

Small Estate Declaration and Indemnity

This form is to allow the Executor(s)/Next of Kin to legally transfer shares from a person who has passed away into their name(s) and provides information in regards to how the shares can be sold. Please note that completion of this form alone does not automatically sell the shares (see Step 8).

Please complete this form using block capitals and black ink. If you are not completing any of the boxes, please leave them blank. **If you make a mistake cross it through and initial it. Please do not use correction fluid. Please read the Guidance Notes to ensure that the form is completed correctly which will avoid any delay in processing this request.**

Step 1 Please give the details of the deceased shareholder (see note 1)

Shareholder's name

Company

Shareholder Reference

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Last residing address and any previous known addresses*

*If more space is needed, an accompanying letter is acceptable

Step 2 Please give the details of all additional shareholdings (if applicable)

If the estate is made up of more than one holding, a Small Estate Declaration Additional Holding form is enclosed and must also be signed, dated and returned with this form. This form is for Banco Santander holdings only.

Step 3 Declaration & Countersignature

To: The Registrar for Banco Santander.

I/We do solemnly and sincerely declare that:

- I am/We are the Executor(s) or Next of Kin of the deceased as shown in the Last Will and Testament or foreign Grant of Representation and, are entitled to administer the estate.
- I/We do not intend to apply for a UK Grant of Representation and as far as we are aware, no one else intends to apply for one.
- I/We can confirm that the total value of the estate of the deceased in the United Kingdom does not exceed the Inheritance Tax limit.
- I/We can confirm that the total value of all the Santander shareholdings, as of the date of death, does not exceed £20,000 and understand that the total of value is made up of ordinary shares, employee schemes and any payments that are outstanding.

In respect of the above declaration, I/we request that the holding(s) currently in the name of the deceased is registered in my/our names without me/us providing a UK Grant of Representation and on the same basis/conditions as the original shareholding.

I/We (jointly and severally) agree:

- To indemnify you from and against all claims, demands, losses, damages, costs and expenses, which you may suffer, incur or be liable for as a result of acting on my/our instructions. I/We undertake to produce a Grant of Representation if required in the future.
- In the event of a claim against you, I/we, upon request, will provide you with the sufficient funds required to defend such proceedings and agree that if I/we fail to do so you shall be entitled to admit or settle as you consider fit with the legal right to demand compensation or payment from me/us.

Countersignature

The Small Estates Declaration and Indemnity form must be countersigned by a UK bank or an insurance company that is a member of the Association of British Insurers. The countersignature protects the company if you are unable to meet the requirements of the Indemnity. The countersignature takes on a possible liability, and this is why a fee is charged.

You have two options regarding the countersignature.

Please tell us whether you want to use our Countersignature waived service or obtain you own countersignature.

Option 1 - Obtain your own countersignature
(Please complete below)Option 2 - Use the Equiniti Countersignature Waived
Fee Service(Please refer to the covering letter and Guidance
Notes for the fees to be paid)

Our fees are set out in Step 10. If you obtain your own countersignature only the administration fee is payable.

Option 1 - Obtaining your own countersignature

If you would prefer to arrange the countersignature yourself, you will need to ensure that it is countersigned and officially stamped by an authorised UK bank or an insurance company that is a member of the Association of British Insurers. It is likely that they will require a charge for this service. Please note that building societies, e.g. Nationwide, are unable to provide this countersignature.

Unfortunately, there is no definitive list of banks and insurance companies that are authorised to provide this countersignature. Ultimately, it is at the discretion of the individual bank or insurance company, subject to certain regulatory controls, as to whether they are prepared to accept this liability.

Option 2 - Equiniti Countersignature Waived service

Equiniti can arrange for the countersignature to be waived on the Small Estates Declaration & Indemnity form by payment of a Countersignature Waived Fee. The fees for this service are listed in Step 10.

If obtaining your own countersignature, please complete below.

