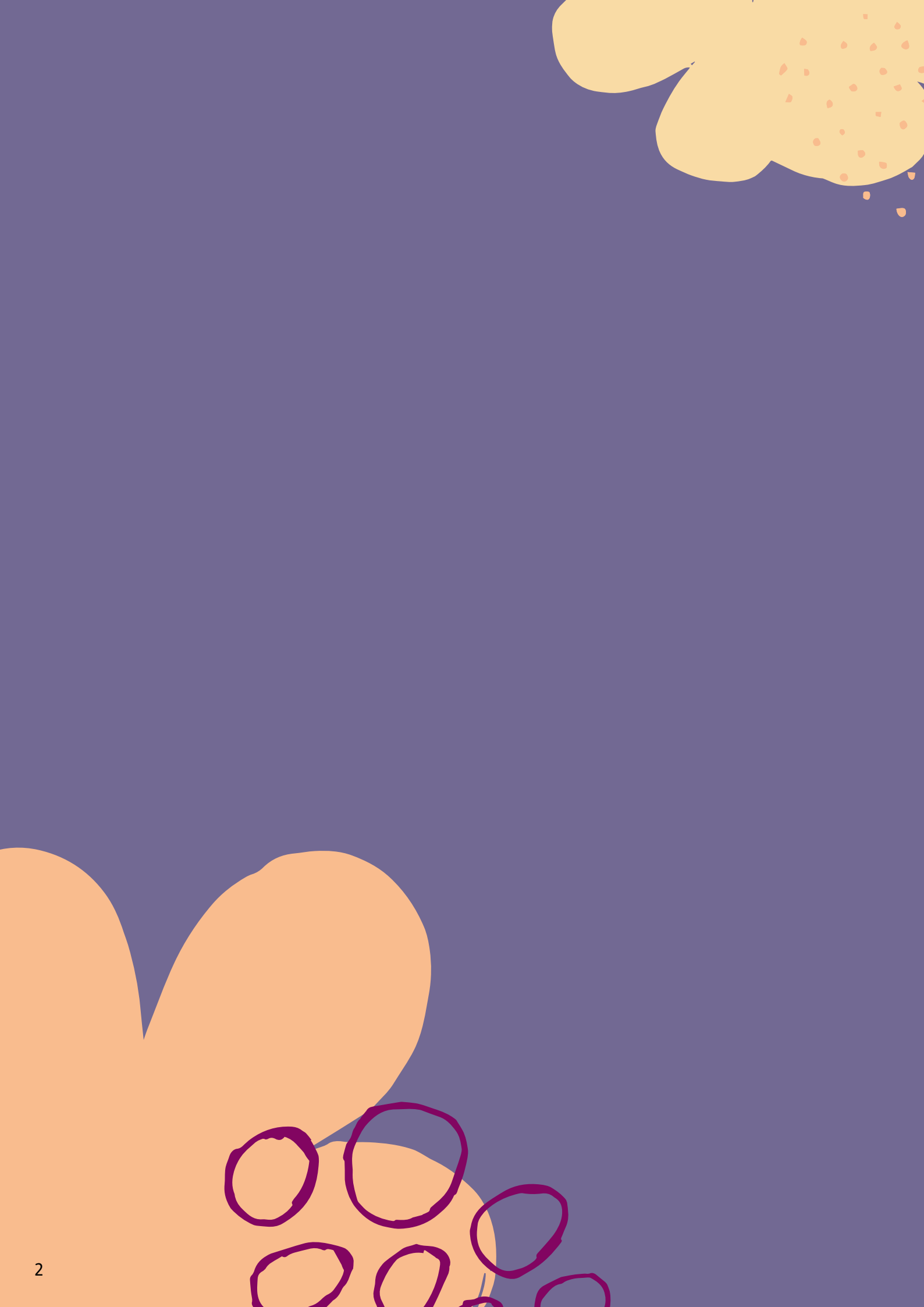


A GUIDE TO SETTING UP A TRUST WITH MENCAP TRUST COMPANY



For a future that's right for your family



Contents

About this guide.....	4
About us.....	5
Frequently asked questions:	
About trusts.....	6
Supporting your loved one.....	9
More about the money.....	12
Glossary: Trust fund jargon explained.....	16
Our fees.....	18
What happens if I decide to go ahead and set up a trust?.....	21
Appendix.....	23
Questions?.....	26



About this guide

This guide will help you decide if a trust fund with Mencap Trust Company is right for your loved one and your family. It explains what a trust is and how it works, and the support you can expect from our team.

About us

We set up trusts for people with a learning disability or autism, investing and protecting money in a way that's right for you. One of us really gets to know your family and what a happy life looks like for your loved one. We're there to offer support and make the money available as it's needed – always keeping your wishes in mind and their interests at heart.

Mencap Trust Company is not-for-profit, so we charge low fees and there are no hidden costs. We've been supporting people with a learning disability via managing and investing their money for nearly 50 years. We understand that every family is different – we can help you create a future that's right for yours.

“The team always help me when I need it. They have helped me to move house and when I needed a new bed. If I need money, I ask Stacy [who looks after my trust] to help me with the request.”

Lisa, who has a trust with us

“

I wanted to leave my son some security in the future without him losing his benefits.

