

A guide to transferring your shares

Please complete the blank Stock Transfer Form overleaf and send it to us with the share certificate(s) for the shares being transferred.

We will process the transfer and send a new share certificate to the new shareholder.

If you make a mistake on the form, simply put a line through the incorrect information, make the change in ink and initial the form next to the change. Please do not use correction fluid or adhesive labels.

If you do not have the share certificate(s) or have any queries, please contact us on the telephone number which appears on the enclosed correspondence.

IMPORTANT

YOU MUST ENCLOSE THE SHARE CERTIFICATE(S) WHEN RETURNING THE STOCK TRANSFER FORM TO CAPITA ASSET SERVICES, OR WE WILL NOT BE ABLE TO PROCESS THE TRANSFER.

If you need any further information about Stamp Duty and whether or not it needs to be paid for the transfer you want to do, you can refer to the HM Revenue & Customs (HMRC) website below:

www.hmrc.gov.uk/sd/shares/sharetransfers.htm

The address for Stamp Duty payments and enquiries is:

HM Revenue & Customs
Birmingham Stamp Office
9th Floor
City Centre House
30 Union Street
Birmingham B2 4AR

Completing the Stock Transfer Form

1 If there is money or other consideration paid for this transfer and it is over £1,000 then Stamp Duty must be paid by sending this form and a cheque made payable to HMRC for the Stamp Duty due to the address on the front page of this guide.

If it is £1,000 or less, then no Stamp Duty is payable and the certificate on the reverse of the form must be completed.

If there is no consideration, e.g. it is a gift, then please write 'NIL' and do not complete the certificate on the reverse of the form.



STOCK TRANSFER FORM	
Above this line for Registrar's use	
Write the amount of money or consideration involved. If it is more than £1,000 Stamp Duty must be paid to HMRC. If there is no money/consideration involved, e.g. it is a gift, write 'NIL' and do not complete the certificate on the reverse of the form	
Consideration Money £	Certificate(s) lodged with Registrar (For completion by the Registrar)
Full name of undertaking (i.e. name of the company)	
Full description of security	
Number of shares/amount of stock being transferred in both 'Words' and 'Figures'	
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) insert also the name(s) and capacity (e.g. Executor(s)) of the person(s) making the transfer	
I/We hereby transfer the above security out of the name(s) aforesaid to the person(s) named below: Signature(s) of transferor(s) – stating capacity (if applicable) e.g. Executor	
Stamp of selling broker(s) or agent(s), if any, acting for the transferor(s)	
Bodies corporate may execute under their common seal or otherwise in accordance with applicable statutory requirements	
Full name(s) and full postal address (including postcode) of the person(s) to whom the security is transferred Please state title, if any, or whether Mr, Mrs or Miss Please complete in Block Capitals	
I/We request that such entries be made in the register as are necessary to give effect to this transfer	
Please provide the information requested below in case we need to contact you: Stamp of buying broker or other person lodging this form	
Day time telephone number	
Email	

Capita Asset Services, Shareholder solutions, The Registry, 34 Beckenham Road, Beckenham, Kent BR3 4TU

- 2 The name of the company in which the shares are held
- 3 The type of share or security, e.g. ordinary 25p shares
- 4 & 5 How many shares are being transferred in words and figures
- 6 The full name(s) of the current shareholder(s)
- 7 Must be signed by ALL the current shareholders
- 8 Details of who the shares are being transferred to
- 9 This will help us to resolve any queries quickly

NEXT STEPS:

Either - send this form and a cheque for Stamp Duty to HMRC, who will return the 'stamped' form to you. Then send the stamped form and the share certificate(s) to Capita Asset Services.

Or - if there is no Stamp Duty payable, send the form and the share certificate(s) to Capita Asset Services.

STOCK TRANSFER FORM

Above this line for Registrar's use

Write the amount of money or consideration involved. If it is more than £1,000 Stamp Duty must be paid to HMRC. If there is no money/ consideration involved, e.g. it is a gift, write 'NIL' and do not complete the certificate on the reverse of the form

Certificate(s) lodged with Registrar

Consideration Money £ _____

(For completion by the Registrar)

Full name of undertaking (i.e. name of the company)

Full description of security

Number of shares/ amount of stock being transferred in both 'Words' and 'Figures'

Words

Figures

Name(s) of REGISTERED HOLDER(S) should be given in full; the address should be given where there is only one holder

In the name(s) of

If the transfer is not made by the registered holder(s) insert also the name(s) and capacity (e.g. Executor(s)) of the person(s) making the transfer

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

Stamp of selling broker(s) or agent(s), if any, acting for the transferor(s)

Signature(s) of transferor(s) – stating capacity (if applicable) e.g. Executor

1. _____
2. _____
3. _____
4. _____

Bodies corporate may execute under their common seal or otherwise in accordance with applicable statutory requirements

Date _____

Full name(s) and full postal address (including postcode) of the person(s) to whom the security is transferred

Please state title, if any, or whether Mr, Mrs or Miss

Please complete in Block Capitals

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

Please provide the information requested below in case we need to contact you:

Stamp of buying broker or other person lodging this form

Day time telephone number _____

Email _____

Please sign here




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).

Complete Certificate 2 if:

- The transfer is otherwise exempt from Stamp Duty and you are not claiming a relief, or
- The consideration given is not chargeable consideration.

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.
**Delete this 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)	Description ("Transferor", "Solicitor", etc.)
.....
.....
.....
Date	

Certificate 2	
Please delete as appropriate	I/We certify that 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 this 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)	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 box on the front of the form). In these situations send the form to the company or its registrar.
- (2) In all other cases - including where relief from Stamp Duty is claimed - send the transfer form to HMRC to be stamped.
- (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/shares/sharetransfers.htm