Name of bank/insurance company

DATE

D D M M Y Y

Capacity of Signatory

Authorised Signatory: We join in the above indemnity

To be officially countersigned and stamped by an authorised UK bank, or insurance company which is a member of the Association of British Insurers. Please note that most building societies do not offer this facility.

The stamp of the bank or insurance company will warrant that the signatory is authorised to sign this document on behalf of the countersignatory.

Step 4 Please give the details of the Executor(s)/Next of Kin of the deceased (see note 2)

All equal claiming Executor(s)/Next of Kin must sign below. For example, if there is more than one son or daughter of the deceased, all must sign as they have equal entitlement to the estate.

Executor/Next of Kin details

Capacity
(please cross one)

Executor

Next of Kin

If Next of Kin, please
confirm relationship to the
deceased

1st Executor/Next of Kin
Name

Date of
birth

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1st Executor/Next of Kin
Address & Post Code

2nd Executor/Next of Kin
Name

Date of
birth

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2nd Executor/Next of Kin
Address & Post Code

3rd Executor/Next of Kin
Name

Date of
birth

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3rd Executor/Next of Kin
Address & Post Code

4th Executor/Next of Kin
Name

 Date of
birth

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 4th Executor/Next of Kin
Address & Post Code

Step 5 Transferring or selling the shares

Please tell us what you want to do with the shares by putting a cross in the relevant box.

 Transfer the shares into the name(s) on the form (go to Step 6)

 Sell the shares (go to Step 8)

Step 6 Transfer the shares into a different name
 Put a cross this box if you want to transfer the shares into **all** of the names given in Step 4 (go to Step 7).

 If you want to transfer the shares into the names of **some** of the Executor(s)/Next of Kin given in Step 4, please give their names below. The first named Executor(s)/Next of Kin must be included in this list, as they will become the first named holder and we will use their address for future correspondence. This form can only be used to transfer shares into the name of those who are named as Executor(s) or Next of Kin.

Names of the person(s) that the shares are being transferred to

Name 1 (first-named holder)

Name 2

Name 3

 If you want your **Dividends paid directly** you must provide valid bank account details. Any instruction to pay to a nominated account will NOT override any instruction to reinvest cash dividend(s) into a Dividend Investment Plan or Scrip Dividend Scheme for an existing shareholding. Cheque payments for dividends paid on shares are not available for some companies.

GBP payments to a UK Bank or Building Society Account - Recommended

Sort Code

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Account Number

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Building society reference or roll number (maximum 18 characters) - if applicable

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Corporates (if applicable): Completed forms should be returned with an accompanying letter from your bank confirming for the bank account provided: a) full name of the account holder; b) account name; and c) the account details as provided on the form.

Step 7 Santander Nominee Service

In signing this form as transferee(s) I/we (i) hereby agree that Equiniti will arrange for my/our shares to be held by a bare trustee on my/our behalf in accordance with the terms and conditions of the Santander Nominee Service; and (ii) hereby certify that the instructions contained in this form relate to a transfer for no consideration. If you do not provide a correctly completed MiFID II form the shares cannot be transferred (see note 4).

 The terms and conditions for the Santander Nominee Service can be found at shareview.co.uk/info/CSN
Step 8 Selling the shares IMPORTANT: Completing this form alone does not sell the shares

 If you want to sell the shares in the deceased's name, you may be able to use our Postal Share Dealing Service. To find out more, or to download a form, please visit www.shareview.co.uk/info/postaldealings

Please note we do not offer this service for shareholders with a registered address outside of the UK/European Economic Area (EEA).

Once you have completed both the Postal Share Dealing and Small Estate forms, please return them to the address stated in Step 12.

Please note that commission fees are applicable.

There may be different options available to sell your shares. However in order to use these services you must first transfer the shares out of the name of the Shareholder who has passed away. If you wish to use another provider or one of Equiniti's other dealing services you must ensure Step 6 of this form is completed.