I chose Mencap Trust Company because I wanted my son's needs to come first. Unlike a solicitor, they have experience of working with people with a learning disability and understand the difficulties they face on a day-to-day basis.

”

Julia, who set up a trust for her son

Frequently asked questions

About trusts

1. What is a trust?

A trust is a way of managing money, investments or property for a loved one. It protects these 'assets' so they can be made available when they need them.

2. What is a trustee?

When you set up a trust, you give the responsibility for how the money and property are looked after and used to a named trustee. If your trust is with Mencap Trust Company, we'd be the trustee, meaning we would manage the trust throughout your loved one's life.

3. Who are Mencap Trust Company trusts for?

Our trusts are tailored for people with a learning disability or autism. They don't need to have a formal diagnosis to qualify to use our services.



4. What type of trusts does Mencap Trust Company offer?

We offer two main types of trust: a 'discretionary trust' and a 'disabled person's trust'.

A **discretionary trust** offers a flexible way for parents and family members to set aside money or property (assets) for a loved one. With a discretionary trust, the trustee has the 'discretion' to make decisions about how the trust is distributed. In other words, the trustee uses their judgment to determine who gets what and when. This can be based on the needs, circumstances or best interests of the person whose trust it is. A discretionary trust allows the flexibility to cater for changes in your loved one's circumstances throughout their life.

If you set up a discretionary trust with Mencap Trust Company, you give us the power to manage the assets and to distribute them to your loved one. The trustee can benefit charities which help people with a learning disability as well as your loved one but typically only your loved one would benefit from the trust during their lifetime.

A **disabled person's trust** works in a similar way to a discretionary trust. The main difference between the two is that they are taxed differently and a disabled person's trust cannot benefit charities during your loved one's life. There are additional criteria that someone has to meet to have a disabled person's trust – such as receiving certain disability benefits. You can find out more about who is eligible for a disabled person's trust at www.gov.uk/trusts-taxes/trusts-for-vulnerable-people

You'll need to speak to your own legal or financial adviser about which type of trust would be best for you and to review the detailed terms of the trust deed.

5. Why use a trust company?

If you want to leave money to your loved one in a trust, you don't have to use a trust company. Family members, friends or others can act as a trustee. However, many people choose to use professional trustees, such as Mencap Trust Company. There are a few reasons for this:

- **Being a trustee is a big commitment** – and one that lasts a lifetime. If you set up a trust with us, family members or friends can keep the relationship they have with your loved one, without having the extra legal and financial responsibility.
- **A trust company is permanent** – you won't have to worry about someone's personal circumstances changing and them no longer being able to manage the trust. We will manage and protect the trust throughout your loved one's life.
- **We have over 50 years of experience managing trusts** – and supporting people with a learning disability. We can deal with situations that arise in a way that might be more difficult for a friend or family member. Above all, we care about doing what's right for your loved one.

6. Can Mencap Trust Company be a joint trustee with a family member?

No. If you set up a trust with Mencap Trust Company, we would be the sole trustee. We can't act as a trustee alongside others. However, we are often in regular contact with key family members as part of managing the trust and supporting the person whose trust it is to make good use of their funds.

“

My son is 53 now. Time goes so quickly. I wanted to put things in place for his future. I had a lot of questions and the team have been a great help. **I'm glad I set up the trust with Mencap Trust Company. I can sit back and relax, knowing I've put something in place for my son when I'm no longer around.**

”

Carol, who set up a trust with us for her son David



7. Can I leave a property in trust?

Yes, providing certain conditions are met. Often properties left in wills are sold and the proceeds are transferred into the trust. But, in some cases, families want the trust to include a property for their loved one to live in. Usually this happens through either:

- Transferring a property into the trust while the person that owns it is still alive
- Gifting a property into a trust through a Will
- Gifting money into the trust, which we then use to buy a property for your loved one to live in.

We usually work with a property management company. We choose which one based on the property and your loved one's needs. In some cases, this would be [Golden Lane Housing](#), an independent charity that specialises in managing properties for people with a learning disability.

For us to be able to accept a property into a trust:

- **Your loved one needs to want to live in the property into the future** – and it must be suitable for their needs.
- **The property must be in good condition**, and a safe and manageable environment for your loved one to live in into the future. We ask for a survey of the property and review it before agreeing to take it into a trust.
- **The trust must have cash of at least £50,000 in addition to the property.** This is to make sure that we can maintain the property and keep it safe for your loved one.
- **We have to own the whole property.** (It can't be shared ownership).
- Once the property is placed into the trust, **the person that gifted it can't retain a benefit from it.** For example, a parent can't continue to live in a property after it's been put into a trust for their loved one.

It's important to consider that, as time goes on, the home may not be suitable for your loved one. If this happens, we would be responsible for selling the property and supporting your loved one to find somewhere suitable for them to live.

Please contact us if you're considering leaving a property in trust. One of the team will talk to you about your options.



Supporting your loved one

1. How do you decide what the money in a trust can be spent on?

When your loved one wants money from their trust to pay for something, they contact us. Or, a family member or a supporter contacts us. Money can be requested at any time, not just during our regular visits. We review each request as quickly as possible. The team can approve requests for money up to a certain amount. For larger amounts or unusual requests, we involve our Board, which includes people with expertise in health and social care, social work, trusts and investments, as well as lived experience of learning disability. They review the request in detail and decide what to do.

