

Shareholder Reference Number

Stock Transfer form

How to complete this form

You should use the attached form if you wish to transfer shares you hold in certificated form to another person or persons.

Please read the following instructions carefully before completing the form. The numbers below relate to the attached form.

1) Consideration Money:

- If the shares are being transferred in exchange for cash, please write in the amount of money being paid.
- If no money is being paid (for example if the transfer is a gift), please write 'NIL'.

2) Full Name of the Undertaking:

This is the name of the Company in which the shares are held. This form can only be used in relation to the company whose name is printed here.

3) Full Description of Security:

You must enter the type of shares to be transferred in the box provided (for example, Ordinary shares of 20p). Details can be found on the share certificate.

4) Amount of Shares to be Transferred:

You must write in the number of shares you wish to transfer, in figures and in words.

5) Transferor(s) Details:

This box should contain the names of all the current shareholders, the address of the first-named holder and the account designation (if any). If the transferor is deceased, the names of all the executors should also be shown.

If any of the details shown in this box are incorrect, you should contact the Shareholder Helpline number shown on the top of this form for further advice.

6) Signature(s) of Transferor(s) :

- 7) **Transferee(s) Details** – Enter the full name(s) of the person(s) to whom the security is to be transferred. The full postal address (including post code) of the first named shareholder must also be provided. All correspondence will be sent to the first named shareholder.

A/C Designation: If applicable/required, please enter the new account designation, up to a maximum of eight characters.

Shareholder Reference Number (SRN): If the transferee(s) already holds shares in this company, please quote the SRN to which the shares should be transferred. This can be found on any share certificate or tax voucher issued in relation to their current holding.

Note: For legal reasons, it is best practice for holdings not to be registered in the names of minors (persons under the age of 18) but rather registered in the name of a parent or guardian with a suitable designation, preferably the initials of the minor. The subsequent transfer or sale of shares registered in the name of a minor may require further legal documentation and accordingly you may wish to seek legal advice in that regard prior to the transfer of shares to a minor.

- 8) **New Share Certificate:** The new share certificate will be sent to the first-named transferee unless an alternative name and address is entered in section 8.

- 9) **Transferee Identification Documents:** Unless this form is submitted by the buying broker it must be accompanied by an original or *certified copy of (i) a passport or driving licence containing a photograph, and (ii) a utility bill in the name of the transferee(s).

*certified:- signed by a professional person/body eg.lawyer, bank, stockbroker, insurance company.

Check List

Before you return this form, please check that you have completed the following actions:

✓ Tick Box

- | | |
|---|--|
| 1) You have entered the amount of consideration money (if applicable) | |
| 2) You have entered the class of stock and the number of shares to be transferred | |
| 3) All the shareholders have signed | |
| 4) You have entered the name(s) of all the transferees and the address of the first-named transferee | |
| 5) You have entered a third-party address to which the share certificate should be sent (if applicable) | |
| 6) If the transferee(s) submit this form direct to Computershare you have enclose an original or certified copy of the following:
a) passport or driving licence containing a photograph, and
b) utility bill in the name(s) of the transferee(s) | |
| 7) You have enclosed all the relevant share certificates | |

Please return the Stock Transfer Form to:



STOCK TRANSFER FORM

Please use a **black pen**. Print in CAPITAL letters inside the boxes.



1. Consideration Money £

2. Full Name of the Undertaking

3. Full Description of Security

Certificate lodged with the Registrar
(For Completion by Registrar/Stock Exchange)

4. Amount of Shares to be Transferred

In Figures

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In Words

5. Transferor(s) Details

Shareholder Reference Number

↑ For Stamp Office Use ↑

6. Signature(s) of Transferor(s)

I/We hereby transfer the above security out of the name(s) aforesaid to the person(s) named below

1.	
2.	
3.	
4.	

Stamp of Selling Broker(s) or, for transactions which are not stock exchange transactions, of Agent(s), if any, acting for the Transferor

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Date DD / MM / YY

7. Transferee(s) Details

(Full name(s) of the person(s) to whom the security is transferred, together with the full postal address (including postcode) of the first named holder.)

1. Title, forenames & surname of first-named or sole shareholder	
Address of first-named holder	
House Number	Post Code
New House Name	
Street / Road	
Town / City	
County	
Country	

Title, forenames & surname of other named shareholders

2.	
3.	
4.	

Shareholder Reference Number to which the security is transferred (if known)

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A/C Designation

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I/We request that such entries be made on the register as are necessary to give effect to this transfer

Stamp of Buying Broker (if any)

8. Stamp or name and address of person lodging this form (if other than Buying Broker)

DO NOT STAMP BELOW THIS LINE