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Step 9 Please confirm how you want any outstanding payments to be released (see note 4)

GBP payments to a UK Bank or Building Society Account - Recommended

Sort Code

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Account Number

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Building society reference or roll number (maximum 18 characters) - if applicable

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Corporates (if applicable): Completed forms should be returned with an accompanying letter from your bank confirming for the bank account provided: a) full name of the account holder; b) account name; and c) the account details as provided on the form.

- Please make payment by BACS using the details provided above
- Please make the cheque(s) payable to the person(s) completing this form
- Please make the cheque(s) payable to one of the Executors/ Next of Kin who have completed this form.
Please give the name of the preferred payee here: _____
- Please make the cheque(s) payable to the notifying solicitors

If no choice is made, or if all boxes are crossed, cheques will be made payable to the person(s) completing this form.
Please note in some instances re-issue fees are applicable and may be deducted from the payment before it is re-issued to you. Our fees can be found here: shareview.co.uk/clients/paymentreissue

Step 10 The Small Estate Declaration and fees

How much do I have to pay?

Two types of fees apply when using the Small Estate Service.

- The administration Fee.** This is a one-off fee, that is calculated based on the total value* of the holding(s).

Total value of the holding	
Less than £200	£0.00
£200 or over	£50.00
- The Countersignature Waived Fee.** This fee is due for the ongoing risk associated with accepting the Small Estates declaration. The fee is payable per holding and depends on the value* of each holding.

Each holding value under £100	£0.00
Each Holding value of £100	£35.00

If you obtain your own countersignature only the administration fee is payable

**The 'value' of a holding is the market value of the shares plus any uncashed dividends.*

Please see below a table to help you calculate the fees payable

Number of Companies	Administration Fee	Countersignature Waived fee	Total Fee Payable inc VAT
1	£50	£35.00	£85.00
2	£50	£70.00	£120.00
3	£50	£105.00	£155.00
4	£50	£140.00	£190.00
5	£50	£175.00	£225.00
6	£50	£210.00	£260.00
7	£50	£245.00	£295.00
8	£50	£280.00	£330.00
9	£50	£315.00	£365.00
10	£50	£350.00	£400.00

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How can I pay?

You can pay us by bank transfer by using our bank details below:

Account Name Equiniti Limited (Re Small Estate Fees)
 Account Number 10950560
 Sort Code 30-12-99

If you are paying the fee from an overseas bank account, you will also need the BIC / SWIFT Code:
 LOYDGB21642,
 IBAN: GB06LOYD30129910950560

We also accept payment via cheque. These need to be made payable to “The Registrar for Banco Santander”.

IMPORTANT - In order for us to identify your payment please enter the Shareholder Reference as stated in Step 1 to the reference field on your online banking. Failure to do so may result in the process being delayed. **Please ensure this reference number is pre-fixed with SE. For example SE11122233345**

If you have chosen to pay the fee via bank transfer, we will need to see proof of payment. Please enclose a copy of your bank statement along with this form which clearly displays the payment when returning this form. Please ensure the proof of payment includes the date and amount paid, as well as the bank details you have paid the funds to and the bank details you have made the payment from.

Please do not send cash.

Step 11 Declaration

**IMPORTANT: This form needs to be signed by all Executor(s)/Next of Kin.
 Failure to do so will result in this request not being processed.**

I/We are signing this form to confirm that I/we are the named Executor(s)/Next of Kin as detailed in Step 4. By signing this form we are also giving our permission for the shares to be transferred to the people named in Step 6.

