

# ICMS MASTERS – INTER VIVOS TRUSTS

PEAST

(PAPERLESS ESTATE ADMINISTRATION SYSTEM – TRUSTS)

# ICMS MASTERS – INTER VIVOS TRUSTS

- ▶ The client applies to the Master for the registration of an inter vivos trust on a prescribed application form.
- ▶ The Estate Controller scrutinizes the application to ensure that all documents have been lodged and captures all required information on the ICMS system.
- ▶ If there are no additional information or documents required the Estate Controller indicates on the system that the task has been completed.
- ▶ The following slide depicts a section of the application forms, which are available at [www.justice.gov.za/master/forms.html](http://www.justice.gov.za/master/forms.html)

# ICMS MASTERS – INTER VIVOS TRUSTS

## J401, J417, J405, J450

http://www.justice.gov.za/maste DO&JCD: Master/Forms justice.gov.za

File Edit Go to Favorites Help

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J401

REPUBLIC OF SOUTH AFRICA

**TRUST REGISTRATION & AMENDMENTS FORM (Inter-Vivos)**

Application Form Selections:			
Trust Registration	Complete All Sections	Bond of Security Amendments	Complete Sections 1.1, 1.3, 8, 9
Trustee Amendments	Complete Sections 1.1, 1.3, 6, 9	General Trust Amendments	Complete Sections 1.1, 1.2*, 1.3, 3*, 4*, 5*, 9
Auditor Amendments	Complete Sections 1.1, 1.3, 7, 9	Trust Copies	Complete Sections 1.1, 1.3, 9
Other			

\* If applicable \* A separate application form must be submitted for each amendment type

**SECTION 1: SUMMARY DETAILS**

**1.1 TRUST NAME & FILE NUMBER**

Trust Name: [Grid]

Trust File Number \* [Grid]

**1.2 TRUST GENERAL DETAILS**

Asset Location: [Grid]

Probable Trust Duration: [Grid]

No. of Trustees (Persons): [Grid] (to be captured for this application)

No. of Trustees (Organization): [Grid] (to be captured for this application)

Minimum No. of Trustees Allowed: [Grid] (on the trust)

Maximum No. of Trustees Allowed: [Grid] (on the trust)

Source of Funds:  Road Accident Fund (RAF)  Other

Is Annual Audit Required?  Yes  No

No. of Beneficiaries (RAF):  Class  Unknown No. [Grid]

No. of Mentally Incapacitated/ Minor Beneficiaries (RAF): [Grid]

Is this a Court Order Application?  Yes  No

Court Name: [Grid]

Case No.: [Grid]

**FOR OFFICE USE ONLY**

Received By: [Grid]

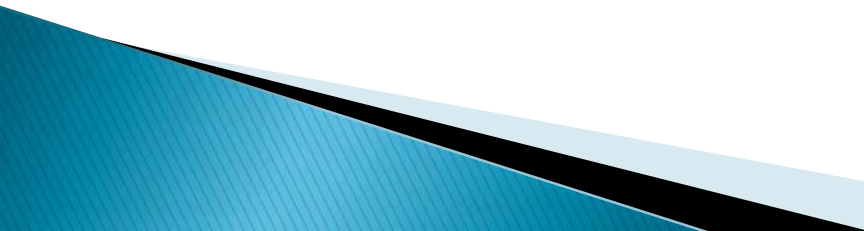
Signature: [Grid]

Stamp: [Grid]

Page 1 of 7

10:38 AM  
2013/09/05

# ICMS MASTERS – INTER VIVOS TRUSTS

- ▶ When the Estate Controller has completed the task, the file contents is referred to the Scanner Clerk.
  - ▶ The Scanner Clerk scans all documents in the file and utilises the batch manager application to index the documents.
  - ▶ Once indexed, the Scanner Clerk access ICMS and indicate that the documents have been scanned.
  - ▶ The following slide depicts the screen of the Scanner Clerk.
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# ICMS MASTERS – INTER VIVOS TRUSTS

SITA.Application [DOJCD\trsc07] Environment: STAGING User is DOJCD\trsc07 | v6.3.0.0 | (Masters Office) Port Elizabeth Masters Office

**ICMS** Integrated Case Management System Change Application / Institution

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**Trust Registration** | Reports

**Trust Summary**

Trust Name : NAIDOO TRUST

URN : 8982013TRU000175

Trust File Number : 000175/2013

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**Work Lists**

Work Lists

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**Global Search**

Search for Trust

**Task Pane** | General Trust Details | Founders | Trustees | Auditors | Scanned Documents | Dashboard | Bond Of Security | Notes

**Complete Task**

**Trust Summary**

Trust Name: NAIDOO TRUST	Number Of Trustees: 2
URN: 8982013TRU000175	Source Of Funds: Other
File Number: 000175/2013	Minimum Number Of Trustees Allowed: 1
Date Application Lodged: 2013/06/20	Maximum Number Of Trustees Allowed: 3

**Task Information**

I Want To:

**Required Document List**

Required Documents	Description	Number Of Required Documents	Required	Received	Scanned
▶ Acceptance of Trusteeship		2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application Form		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Beneficiaries Declaration Form		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of Payment		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trust Deed		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trustee Identification or Proof of Org. Regi ...		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trustee(s) Representative's Identification		2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Undertaking by Auditor/Accountant		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Notes Information**

Add Remove

Note	Note Type	Created By	Date Created

11:48 AM  
2013/09/05

# ICMS MASTERS – INTER VIVOS TRUSTS

- ▶ Once the Scanner Clerk has completed the scanning and processing of the scanned documents, the matter is electronically sent to the work list of the Assistant Master for approval of the appointment.
- ▶ The Assistant Master accesses the electronic images of the file and ensure that all detail was captured correctly.
- ▶ Once satisfied, the Assistant Master previews the appointment letter and, if in order, indicate on the system that the task is completed.
- ▶ The following slides depict the actions of the Assistant Master and the resultant appointment letter.