We also review your 'Letter of Wishes' to help inform our decisions (see **page 12** for more about your Letter of Wishes).

We'll always have your loved one's best interests at the heart of every decision we make. The money is for them, after all. We're just here to manage and protect it – and support them to access it when they need it.

Here are some things our trusts have paid for:

- An art studio and art therapy sessions
- Day centre fees
- Holidays
- A football season ticket
- Winter heating bills
- Food deliveries
- Sports equipment



Meet some of our Trust Relationship Managers and find out more about how they would support your loved one.

<https://youtu.be/kb1bjrsG86E>

2. How will you know what my loved one needs?

We build a relationship with the person you're setting up the trust for. Everyone who has a trust with us has a 'Trust Relationship Manager'. They get to know your loved one and the people who support them. They visit them at their home and learn about their life, what they enjoy doing, their hopes for the future, and any challenges they have. Our Trust Relationship Managers check in regularly to see if anything has changed and adjust things if they need to.

All our Trust Relationship Managers are highly experienced in working with people with a learning disability and autism.

We also get to know, listen to and work closely with the important people in your loved one's life – friends, family members and carers. We ask you to keep us updated about the important people involved in your loved one's life. These details are often included in your Letter of Wishes, which you can update at any time.

3. Will you meet with my loved one face to face?

Your Trust Relationship Manager will visit your loved one in their own home, usually every year. This is flexible and there's scope to change how often these visits happen, depending on your loved one's needs and your wishes. These visits are structured but informal – we call them 'trust reviews'. They help to build strong relationships and are about supporting your loved one to use their trust to live the life they want.

In between the visits, the Trust Relationship Manager will have regular contact with your loved one and the people who support them, by phone, virtual meetings, text message, emails or letters – whatever is the best communication method for your loved one. They will be on hand to deal with any trust requests.

As people get older, we know that their needs change. We continually assess what your loved one wants and needs throughout their life.

“

Alison is very down to earth and understanding. We get on so well. The level of support you get is unbelievable.

David, who has a trust with us

”

“

The most rewarding thing for me is when I see people making use of their trust fund. It can be for a huge variety of things, like going on a holiday. We are a truly person-centred organisation that cares completely about the people we support. They are the focus of my work every single day.

”

Alison,
Trust Relationship Manager,
Mencap Trust Company

“

I like to think of us as a ‘professional friend’ to the people we support. We’ve got a dedicated team that will help you to make sure that you set up the right trust for your family.

”

Stacy, Trust Services Team,
Mencap Trust Company



To hear from some of the people we support, visit:

www.mencaptrust.org.uk/case-studies

What is a 'Letter of Wishes'?

A Letter of Wishes is a letter you write to tell us about your loved one and how you would like their trust fund to be used. You might include things like: your loved one's likes and dislikes; their communication needs; the important people in their life; your hopes and goals for your loved one; and how you'd like potential situations to be handled.

A Letter of Wishes is private and confidential. While it's not legally binding, it plays an important and influential part in decisions we make about what the trust should pay for.

Your loved one may develop new interests and friendships over the years, and your ideas about how the trust can make a difference to their life may change too. So, you can provide updates to your initial Letter of Wishes at any time.

If you decide to set up a trust with us, we'll send you a template you can use to write your Letter of Wishes. If you'd like any support with this, our team is here to help.



More about the money

1. How much money should I put into the trust?

This will depend on your individual circumstances. You'll need to think about what money you need for yourself, who else you want to provide for, and what you think is an appropriate amount for your loved one.

2. Is there a minimum and maximum amount I can have in the trust?

At Mencap Trust Company, we're here to help as many families as possible.

The minimum investment in one of our trusts is £20,000 – much less than most trust fund providers.

If the value of a trust falls below £10,000, we'll start to look at the financial sustainability of the trust and whether it would be best to start winding up the trust for the benefit of your loved one. We'll work with your loved one and the people who support them to do this in

an appropriate way, taking into account their circumstances and other income they may have.

There isn't a maximum amount that can be invested.

3. Can I pay money into the trust in my lifetime, as well as leaving it in my Will?

Yes. A 'lifetime gift' can be a tax efficient way to provide for the future. If you get the trust up and running during your lifetime, you can also support your loved one to build a relationship with us and get used to having a trust fund. It also means your loved one can access money while your estate is being sorted out.

Once you have given assets to the trust, you won't be able to take them back or move them into another trust.

As well as speaking to us about this, we advise you to take financial advice as there will be practical and financial implications of any gifts made to your loved one's trust during your lifetime.

4. Who can pay money into the trust?

Anyone can pay into the trust – apart from your loved one whose trust it is, or anyone else set to benefit from the trust. If a parent sets up a trust, then grandparents, other relations and friends can also pay into the same trust during their life or through their will.

5. Do trust funds affect benefits?

Having a discretionary trust or a disabled person's trust with us won't affect the means-tested benefits your loved one is entitled to.

6. How do you invest the money?

When you set up a trust with us, we commit to investing your money in a way that's right for your loved one's needs and circumstances. We aim to make sure they can benefit from their trust throughout their life.