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Step 12 Return address and checklist

All forms and supporting documents should be returned to **Santander Nominee Service, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA, UK.**

Please also ensure that the following are returned with the form, where applicable:

- Completed MiFID II form, if you have chosen to continue to hold the shares electronically, in Step 7 (see note 3).
- The Last Will & Testament or foreign Grant of Representation, if applicable (only original documents will be returned via standard post).
- The death certificate (only the original death certificate will be returned via standard post).
- Any unpaid cheques or original share certificate(s) relating to this holding.
- A copy of your bank statement if payment has been made by bank transfer, or; a cheque or made payable to “The Registrar for Banco Santander”. Please ensure that the cheque is signed, dated and the words and figures match.

**Contacting us.**

You can find the answer to most questions and also send us your query securely by completing the online form at www.shareview.co.uk

Or you can call us on +44 (0)371 384 2000, please use the country code when calling from outside the UK. If you call, please quote your 11-digit Shareholder Reference number. Lines are open from 8.30am to 5.30pm (UK time) Monday to Friday, excluding public holidays in England and Wales.

For deaf and speech impaired customers, we welcome calls via Relay UK. Please see www.relayuk.bt.com for more information.

Small Estate Declaration Guidance Notes**To be read in conjunction with the enclosed Small Estate Declaration and Indemnity form**

You should complete the form if the conditions set out in Step 3 of the form have been met. The Small Estate Declaration also acts as a transfer form.

Note 1 In order to accurately identify the stated holding we require the details on the form to match our records. We therefore ask for a history of previous addresses. If the addresses exceed the space provided on the form, we will accept an accompanying letter.

Note 2 As Next of Kin (where there is no Will):

The form must be completed by the Next of Kin and returned with a copy of the shareholder's death certificate and any fee payable. Next of Kin is defined as being married to, or a blood relative of, the deceased.

The recognised order of precedence is:

- Husband, Wife or Civil Partner of the deceased
- Son or daughter of the deceased (including formal adoption)
- Father or Mother of the deceased
- Brother or Sister of the deceased
- Grandparent or Grandchild of the deceased

Not recognised are any further relations by marriage, e.g. son/daughter-in-law, step-son/daughter.

Where the form is completed by more than one Next of Kin, shares will be transferred and future payments made to their joint names. For shares held in joint names the address given for the first named Next of Kin will be recorded as the registered address for all future communications.

As Executor(s) named in a Will:

The form must be completed and returned with a copy of the death certificate, the Will or foreign Grant of Representation and any fee payable.

Where there is only one Executor named in the Will the shares will be transferred and payments made to the sole Executor.

Where there is more than one Executor named in the Will and all persons wish to act, the details and signatures of all named Executors must be entered on the form. The shares will be transferred to and all payments made in their joint names (N.B. a bank account in the joint names will be necessary). For shares held in joint names the address given for the first named Executor will be recorded as the registered address for all future communications.

Where there is more than one Executor named in the Will and the shares are to be transferred to only one, we will require Step 6 of the form to be completed.

Note 3 There may be outstanding holding payments to be released. The options provided in Step 9 of the form are the only way in which outstanding payments can be issued. If the selection is not clear the cheque(s) will be sent payable to the person(s) completing the form.

This only applies to outstanding payments, not future payments, e.g. sale proceeds, dividends.

Important: where there is more than one legal representative and you elect to have payments released in their names (the first option), the cheque(s) will be made payable to them jointly and you will need a corresponding joint bank account in order to cash them.

Note 4 A new EU Directive and Regulation – Markets in Financial Instruments Directive II (MiFID II) – requires us to collect information that we may not currently hold in order to complete certain transactions.

Because the shares are held in the Santander Nominee Service, the attached MiFID II form needs to be completed. We need the details of all Next of Kin/Executors as well as the deceased shareholder.

Below are some examples to help you complete the MiFID II form.

You can also go to our website – www.nationalitycalculator.co.uk – and enter your nationalities there. It will tell you the order in which to list them on the form and which National Client Identifier you need to provide.

If you are signing on behalf of a corporate body, we only need your 20-digit Legal Entity Identifier.

