



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

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 contain 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 artwork 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 sponsor's 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.

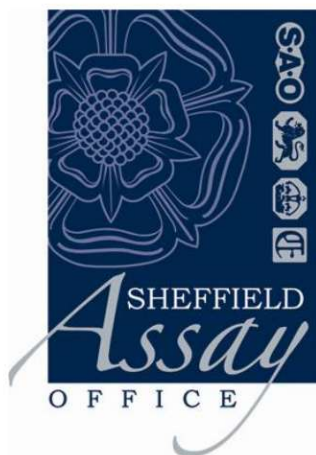
2. PUNCHES

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

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)

Terms and conditions are available at www.assayoffice.co.uk

For Assay Office use only

Folio No. _____

Registration Date _____



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: _____

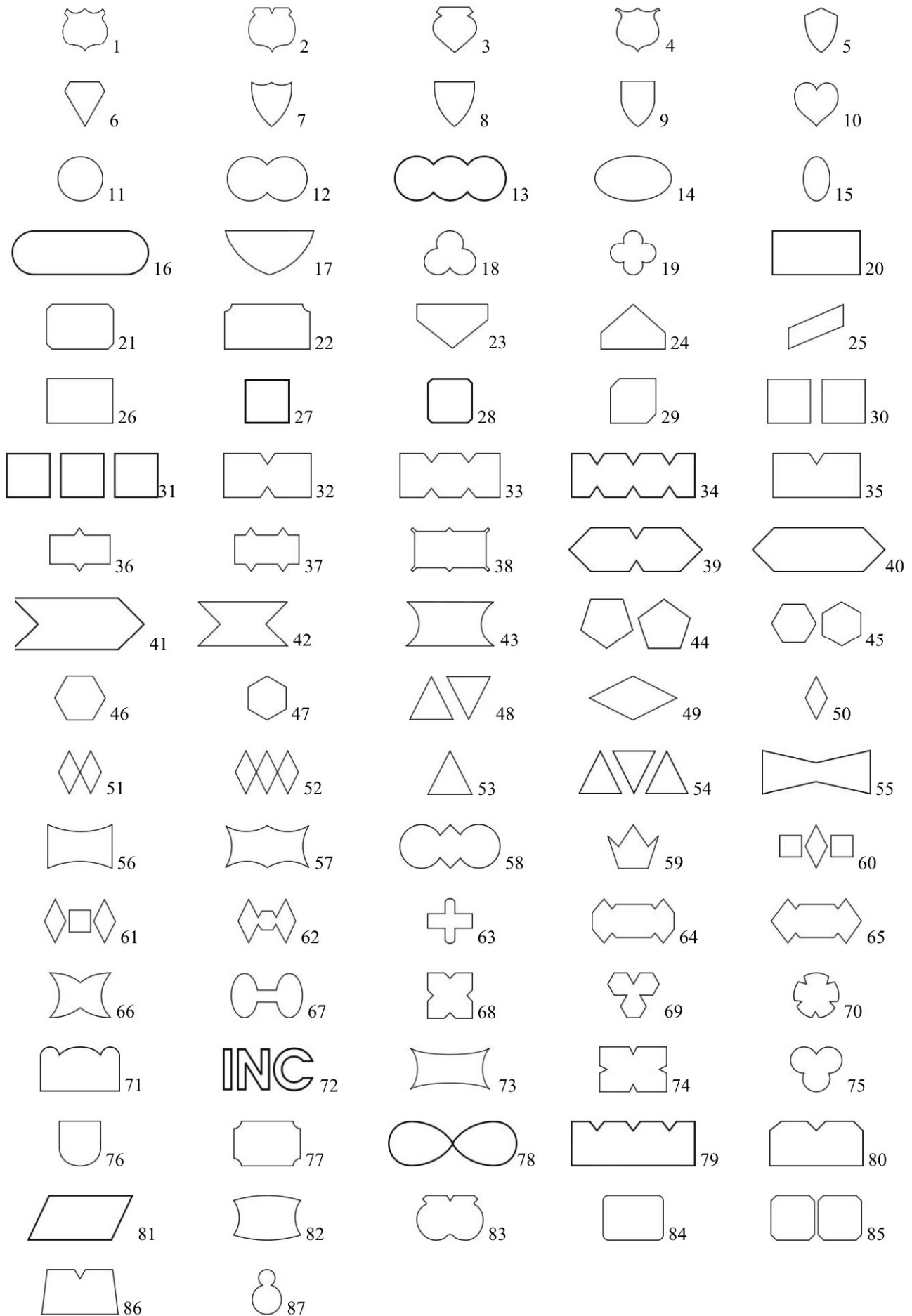
Charges for punches, including registered postage and packing where applicable, will be borne by customers unless otherwise agreed.

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

First Name		
Last Name		
Position		
Address		
Postcode		

First Name		
Last Name		
Position		
Address		
Postcode		

First Name		
Last Name		
Position		
Address		
Postcode		

SHEFFIELD ASSAY OFFICE

Guardians' Hall, Beulah Road, Hillsborough, Sheffield S6 2AN
Tel: +44 (0) 114 2312121 Email: Progress@assayoffice.co.uk



ASSAY NOTE

THIS NOTE TO BE USED FOR A SINGLE STANDARD OF METAL ONLY (Where applicable)
Please X as appropriate

GOLD	PLATINUM	SILVER	PALLADIUM
999	999	999	999
990	950	958 Britannia	950
916 (22ct)	900	925 Sterling	500
750 (18ct)	850	800	
585 (14ct)	MIXED METALS		
375 (9ct)	(Please state other metal)		

Convention Hallmarks	Other Marks
Sponsor Marks	(Please specify below)
Struck H/M	
Skeletal Laser	
Deep Laser	
Early Hall	

For Assay Office use only

British	New
Foreign	Second Hand

The following goods are submitted for Assay and Marking

(If left blank will be taken as box (a))

a. Charge to	b. Mark for
	c. Sent by
	d. Return to

Contact:	Telephone Number:
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No. of Complete Articles	Description	Weight (g)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Special Requests / Marking Instructions e.g. date letter, position of marks	Enclosures
	Cheque no £:
	Other (punches etc)
	Postal Method
	Collected
	Posted
	Courier

I/we agree and accept that the hallmarking services requested on this Assay Note are governed by the Hallmarking Conditions which can be found on the Sheffield Assay Office website.	For Assay Office use only
Authorised Signature: _____ On behalf of sender named above	Unpacked By:
Please Print Name: _____ Date: _____	Weighed on By:
	Checked By:
	Note No:
	Date: