

**Stock  
Transfer Form**

Please ensure **both** sides of this form have been completed – see checklist on reverse.

Consideration Money £ ..... (Please refer to Note 1)		Certificate lodged with the Registrar (For completion by the Registrar/Stock Exchange)	
Full name of undertaking (Please refer to Note 2)			
Full description of security (Please refer to Note 3)			
Number or amount of shares, stock or other security and, in figures column only, number and denomination of units, if any. (Please refer to 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) insert also the name(s) and capacity (e.g Executor(s)) of the person(s) making the transfer. (Please refer to Note 5)		In the name(s) of	
		Holding designation (if any) (max 8 characters) (Please refer to Note 5)	
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)		<b>Stamp of selling broker(s) or agent(s), if any, acting for the transferor(s).</b>	
1. .... 2. .... 3. .... 4. .... <b>Bodies corporate may execute under their common seal or otherwise in accordance with applicable statutory requirements</b> (Please refer to Note 6)		Date..... (Please refer to 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 or Miss. (Please refer to Note 8)		Holding designation (if any) (max 8 characters) (Please refer to Note 9)	
I/We request that such entries be made in the register as are necessary to give effect to this transfer.			
<b>Stamp of buying broker(s) (if any)</b>		<b>Stamp or name and address of person lodging this form (if other than buying broker(s))</b> (Please refer to Note 10)	

**FORM OF CERTIFICATE REQUIRED WHERE TRANSFER IS EXEMPT FROM AD VALOREM STAMP DUTY AS BELOW THRESHOLD.**

(1) 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. (Please refer to note 11)

(1) I/We confirm that (1) I/we have been duly authorised by the transferor to sign this certificate and that the facts of the transactions are within (1) my/our knowledge (2). (Please refer to note 12)

(1) Delete as appropriate.

(2) Delete second sentence if certificate is given by transferor or his solicitor.

Signature(s) (Please see note 13)

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

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Date (Please see note 14)

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**Notes**

(1) If the above certificate has been completed, this transfer does not need to be submitted to the Stamp Office but should be sent directly to the Company or its Registrars.

(2) If the above certificate is not completed, this transfer must be submitted to the Stamp Office and duly stamped.

**CHECKLIST**

**PLEASE TICK THE BOXES BELOW TO ENSURE EACH ITEM IS COMPLETED / INCLUDED BEFORE RETURNING THIS FORM**

- The name of the Company (referred to as Full Name of Undertaking) in which the shares are held
- The class of share (referred to as Full Description of Security) for example Ordinary Shares
- Amount 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 both the front and back of form
- Please return valid share certificates with the transfer form for sufficient number of shares to cover the transfer

**Please bear in mind:**

**Do not use correction fluid or stick on labels.** If you make any mistakes when completing the form, just cross out the error and initial the amendment(s)

**TRANSFERS WITHIN CORPORATE SPONSORED NOMINEE (UN-CERTIFICATED HOLDINGS) REQUIRE A DIFFERENT FORM – PLEASE CALL 0871 3842064\* (OR +44 121 415 7029 FOR OVERSEAS CALLERS) AND WE'LL SEND YOU ONE**

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

V2  
22 June  
2010

## Guidance notes for the completion of a Stock Transfer Form by shareholders

Did you know you can advise your bank details and view your shareholding online? Find out more by visiting [www.shareview.co.uk](http://www.shareview.co.uk)

The Stock Transfer form must be completed in BLOCK CAPITALS and in black ink.

If you are not entering information in any of the fields please leave them blank and **do not cross them through**.

Please note that this instruction is specific to the holding shown on the Stock Transfer Form.

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### **These guidance notes should be read in conjunction with the attached Stock Transfer Form.**

#### **Note 1**

If no payment is involved in transferring these shares you should complete the exemption certificate on the reverse of the Stock Transfer Form.

If payment of £1,000 or less is involved in transferring these shares you should complete the exemption certificate on the reverse of the Stock Transfer Form.

If payment of more than £1,000 is involved in transferring these shares you should enter the amount received in this box.

Stamp Duty will need to be paid on the shares transferred and you should telephone the Stamp Office helpline on 0845 603 0135 who will advise you of the amount of duty payable.

A cheque or postal order, made payable to "HMRC", should be sent with the completed Stock Transfer Form to Birmingham Stamp Office, 9<sup>th</sup> Floor, City Centre House, 30 Union Street, Birmingham, B2 4AR. The form will be returned to you after stamping.

#### **Note 2**

Name of company in which these shares/stock are held.

#### **Note 3**

Type of shares/stock, for example, Ordinary/Preference and in the case of shares, the nominal value of each share. Please refer to the certificate(s) which states the nominal value of each share. **This form can only be used for fully paid shares.**

#### **Note 4**

Number of shares or amount of stock units and amount of each unit to be inserted in words (left hand box) and figures (right hand box), which are being transferred. In cases where the number of shares or number of stock units on the certificate exceeds the number or amount being transferred, a balance certificate will be issued. Both boxes must be completed. In the second box please complete the denomination of each unit.

#### **Note 5**

Full name(s) of person(s) transferring these shares/stock (registered holder). Please include any designation in the special box. The information should be written exactly as shown on the certificate. If there is only one shareholder then the present address should also be written on the form. If the registered holder is deceased please complete the full name and address of the deceased together with the full names of the Personal Representatives. **Please note that a transfer by Personal Representatives will not be processed if the Grant of Representation has not been registered.**

#### **Note 6**

Signature(s) of person(s) transferring these shares/stock. In the case of a body corporate, the words "Executed as a deed" and either sealed by the Common Seal and attested; or signed by two directors or one director and the secretary.

#### **Note 7**

The date on which the Stock Transfer Form is completed must be shown.

#### **Note 8**

Full names including title of person(s) to whom these shares/stock are being transferred. If there is more than one transferee then only the address of the first named needs to be shown.

Please note that there are restrictions in dealing with shares where the holder of shares is under 18 living in England and Wales or 16 in Scotland. If the holder is under 18 please send the original birth certificate (or a certified copy).

#### **Note 9**

If applicable please enter the required holding designation to a maximum of 8 characters. The designation must not form a name or a word.

#### **Note 10**

If the new certificate is not to be sent to the address shown in the box referred to in Note 8, then please write the name and address details here, plus any specific reference.

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**Form of Certificate Required Where Transfer is Exempt from  
AD VALOREM Stamp Duty as consideration is £1,000 or less.**

**To be completed before registration where transfers are exempt from AD VALOREM Stamp Duty.**

- Note 11** Delete "I" or "We" as appropriate. If consideration is between £0 and £1,000 then the transfer is exempt from AD VALOREM Stamp Duty, provided that this certificate is signed and dated. If this transfer forms part of a group of transfers and together the combined consideration is more than £1,000 then AD VALOREM stamp duty is payable. If you are unsure on this matter, please contact the Stamp Office on 0845 603 0135.
- Note 12** Delete "I" or "We" as appropriate. This refers to the person/s signing the certificate.
- Note 13** This should be signed by either the person/s that sign the transfer or their solicitor or their duly authorised agent, and should state the capacity in which they are signing.
- Note 14** Insert the date on which the certificate is signed. If no date is inserted on the front of the Stock Transfer Form this date will be treated as the date of the transfer.

**WHEN THE STOCK TRANSFER FORM HAS BEEN STAMPED, OR WHEN THE STOCK TRANSFER FORM AND THE EXEMPTION CERTIFICATE HAVE BEEN COMPLETED, PLEASE SEND IT, TOGETHER WITH THE SHARE/STOCK CERTIFICATE(S), TO THE COMPANY'S REGISTRAR FOR REGISTRATION.**

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