Single nationality

If you have only one nationality, write it in the **Country 1** box and write your Primary or Secondary National Client Identifier in the **National Client Identifier** box. The identifiers we accept for your country are listed on the back of the MiFID II form.

Please then tick to confirm if you have given your **Primary** or **Secondary Identifier**, or if you do not hold either.

Example: United Kingdom nationality

- Put 'United Kingdom' in the **Country 1** box
- If you have your UK National Insurance Number, write it in the **National Client Identifier** box then tick the **Primary Identifier** box
- If you do not have the Primary Identifier, tick the **I do not hold any National Client Identifiers** box

Multiple nationalities

If you have more than one nationality, write them in the **Country 1**, **Country 2** and **Country 3** boxes in the order in which they are listed on the back of the MiFID II form. We then need the Primary or, if allowed for the country, Secondary National Client Identifier for **Country 1**.

If you do not hold either the Primary or Secondary National Client Identifier for Country 1, **please do not provide an Identifier for Country 2 or Country 3**.

Example: United Kingdom and Czech Republic dual nationality

- Put 'Czech Republic' in the **Country 1** box and 'United Kingdom' in the **Country 2** box
- Write your National Identification Number (*Rodné číslo*) in the **National Client Identifier** box then tick the **Primary Identifier** box
- If you do not have the Primary Identifier, write your Czech Republic National Passport Number instead and tick the **Secondary Identifier** box
- If you do not have either of the Identifiers for Czech Republic, tick the **I do not hold any National Client Identifiers** box

Countries not listed on the back of the MiFID II form are in the 'All other countries' category, and should be entered last when you complete the form.

Example: United Kingdom and China dual nationality

- Put 'United Kingdom' in the **Country 1** box and 'China' in the **Country 2** box
- If you have your UK National Insurance Number, write it in the **National Client Identifier** box then tick the **Primary Identifier** box
- If you do not have the Primary Identifier for United Kingdom, tick the **I do not hold any National Client Identifiers** box

If you are a national of two or more countries in the 'All other countries' category, you need to list them on the form in order of their Country Code. If you need help with this, please use our website, www.nationalitycalculator.co.uk, or call our helpline on **+44 (0)371 384 2000** (please use the country code when calling from outside the UK).

**All forms and supporting documents need to be returned to:
Santander Nominee Service, Aspect House, Spencer Road
Lancing, West Sussex, BN99 6DA UK**

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Markets in Financial Instruments Directive (MiFID) II form

Because the shares are held in the Santander Nominee Service, the attached MiFID II form needs to be completed.

We need the details of all Next of Kin/Executors as well as the deceased shareholder.

The deceased shareholder (as listed on the Small Estate Declaration and Indemnity form)

Title and full name (no initials)

Last residing address and any previous known addresses

Date of birth

 / /

*If more space is needed, an accompanying letter is acceptable

Country details

Please state the person's nationality. If there is more than one nationality, you must list the countries (up to three) in the order they appear in the further information table overleaf.

Country Country Country

National Client Identifier

Based on the country you have listed **first** above, please provide either the person's Primary or Secondary National Client Identifier, as shown in the table overleaf.

Only if you do not have the Primary Identifier should you provide the Secondary Identifier.

National Client I do not hold any National Client

National Client Identifier type

If you have provided a National Client Identifier, please tell us if it is the Primary or Secondary Identifier.

Primary Identifier **OR** Secondary Identifier

First Next of Kin/Executor (as listed on the Small Estate Declaration and Indemnity form)

Full name (no initials)

Country 1

National Client Identifier

Country 2

Primary Secondary

Date of birth

Country 3

I do not hold any National Client
 Legal Entity Identifier (if a corporate body)

 / /

Address

Second Next of Kin/Executor (if applicable)

Full name (no initials)	Country 1	National Client Identifier
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Country 2	Primary <input type="checkbox"/> Secondary <input type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>
Date of birth	Country 3	I do not hold any National Client Legal Entity Identifier (if a corporate body) <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address <input type="text"/>		

