



Thank you for your enquiry. The necessary forms for registering a sponsor's mark at **Sheffield Assay Office** are enclosed.

### **Registration of Sponsor's Marks**

Under the terms of the Hallmarking Act 1973, sponsor's marks must be registered with the Assay Office before work can be accepted. The following guidance notes refer to registration of marks.

To register a sponsor's mark at Sheffield Assay Office you will need to complete and return the following:

- Registration Form
- A payment for £100.00 plus VAT at the appropriate rate and covers the cost of registration for a period of ten years
- Signature sheet - One specimen signature of each person who will be signing assay notes and names in full of all signatories
- Shield designs -Three designs should be selected and marked in order of preference (see Sponsor's Mark notes)
- Order for Marking Punches
- Registration Details

**Please send completed Registration Forms to [Accounts@assayoffice.co.uk](mailto:Accounts@assayoffice.co.uk)**

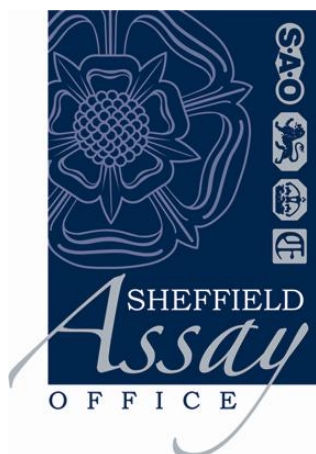
### **Additional Punches**

During the period of validity of registration, all additional punches that are made must be sent for registration before being brought into use. No fee (except postage and packing charges) is payable for this.

### **Re-Registration of Punches**

A fee, of £50.00 plus VAT at the appropriate rate is payable for re-registration. The renewal form should be completed and returned together with the appropriate fee, all punches not already registered under this Act.

Jonathan Hristov  
Registrar  
(January 2026)



## **SHEFFIELD ASSAY OFFICE NOTES FOR GUIDANCE FOR PUNCH REGISTRATION**

### **1. SPONSOR'S MARK**

This consists of one or more initials of the person(s) or company wishing to register, enclosed in a surrounding shield (see list provided). The Assay Office must approve the design of the mark before any punches are cut.

- In the case of an individual, the letters are to be his or her initials, i.e. the first letter of one or more first names and the surname. For example:

Mr. Robert John Brown - either R.J.B. or R.B.  
R. J. Brown - " R.J.B.

- In the case of a company, the first letter of the words forming the name of the company should be used, or the first and last letters if the name consists of only one word.
- The use of company names as sponsor's marks (providing the name does not contain numbers)
- The use of company logos provided that these logos contains the initial or the full name of the company (provided the logo or company names does not contain numbers)
- The sponsor accepts all responsibility for non-infringement of copyrights, patents, registered designs and or trademarks for art work and design supplied to the assay office for the production of sponsor's marks.

The assay office reserves the right to reject a request for the use of a logo as a sponsors mark if they believe:

- The mark could not be practically produced as a punch or applied to the items proposed to be submitted for hallmarking.
- The mark could be confused for a current or past hallmark.

### **2. PUNCHES**

These can be cut on different types of shank:

- (a) Swan neck or cranked, for use on the inside of rings.
- (b) Straight, for use on other articles.

Any additional punches cut after completion of the initial registration must be of the same design and lettering and must be submitted to the Assay Office for registration prior to being brought into use.

The sponsor's mark must be struck on the principal part of each item before submission to Hall, unless the Assay Office retains punches.



## SHEFFIELD ASSAY OFFICE REGISTRATION FORM

Name of business \_\_\_\_\_

Nature of business \_\_\_\_\_  
(Manufacturer, Wholesaler, Retailer, etc.)

Telephone number \_\_\_\_\_

Facsimile number \_\_\_\_\_

Email address \_\_\_\_\_

Address (Registered Office)

Business address

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I also enclose director's names and addresses, specimen signatures, which will be used to sign assay notes together with the appropriate fee, and undertake to inform you of any changes in the above particulars. I will also send in for registration any additional punches, which I have made.

Signature .....  
(To be signed by the Principal, Director or Partner)

Goods are accepted only upon the Conditions printer overleaf

For Assay Office use only

Folio No. \_\_\_\_\_

Registration Date \_\_\_\_\_

## CONDITIONS

1. These Conditions apply in respect of all articles received by or on behalf of the Assay Office. Any person (hereinafter referred to as "the Consignor") by or on behalf of whom articles are delivered sent or consigned for receipt as aforesaid shall be bound by these Conditions.
  2. All parts of an article must be submitted and all metal parts are liable to sampling and marking. The Assay Office shall incur no liability as respects any damage caused to any article in the reasonable exercise or (as the case may be) discharge of any of the powers and the duties conferred upon the Assay Office by the Hallmarking Act 1973 or by any other statute for the time being in force.
  3. Precious and semi-precious stones must be removed from the article and retained by the Consignor. Any stone not so removed is received by the Assay Office at the sole risk of the Consignor and the Assay Office shall in no circumstances be liable for any loss of or damage to the same howsoever caused.
  4. The Assay Office shall in no circumstances be under any liability to the Consignor in respect of any loss of or damage to the article while the article is in the course of carriage to or from the Assay Office unless such loss or damage is shown to have been directly caused by theft or other dishonesty on the part of the employees (but not independent contractors) of the Assay Office.
  5. Subject as aforesaid the Assay Office accepts liability to the Consignor in respect of loss of or damage to an article while in the actual custody of the Assay Office where such loss or damage is directly caused by the wilful default or negligence of the Assay Office or of its employees (but not independent contractors) while acting in the course of their employment by the Assay Office.
  6. Notwithstanding anything herein contained any liability of the Assay Office shall be limited to the unwrought value by weight of the metal comprised in the article. The Assay Office shall in no circumstances be liable for any consequential or other loss or damage resulting from loss of or damage to the article.
  7. (a) Save as aforesaid the Assay Office shall in no circumstances be under any liability for any loss or damage or delay of whatsoever kind arising or resulting directly or indirectly from any act neglect or default on the part of the Assay Office its employees or independent contractors howsoever such loss or damage or delay may be caused.  
(b) The Consignor should ensure that each article is insured in the full replacement value thereof under a policy of insurance against loss or damage by accident fire and theft and against any risk not accepted by the Assay Office hereunder. In particular the Consignor should ensure that such policy extends to the article while in the custody of the Assay Office its employees and independent contractors and covers any additional value in excess of that referred to in Condition 6 above and any consequential or other loss or damage resulting from loss of or damage to the article.
  8. Save where the Consignor does not make or hold himself out as making his contract with the Assay Office in the course of a business (as defined by the Unfair Contract Terms Act 1977) the Consignor shall indemnify the Assay Office against all and any liability cost or expense in excess of the liability of the Assay Office to the Consignor hereunder which shall or may be incurred by the Assay Office by reason of any claim action or legal proceedings brought against the Assay Office or its employees by the Owner of the article or by any person having a legal or other interest in the article whether such claim action or legal proceeding arises from or as a result of the negligence of the Assay Office its employees or otherwise.
  9. Every right exemption defence and immunity of whatsoever nature applicable to the Assay Office or to which the Assay Office is entitled hereunder shall also be available to and shall extend to protect every employee of the Assay Office in the course of or in connection with his employment and for the purposes hereof the Assay Office is or shall be deemed to be acting as agent on behalf of and for the benefit of all persons who are or shall be its employees from time to time and all such persons shall to this extent be or be deemed to be parties to the contract contained in these Conditions or of which these Conditions form part.
  10. The Consignor shall within the period of two months after being requested to do so by the Assay Office in writing either take delivery of the article or give directions as to its delivery. If the Consignor shall fail so to do then upon the expiration of the said period of two months the Assay Office shall be in possession of the article as an involuntary bailee thereof (subject to the exclusions and limitations of liability on the part of the Assay Office contained in these Conditions) and shall be entitled to sell the article after due notice to the Consignor in so far as the same is required by law.
  11. (a) The Assay Office may retain any article received by or on behalf of the Assay Office whilst payment of any charge for that or any other article by the Assay Office to the Consignor of that article is overdue.  
(b) Without prejudice to any other right or remedy against the Consignor, the Assay Office may, after giving one month's notice in writing to the Consignor, sell by auction or private treaty any article so retained if any charge by the Assay Office to the Consignor is overdue by more than six months before the notice is given and is still unpaid before the sale.
- After deducting the costs of and incidental to the sale, the Assay Office may apply the proceeds of the sale in satisfaction or part satisfaction of all unpaid charges by the Assay Office to the Consignor and the Assay Office shall pay any residue of the net proceeds to the Consignor.
12. Nothing herein contained shall affect any right of compensation specifically conferred by any statute for the time being in force.

# SHEFFIELD ASSAY OFFICE SPONSOR MARK REQUEST FORM



Company name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

Contact name: \_\_\_\_\_

Shield No. or sketch of design	Initials for Sponsor Mark	Laser marking only Y/N	No. of punches required	Punch Size	Type of punch		Special requirements
					Straight	Cranked	

**If required, are punches to be retained by SAO?** YES ☐ NO ☐

**Punches required for:**

Earrings ☐ Chains ☐ Bracelets ☐ Rings ☐ Cutlery ☐ Holloware ☐ Other please specify: ☐ \_\_\_\_\_