We consider:

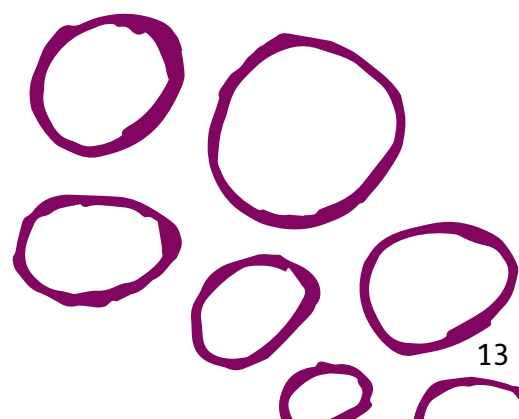
- Your loved one's age and health
- Their needs, interests, plans for the future and other sources of income
- The amount of money in the trust and whether more is likely to be added in the future
- Your Letter of Wishes, which details how you would like the trust to be managed.

We partner with one of the UK's largest investment management companies to invest the money held in our trusts. Rathbones Investment Management, sets up and runs individual investment accounts for each of our trusts.

Every month, Rathbones Investment Management provides updates on how the trust assets are performing. Our Finance and Investments Committee and [**Board of Directors**](#) regularly meet with the investment managers to review their performance, strategy and plans. We discuss how markets and economies are affecting the investment strategies, and how the investment managers are responding to these factors.

We regularly review our investment managers. We're pleased to report that Rathbones Investment Management continues to meet the investment needs for our trusts over the long term.

It's important to remember that the value of investments, and the income from them, may go down as well as up. Your loved one could get back less than you put in.



6. What anti-money laundering procedures and checks do you put in place?

We have a responsibility to establish the source of money put into a trust with us. We ask everyone who sets up a trust with us questions about how they came to have the assets that they do.

Before you set up a trust, you'll need to fill in an application form providing essential information about you and the person you're setting up the trust for. You'll get this in your 'Signing Pack', which we'll send you if you decide to set up a trust with us.

Before your trust is set up – and whenever any money is added to the trust – anti-money laundering checks will need to be completed. We will also register the trust with HM Revenue & Customs (HMRC). This is a legal requirement. All of our trusts must follow this process, which our team will guide you through.

If you'd like more information, we can send you a copy of our Anti-Money Laundering and Counter Terrorism Finance Policy, or please do contact our team with any questions you have.

“

I wasn't getting any younger and I knew I had to sort something out. I had a lot of questions and the team were very willing to answer them and to help me.

”

Carol, who set up a trust with us

7. What happens if Mencap Trust Company goes bust?

We know that being able to rely on Mencap Trust Company to be there for their loved one in the future is one of the main reasons that families set up a trust with us. We have been here for 50 years and you will want to be confident we will be here for another 50. We therefore take a cautious approach to managing our own finances and regularly review our financial position and forecasts with our Board of Directors and Finance and Investments Committee to ensure we remain resilient and sustainable. While we are independent of Royal Mencap Society ([Mencap](#)), we remain part of the Mencap group and benefit from being a subsidiary of one of the country's largest charities.

In the unlikely event that Mencap Trust Company was to close, the money held in each trust would be protected. Mencap Trust Company does not hold trust funds to use as it pleases; the money is held to benefit the specific beneficiaries of the trust. If Mencap Trust Company could no longer act as trustee, we would appoint a suitable alternative trustee to take over from us.

8. Can you recommend a solicitor?

We can't, but we can put you in touch with our colleagues at the charity [Mencap](#) who can.

9. What happens when someone with a trust dies?

When you set up a trust, you decide what will happen to the funds when the person whose trust it is dies. You'll name one or more people or charities for the trust assets to pass on to. These are called 'residuary beneficiaries' (see the glossary on **page 16**). Residuary beneficiaries can be family members, friends, charities or a mixture of these. If the residuary beneficiaries are no longer around, any money left in the trust fund passes to the charity Royal Mencap Society ([Mencap](#)). The trust is then closed.



10. Does the trust pay for funeral expenses?

Yes, we can arrange for funeral plans to be set up while the trust is up and running.

11. Can I cancel my trust once it's set up?

Once the trust is created, it can only be wound up after all assets are fully distributed.

Once the trust is created, you can't make any changes to the 'trust deed' (see the glossary on **page 16**). This includes changing the people who benefit from the trust.

If you haven't fully activated the trust yet – that is, if you haven't paid into it (apart from the £5 you paid in to set it up) – you can cancel the gift in your will to this trust. In effect, this means that you have set up a trust but decided not to use it. If this is the case, we ask that you please let us know as soon as possible, in writing, so we can update our records. Unfortunately we won't be able to refund the initial costs of setting up the trust.

Glossary

There can be lots of jargon involved in setting up a trust. Here are some of the main terms you might come across, particularly in legal documents.

We're here to help explain things too. Please do get in touch with us if you have any questions. Call us on **020 7696 6932** or email info@mencaptrust.org.uk

Beneficiary

A **beneficiary** is someone who 'benefits' from a trust fund.

A '**primary beneficiary**' is the person who benefits from a trust fund first, before anyone else. In this case, it's your loved one that you set up the trust for. When we've used the term 'loved one' in this guide, we're referring to a 'primary beneficiary'.

A '**residuary beneficiary**' is a person or charity who's entitled to any money and property remaining in the trust fund when the 'primary beneficiary' dies.

Settlor

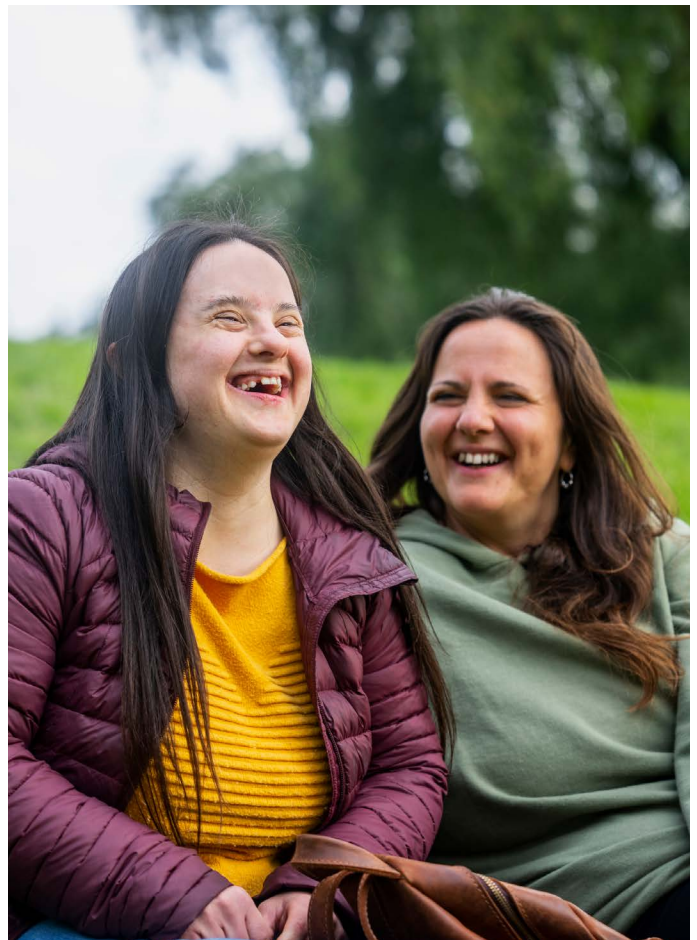
A **settlor** is the person who sets up the trust and puts money or property into it – usually a parent, grandparent or other family member or friend. If you set up a trust with Mencap Trust Company you are the settlor. A trust can have one or two settlors.

Non-settlors can also add funds to the trust. For example, if a parent sets up a trust (they are the settlor) and a grandparent (a non-settlor) can make a gift into the trust through their own will.

Trustee(s)

A **trustee** is the individual(s) or company appointed to manage and oversee the trust.

If you set up a trust with us, Mencap Trust Company is the trustee of the trust.



Trustees have a duty to act in good faith – and in the best interests of the beneficiaries. This means they can't use the trust fund to benefit themselves at the expense of those they are supposed to be helping.

Trust fund

A **trust fund** is the money, investments and property (assets) held for the beneficiaries of the trust. It includes any income and growth on those assets, for example, the interest earned.

Trust

A **trust** is the legal structure set up to hold the trust fund.

Trust deed

A **trust deed** is a document that details how the trust will be administered. It sets out the powers and duties of the trustee and who the trust fund may be paid to.

This is sometimes called a '**deed of settlement**'.

Mencap Trust Company has two types of trust deed – a discretionary trust deed and a disabled person's trust deed.

Assets

Assets are the money, property or investments that someone owns.

Estate

The total value of all the assets owned by a person when they die, minus any debts and liabilities, is called their **estate**.

Execute

To **execute** is to sign a document in a way required by law (for example, in the presence of a witness).

To set up your trust you will need to “execute” one of our trust deeds.

Distributions

Distributions are the payments from the trust to the beneficiaries or other third parties for the benefit of the beneficiaries.

For example, if a beneficiary wants us to cover the cost of day centre fees, we could either pay the day centre directly or pay the money to the beneficiary to pay themselves.

Letter of Wishes

The settlor writes a **Letter of Wishes** for the trustee. It details how they would like the trust's assets to be managed and distributed. A Letter of Wishes isn't legally binding but the trustee will consider the settlor's guidance in their Letter of Wishes.



Our fees

Mencap Trust Company is a not-for-profit organisation. Our fees cover the cost of our services, rather than making a profit.

There's a process we need to go through when we set up and manage a trust. These are the associated fees:

1. A one-off set-up fee – £550 (if there is one settlor) or £600 (if there are two settlors). These figures include VAT
2. A one-off fee for fully activating the trust – £480 including VAT
3. A yearly fee for managing the trust – dependent on the size of trust
4. A trust review fee – £195 fee plus VAT per review
5. Where required, an 'unusual work' fee of between £45-£75 per hour plus VAT

Fees payable to other organisations we work with:

6. A yearly tax return fee and other tax fees – dependent on the type and value of the trust
7. A yearly investment manager fee – dependent on the value of the trust
8. A one-off winding up of the trust fee – dependent on the value of the trust

These fees are explained in more detail below.