Third Next of Kin/Executor (if applicable)

Full name (no initials)	Country 1	National Client Identifier
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Country 2	Primary <input type="checkbox"/> Secondary <input type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>
Date of birth	Country 3	I do not hold any National Client Legal Entity Identifier (if a corporate body) <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address <input type="text"/>		

Fourth Next of Kin/Executor (if applicable)

Full name (no initials)	Country 1	National Client Identifier
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Country 2	Primary <input type="checkbox"/> Secondary <input type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>
Date of birth	Country 3	I do not hold any National Client Legal Entity Identifier (if a corporate body) <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address <input type="text"/>		

Further information

When completing the MiFID II form overleaf, please use the Primary National Client Identifier from the table below.

Only if you are unable to provide the Primary Identifier should you provide the Secondary Identifier. If you have any queries about completing this form, please call our Helpline on **+44 (0)371 384 2000** (please use the country code when calling from outside the UK).

Please Note

If you do not provide a National Client Identifier for **Estonia, Spain, Iceland, Italy, Malta** or **Poland** we will reject your transaction.

If you are a national of two or more countries not in the list below (i.e. two or more countries from 'All Other Countries') you need to list them overleaf in **alphabetical order according to their Country Code**. If you need help with this, please go to our website – www.nationalitycalculator.co.uk – or call our Helpline on the above number.

Country name	Primary National Client Identifier	Secondary National Client Identifier
Austria (AT)	Write 'N/A'	-
Belgium (BE)	Belgium National Number (<i>Numéro de register national – Rijksregisternummer</i>)	-
Bulgaria (BG)	Bulgarian Personal Number	-
Cyprus (CY)	National Passport Number	-
Czech Republic (CZ)	National Identification Number (<i>Rodné číslo</i>)	National Passport Number
Germany (DE)	Write 'N/A'	-
Denmark (DK)	Personal identity code	-
Estonia (EE)	Estonian Personal Identification Code (<i>Isikukood</i>)	-
Spain (ES)	Tax Identification Number (<i>Número de identificación fiscal</i>)	-
Finland (FI)	Personal Identity Code	-
France (FR)	Write 'N/A'	-
United Kingdom (GB)	UK National Insurance Number	-
Greece (GR)	10 DSS Digit Investor Share	-
Croatia (HR)	Personal Identification Number (<i>OIB – Osobni identifikacijski broj</i>)	-
Hungary (HU)	Write 'N/A'	-
Ireland (IE)	Write 'N/A'	-
Iceland (IS)	Personal Identity Code (<i>Kennitala</i>)	-
Italy (IT)	Fiscal Code (<i>Codice Fiscale</i>)	-
Liechtenstein (LI)	National Passport Number	National Identity Card Number
Lithuania (LT)	Personal Code (<i>Asmens Kodas</i>)	National Passport Number
Luxembourg (LU)	Write 'N/A'	-
Latvia (LV)	Personal Code (<i>Personas Kods</i>)	-
Malta (MT)	National Identification Number	National Passport Number
Netherlands (NL)	National Passport Number	National Identity Card Number
Norway (NO)	Personal ID (<i>Foedselsnummer</i>)	-
Poland (PL)	National Identification Number (<i>PESEL</i>)	Tax Number (<i>Number Identyfikacji podatkowej</i>)

Portugal (PT)	Tax Number (<i>Número de Identificação Fiscal</i>)	National Passport Number
Romania (RO)	National Identification Number (<i>Cod Numeric Personal</i>)	National Passport Number
Sweden (SE)	Personal Identity Number	-
Slovenia (SI)	Personal Identification Number (<i>EMŠO: Enotna Matična Številka Občana</i>)	-
Slovakia (SK)	Personal Number (<i>Rodné číslo</i>)	National Passport Number
All other countries (Including Crown Dependencies and British Overseas Territories)	National Passport Number	-