**Annual volume:**

1-100 ☐ 100-1000 ☐ 1000+ ☐ 5000+ ☐

Specific requests, i.e. deep marks/light marks: \_\_\_\_\_

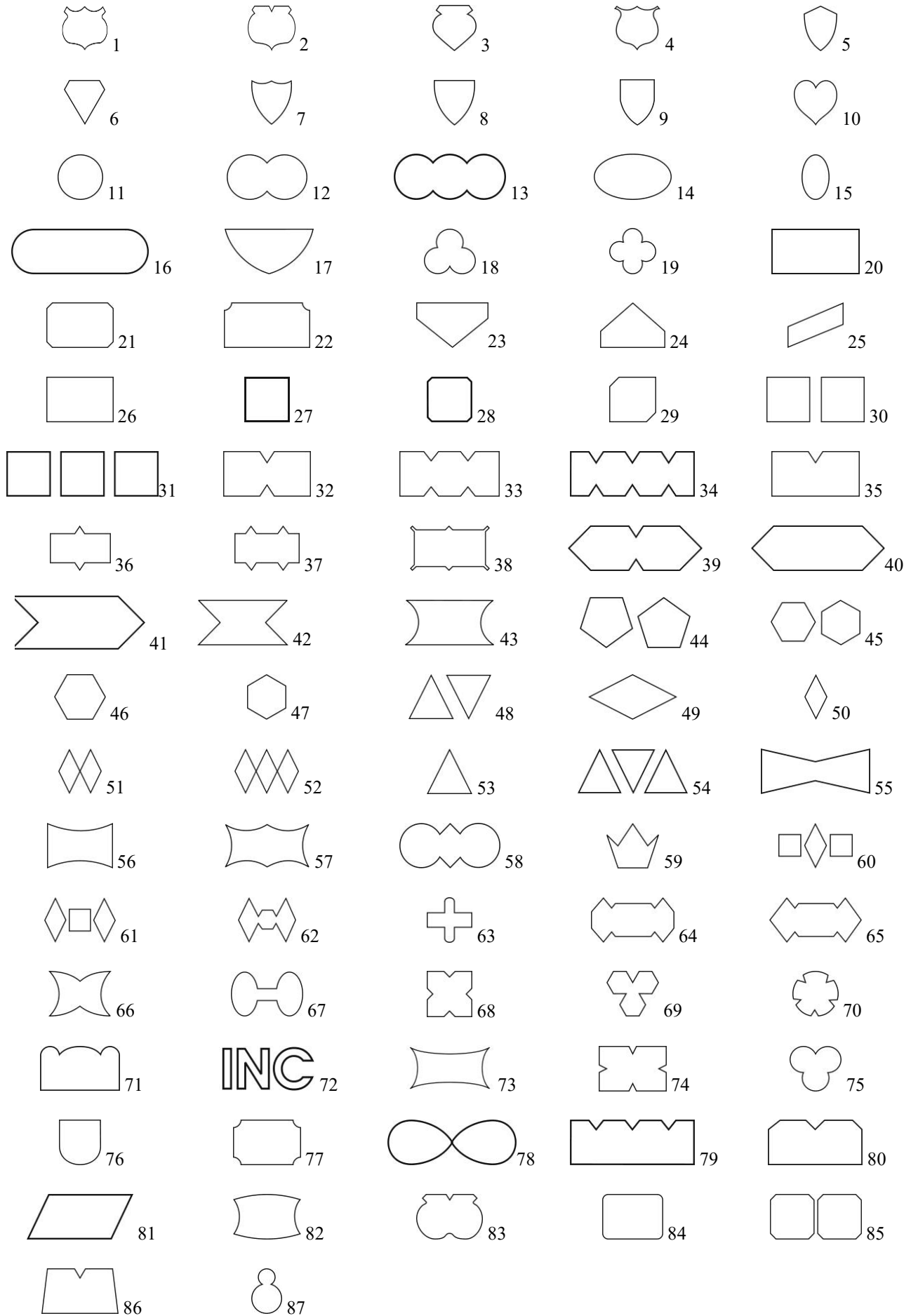
***Charges for punches, including registered postage and packing where applicable, will be borne by customers unless otherwise agreed.***

*If you have any queries, please contact the Punch Controller (0114 2312121).*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Sheffield Assay Office













## Shield Designs for Sponsor's Marks



Sheffield Assay Office

MARK SIZES

Height in mm

A		6.00
B		4.8
C		3.84
D		3.07
E		2.46
F		1.97
G		1.57
H		1.26
I		1.01
J		0.8
K		0.644
L		0.515
M		0.412

**Sheffield Assay Office  
Registration Details**

**Specimen Signatures**

Please print names in  
BLOCK CAPITALS

Authorised Signature

First Name

Last Name

Authorised Signature

First Name

Last Name

Authorised Signature

First Name

Last Name

Authorised Signature

First Name

Last Name

Authorised Signature

First Name

Last Name



**Sheffield Assay Office**  
**Registration Details**

Please print details in  
BLOCK CAPITALS

**Directors' Details**

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First Name		
Last Name		
Position		
Address		
Postcode		

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First Name		
Last Name		
Position		
Address		
Postcode		

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First Name		
Last Name		
Position		
Address		
Postcode		