1. Set-up fee

If one person is setting up the trust (one 'settlor') the fee is £550. If two people are doing this (two 'settlors') it's £600. This includes VAT. This set-up fee covers:

- A 'trust deed' document, which we create for you to set up the trust for your loved one
- Processing the application
- Compliance checks (such as checking identification and anti-money laundering checks)
- Registering with the HMRC's Trust Registration Service

As well as the set-up fee you also pay £5 – this is the initial gift into the trust that helps set it up.

We'll give you more details about the set-up process in the 'Signing Pack' we send you if you decide to set up a trust with us.

2. Fee for fully activating the trust

There's a one-off charge of £480 including VAT for 'activating' the trust. This is deducted when you make the first substantial gift into the trust. This only applies to the first gift so no further fees are charged when you or others add further gifts to the trust in future.

3. Trust management fee

The annual trust management fee depends on the value of the trust fund, up to 1.75% plus VAT. (See the table below for more details). The fee covers the day-to-day administration of the trust and our communications with your loved one, as well as their carers and other people who support them.

The charges are calculated and paid monthly and based on the fund's value at that time. There's a minimum fee of £240 plus VAT per year.

Value of the trust (excluding property)	Charge
Up to £500,000	1.75%
Over £500,000	0.5% for funds in excess of £500,000 with 1.75% for the first £500,000
Over £750,000	0.25% for funds in excess of £750,000 with 1.75% for the first £500,000 and 0.5% for the next £250,000

Please note: The value of any property held in trust is not included in these calculations. Our work in relation to property is charged on an hourly basis (see point 5 below).

4. Trust review fee

There's a fee of £195 plus VAT for each trust review. These typically happen once every year in person. For more information on the trust review meetings, see question 3 on **page 10**.

5. Unusual work fee

We charge a fee of £45 to £75 per hour plus VAT for any work that falls outside of the standard service. For example, if we need to attend any specific meetings (not including trust review meetings) or if we need to do any work related to any properties held in trust. The hourly rate depends on the level of complexity involved.

6. Winding up of the trust

We charge a 'winding up' fee when the trust fund is fully paid out, or when our responsibilities as a trustee end. We calculate this fee based on the value of the trust when the final amount of money is distributed.

The fee is 1% of the value of the funds if they are distributed to just one person (or organisation). If the funds are distributed to

more than one person (or organisation) there's an additional 0.2% fee for each extra party to cover the extra work up to a maximum of 3%.

Fees payable to other organisations we work with

7. Taxation work

Every year, a trust fund has to have an annual tax return prepared. The fee is 0.36% of the trust value plus VAT, which we pay to our external tax and compliance partner, Deloitte.

For 'discretionary trusts', there may be an additional tax charge every 10 years and when a capital distribution is made. This tax will not normally be payable if the value of the trust has never exceeded the Inheritance Tax threshold. But if it does and this type of tax return is required, a fee of £1,000 plus VAT will be charged.

When the trust is fully activated, there's a one-off activation compliance fee of 0.5% of the trust value. (The minimum charge is £200 plus VAT and the maximum charge is £750 plus VAT).

A final tax calculation is due when the trust is wound up and distributed to the residuary beneficiary or beneficiaries. The fee for this is 0.6% of the final trust fund value. (There's a minimum charge of £400 plus VAT and a maximum charge of £2,500 plus VAT).

8. Investment managers' fees

Investment managers' fees are charged separately for each trust fund. Currently, fees are 0.5% plus VAT of the invested assets' market value.

Please note:

These fees are correct as of 6 April 2026. They can be reviewed and changed at any time without notice. You can always find the most up-to-date fees on our [website](#).



Acceptable standards of communication

At Mencap Trust Company, we won't tolerate any form of abuse, discrimination or inappropriate comments or behaviour towards our staff. We take all incidents seriously. We will warn anyone behaving in this way that their conduct is inappropriate. If abusive, discriminatory or inappropriate comments continue to be made, our colleagues reserve the right to terminate calls or other interactions.

What happens if I decide to go ahead and set up a trust?

We make setting up a trust as simple as possible and we're on hand to support you through the process. Here's what you need to do:

1. Speak to a financial or legal advisor

Once you've read through this guide, you should speak to a financial or legal advisor. They can help you decide which type of trust is best for your family – a disabled person's trust or a discretionary trust.

2. Contact us

Call us on **020 7696 6932** or email info@mencaptrust.org.uk.

Let us know which type of trust you want to set up and we'll send you a 'Signing Pack'. This includes all the paperwork you need to fill in and step-by-step guidance to help you. There are also details of everything else you need to do, including writing your Letter of Wishes and updating your Will. Your advisor can help you to complete the paperwork.

If you have any questions at all, our team is here to help.



Watch a video where our director, David, discusses setting up a trust for a loved one with Mencap Trust Company.

www.mencaptrust.org.uk/how-do-you-setup-trust

Mencap Trust Company: how our trusts work

You complete the legal and identification paperwork we send to you

You put an initial gift of £5 into the trust

You write a letter of wishes

You make a will (which mentions the trust)

THE TRUST IS SET UP

Money is placed in Trust

In your lifetime

From your estate when you die

We talk to you and your loved one about how the trust is used.

We use your letter of wishes, along with conversations with your loved one and their support network, to help us understand how to use the trust.