# ICMS MASTERS – INTER VIVOS TRUSTS

SITA Application [DOJCD\tramfo07] Environment: STAGING User is DOJCD\tramfo07 | v6.3.0.0 | (Masters Office) Port Elizabeth Masters Office

the doj & cd Department of Justice and Constitutional Development REPUBLIC OF SOUTH AFRICA

ICMS Integrated Case Management System

Change Application / Institution

Trust Registration Reports

Work Lists

Global Search

Search for Trust

**Global Worklist**

URN Number:  Party Type:

Trust Name:  Identity / Passport No:

Trust File Number:  First Name:

Organisation Registration Number:  Surname:

Date Registered From:  Date Registered To:

Search Clear Open

URN	Trust Name	Trust File Number	Application Type	Task	Task Start Date	Status
8982013TRU000175	NAIDOO TRUST	000175/2013	Registration	Evaluate Application - AM	2013/09/05 12:01:08 PM	Available
8982013TRU000170	Sweetie Trust	000170/2013	Update Trustee	Evaluate Application - AM	2013/09/05 12:03:04 PM	Available

12:04 PM 2013/09/05

# ICMS MASTERS – INTER VIVOS TRUSTS

Integrated Case Management System

Environment: STAGNS    User is DOJCD\tramfo07 | v6.3.0.0 | (Masters Office) Port Elizabeth Masters Office

[Change Application / Institution](#)

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**Trust Registration**    **Reports**

**Trust Summary**

**Trust Name :**  
NAIDOO TRUST

**URN :**  
8982013TRU000175

**Trust File Number :**  
000175/2013

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**Work Lists**    ▲

Work List

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**Global Search**    ▲

Search for Trust

**Task Pane**    General Trust Details    Founders    Trustees    Auditors    Scanned Documents    Dashboard    Bond Of Security    Notes

**Complete Task**

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**Document Review**

Document Name	Printed?	Print Document
J248 LETTERS OF AUTHORITY	<input type="checkbox"/>	Print Document

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**Required Document List**

Add Document    Remove Document

Required Documents	Description	Number Of Required Documents	Required	Received	Scanned	AM Checked
▶ Acceptance of Trusteeship		2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application Form		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Beneficiaries Declaration Form		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of Payment		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trust Deed		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trustee Identification or Proof of Or...		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trustee(s) Representative's Identifi...		2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Undertaking by Auditor/Accountant		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>





# ICMS MASTERS – INTER VIVOS TRUSTS

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File Edit View Tools Comments Forms Help

This document contains interactive form fields. Highlight Fields

G.P.-S. 003-0148 J246



REPUBLIC OF SOUTH AFRICA

## MAGTIGINGSBRIEF LETTERS OF AUTHORITY

Ingevolge Artikel 6(1) van die Wet op Beheer oor Trustgoed, 1988 (Wet 57 van 1988)  
In terms of Section 6(1) of the Trust Property Control Act, 1988 (Act 57 of 1988)

No: **000175/2013** .....

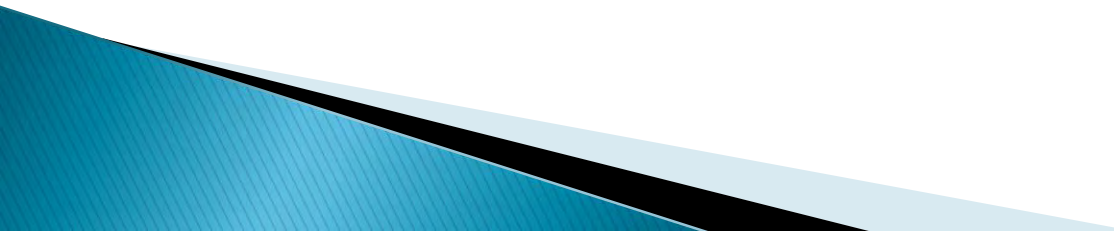
Hiermee word gesertifiseer dat /  
This is to certify that

**1) WILLAM SMITH - 5711190457082, Representing: ABSA - 1234**  
.....  
.....  
.....  
.....

**2) BROWN WILLIAM - 7562**  
.....  
.....  
.....

12:07 PM  
2013/09/05

# ICMS MASTERS – INTER VIVOS TRUSTS

- ▶ Upon approval, the appointment letter is system generated, signed and date stamped by the Assistant Master and dispatched to the applicant.
  - ▶ The trust file is filed in safe custody and the electronic version of the file is stored on the system.
  - ▶ The trust file is then regarded as closed and will be reopened when an amendment to the Trust, Deed or changes to trustees are required.
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# ICMS MASTERS – INTER VIVOS TRUSTS

- ▶ **ADVANTAGES**
  - ▶ Contents of hard copy files are stored electronically.
  - ▶ All documents in files are accessible via the system.
  - ▶ Copies of documents required by clients can be accessed and produced via the system – shorter or no lead times.
  - ▶ The electronic diary replaces the keeping of manual diaries.
  - ▶ All functions relating to the Master's actions are segregated.
  - ▶ There is an audit trail in respect of all actions performed on the system.
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