

Stock Transfer form

Please ensure all pages of this form have been completed – see checklist on the last page.

If you make any mistakes whilst completing this form, please do not use correction fluid or sticky labels. Instead, please cross out the mistake and initial the amendment.

Consideration Money £ (See note 1)	Certificate lodged with the Registrar (For completion by the Registrar/Stock Exchange)	
Full name of undertaking. (See note 2)		
Full description of security. (See note 3)		
Number or amount of shares, stock or other security and, in figures column only, number and denomination of units, if any. (See note 4)	Words	Figures (units of)
Name(s) of registered holder(s) should be given in full; the address should be given where there is only one holder. If the transfer is not made by the registered holder(s), also write the name(s) and capacity (e.g Executor(s)) of the person(s) making the transfer. (See note 5)	In the name(s) of	
I/We hereby transfer the above security out of the name/s of the aforesaid to the person(s) named: Signature(s) of transferor(s) 1. 2. 3. 4. Bodies corporate may execute under their common seal or otherwise in accordance with applicable statutory requirements. (See note 6)		Stamp of selling broker(s) or agent(s), if any, acting for the transferor(s). Date..... (See note 7)
Full name(s) and full postal address(es) (including County or, if applicable, postcode) of the person(s) to whom the security is transferred. Please state title, if any, or whether Mr, Mrs, Ms or Miss. (See note 8)	Holding designation (if any) (max 8 characters). (See note 9)	
I/We request that such entries be made in the Register of Shareholders as are necessary to give effect to this transfer.		
Stamp of buying broker(s) (if any)	Stamp or name and address of person lodging this form (if other than buying broker(s)) (See note 10)	

Form of certificate required – transfers not chargeable with *ad valorem* Stamp Duty

Complete Certificate 1 if:

- the consideration you give for the shares is £1,000 or less and the transfer is not part of a larger transaction or series of transactions (as referred to in Certificate 1). (Neither Certificate if the Consideration is Nil).

Complete Certificate 2 if:

- the transfer is otherwise Exempt (see note 15) from Stamp Duty and you are not claiming a relief (see note 16), or
- the consideration given is not chargeable consideration (see note 15).

Certificate 1

* Please delete as appropriate

I/We* certify that the transaction effected by this instrument does not form part of a larger transaction or series of transactions in respect of which the amount or value, or aggregate amount or value, of the consideration exceeds £1,000. (see note 11)

** Delete second sentence if certificate is given by transferor

I/We* confirm that I/we* have been authorised by the transferor to sign this certificate and that I/we* am/are* aware of all the facts of the transaction.** (see note 12)

Signature(s) (see note 13)

Description ("Transferor", "Solicitor", etc).

Date

(see note 14)

Certificate 2 (see note 15)

* Please delete as appropriate

I/We* certify that the transfer effected by this instrument is otherwise exempt from *ad valorem* Stamp Duty without a claim for relief being made or that no chargeable consideration is given for the transfer for the purposes of Stamp Duty.

** Delete second sentence if certificate is given by transferor

I/We* confirm that I/we* have been authorised by the transferor to sign this certificate and that I/we* am/are* aware of all the facts of the transaction.**

Signature(s) (see note 13)

Description ("Transferor", "Solicitor", etc).

Date

NOTES

- (1) You don't need to send this form to HM Revenue & Customs (HMRC) if you have completed either Certificate 1 or 2, or the consideration for the transfer is nil (in which case you must write 'nil' in the 'Consideration Money' box on the front of the form). In these situations send the form straight to us.
- (2) In all other cases – including where relief from Stamp Duty is claimed – send the transfer form to HMRC to be stamped before sending it to us.
- (3) Information on Stamp Duty reliefs and exemptions and how to claim them can be found on the HMRC website at www.hmrc.gov.uk/sd.

CHECKLIST

Please make sure that the Stock Transfer form is fully completed and returned with the valid share certificate(s), by checking each item on the list below.

- The name of the Company (referred to as Full Name of Undertaking) in which the shares are held.
- The type of share (referred to as Full Description of Security) for example Ordinary Shares.
- Amount of shares to be transferred in both words and figures.
- Entered the full name and address details for both transferor (the old owner) and transferee (the new owner).
- The signature of the transferor, personal representatives or Power of Attorney.
- Ensure that you fully complete and sign the front of the form. If you are not required to pay Stamp Duty you will also need to complete and sign the back of the form.
- Please return valid share certificates with the transfer form for sufficient number of shares to cover the transfer.

Please be aware that:

FORMS NEED TO BE RETURNED TO: EQUINITI, ASPECT HOUSE, SPENCER ROAD, LANCING, WEST SUSSEX, BN99 6DA, UK.

TRANSFERS WITHIN A CORPORATE SPONSORED NOMINEE (UN-CERTIFICATED HOLDINGS) REQUIRE A DIFFERENT FORM – PLEASE CALL 0871 384 2030* AND WE WILL SEND YOU THE APPROPRIATE FORM.

*Calls to our 0871 numbers are charged at 8p per minute from a BT landline. Other telephony provider costs may vary. Lines are open 8.30am to 5.30pm, Monday to Friday.