THE TRUST IS ACTIVATED

We work with your loved one and the important people in their life to decide how to use the trust – keeping your wishes in mind and their interests at heart.

We regularly check that the trust is being used to give your loved one the life they want.

Throughout your loved one's life

If something changes...

We review the performance of the money in the trust.

Appendix – a summary of our service and terms of business

Our role

Mencap Trust Company is a trust company which acts as trustee of trusts for people with a learning disability or autism. Our role as trustees includes:

- Investing the trust funds in an appropriate way
- Visiting the beneficiary of the trust, if appropriate, to build a relationship with them and ensure the trust fund is being used properly and for their benefit
- Making sure all of the compliance requirements in relation to the trust are completed – tax returns, trust registration etc.

There's more detailed information about what we do in the FAQs above.

How we operate

If you would like Mencap Trust Company to look after your trust for you, you will need to establish a trust with us which appoints Mencap Trust Company as the sole trustee (we are unable to act as trustee alongside others). We offer two standard 'trust deed' documents (one for a discretionary trust and one for a disabled person's trust). We will require

a 'trust deed' in one of these two forms for us to be able to accept a position as trustee.

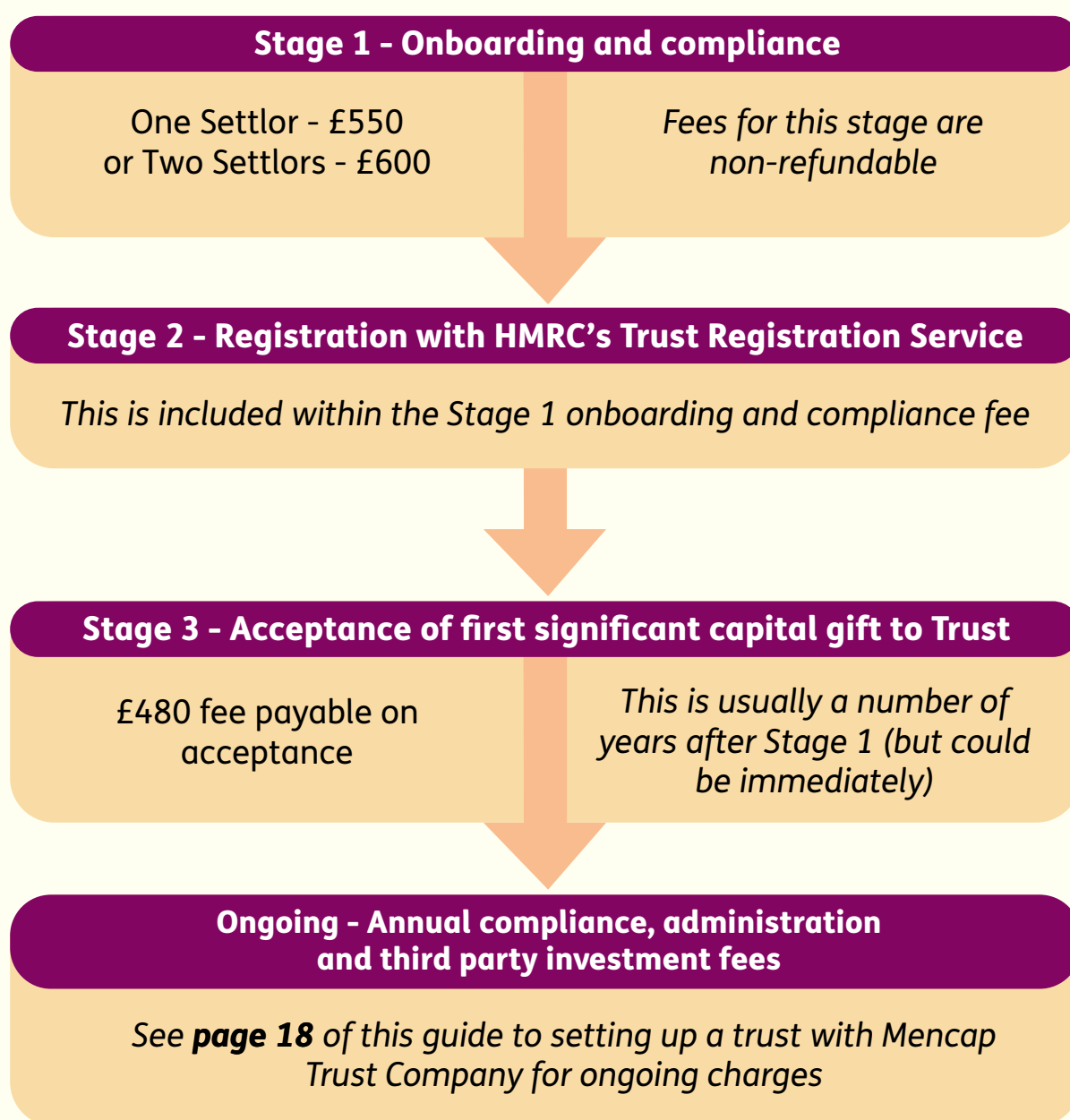
We recommend you take legal and tax advice to help you choose which trust structure is right for your circumstances and to help you set up the trust. As part of our onboarding process we will ask you to confirm that you have taken legal and tax advice before we go ahead with setting up the trust. Mencap Trust Company is unable to recommend a solicitor, however we can put you in touch with our colleagues at the charity Royal Mencap Society (Mencap) who would be able to put you in touch with a solicitor if required.

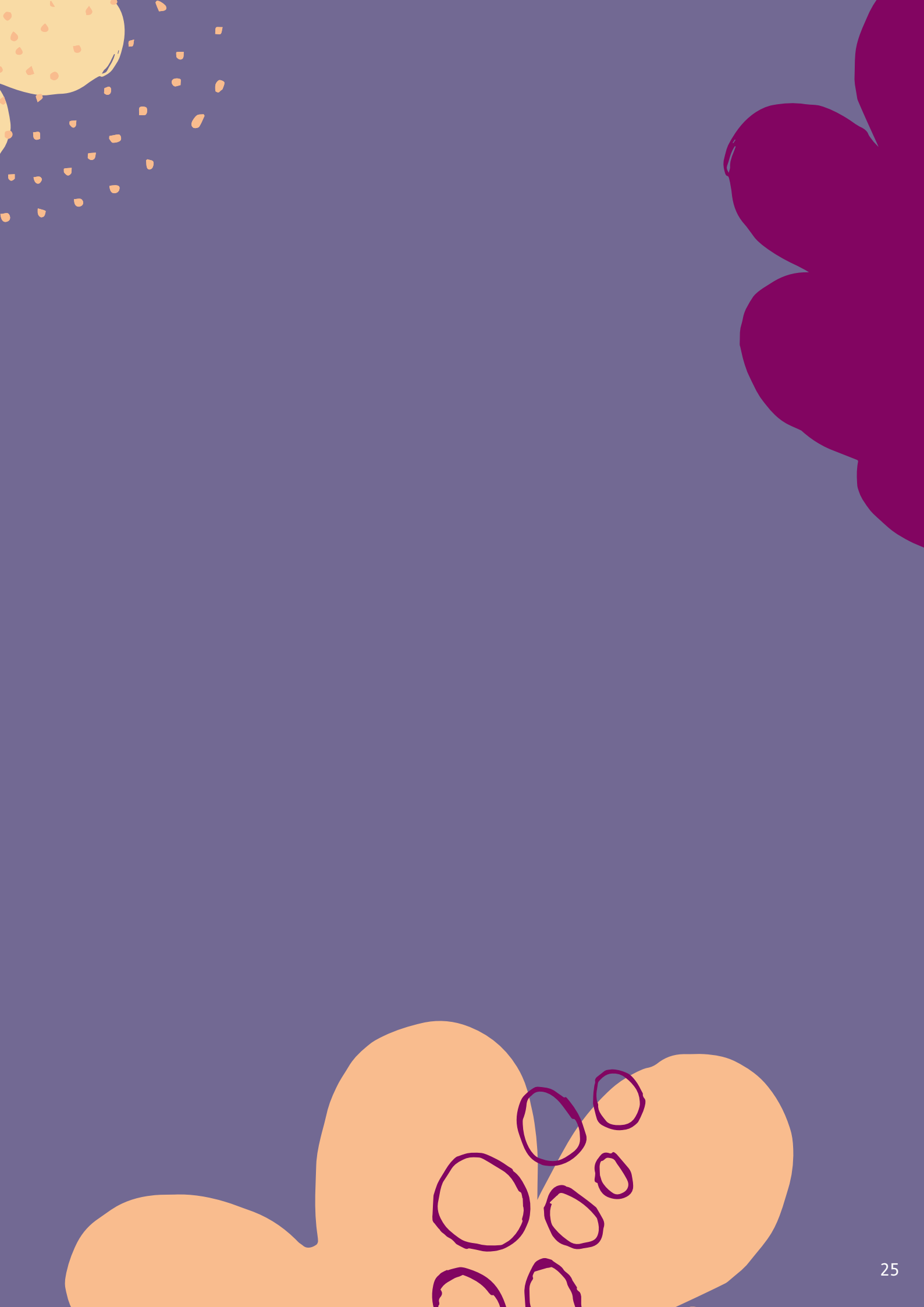
Once you have decided which type of trust is right for you, you can then contact Mencap Trust Company to ask us to act as trustee.

There are various onboarding and compliance procedures which we are required to complete before we can begin to administer the trust. If you confirm that you would like to proceed to set up a trust with Mencap Trust Company you will be sent all of the relevant forms and paperwork to complete.

The process and fees

Mencap Trust Company is a not-for-profit organisation. We do charge for taking on a trust as trustee and have a particular process we need to go through when becoming trustee of a new trust. We also charge annual fees in relation to the ongoing compliance and administration of each trust. These fees are intended to cover our costs of providing a trustee service, rather than making a profit. Fees are also charged by third party taxation and investment managers. Fees are set out in full on **page 18** of this guide to setting up a trust with Mencap Trust Company. The fees can be changed in future at the discretion of the trustee, but the initial fees and process are currently as follows:







Questions?

We're here to help. So please do get in touch with us if you have any questions.

Call **020 7696 6932**
or email info@mencaptrust.org.uk

Registered Office Address:
East One, 20-22 Commercial Street, London, E1 6LP.
Mencap Trust Company Limited is a company limited by guarantee.
Registered in England and Wales number 1233201.

