

# Postal Share Dealing Form – Sell shares

# SV

## THIS FORM IS FOR USE FOR HOLDER(S) WHO ARE SOLELY UK CITIZENS.

Any holder(s) who are non-UK citizens or hold dual nationalities will require a different form.

This can be downloaded from [shareview.co.uk/postaldealing](http://shareview.co.uk/postaldealing)

Alternatively, you can call our Contact Centre on 0371 384 2030 to request a form.

Full names of ALL holders: \_\_\_\_\_

Registered address of the first-named holder: \_\_\_\_\_

Postcode: \_\_\_\_\_

Name of company's shares you want to sell: \_\_\_\_\_

Holder Reference (Only one Holder Reference per form) \_\_\_\_\_

This can be found on the share certificates, tax vouchers or the Corporate Sponsored Nominee statement.

To sell ALL your shares please write 'ALL' in the box. If you only want to sell SOME of your shares, please write the number of shares you wish to sell:

The fee is currently 1.9% with a minimum of £70 per sale.

**Additional charges apply for sales without valid certificates or where a change is required to your details. Please read the Essential Information carefully which details when these charges are applied before signing and returning this form as any request for fees to be refunded will not be actioned.**

We cannot action any request to pay proceeds directly to a bank/building society account.

I/We appoint Equiniti Financial Services Limited as the agent to arrange to sell shares for the holding shown above. This dealing service is carried out in accordance with the Equiniti Financial Services Limited Dealing Service Terms and Conditions, including the 'Essential Information' enclosed. For your own benefit you should read both of these carefully before signing and returning this form. If you do not understand any point please contact the helpline on 0371 384 2030.

If I am/we are selling all of the shares I/we hold in the holding shown above; have not enclosed valid and sufficient share certificates for any of the shares I/we would like to sell for that holding; and the value of the shares without a valid certificate for that holding does not exceed £5,000, I/we agree to the Declaration and Undertaking for Lost Share Certificate(s) shown overleaf, including the additional charge of £60. Photocopies of share certificate(s) are not acceptable. Please read the Lost Share Certificate(s) section in the 'Essential Information'. If the correct share certificate(s) are enclosed, or if shares are held electronically in a Corporate Sponsored Nominee account, there is no Lost Share Certificate charge. If you are in any doubt as to the validity of the share certificate(s) please call our helpline on 0371 384 2030 for confirmation. Lines are open 8.30am to 5.30pm (UK time) Monday to Friday. If I/we need to update my/our details before the sale of my/our shares, I/we agree to the £50 administration fee.

## PLEASE READ CAREFULLY BEFORE YOU CONTINUE

**If you are using this service in your capacity as an Executor/Administrator, Power of Attorney or other legal representative on behalf of the registered holder(s), please see the section overleaf.**

The following information is required for identification and anti-money laundering purposes. These checks may delay the sale, the issue of proceeds or share certificates. **If ALL holders do not complete this form fully and correctly the instruction will be returned without being actioned.**

<p><b>Holder 1</b> Signature: _____</p> <p>Date of birth: <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"/></p> <p>National Insurance Number: <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"/></p> <p>If you do not hold a National Insurance Number tick this box <input checked="" type="checkbox"/></p> <p><b>Corporate bodies</b></p> <p>Company Number: _____</p> <p>Legal Entity Identifier: _____</p>	<p><b>Holder 2</b> Signature: _____</p> <p>Date of birth: <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"/></p> <p>National Insurance Number: <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"/></p> <p>If you do not hold a National Insurance Number tick this box <input checked="" type="checkbox"/></p> <p><b>Corporate bodies</b></p> <p>Company Number: _____</p> <p>Legal Entity Identifier: _____</p>
<p><b>Holder 3</b> Signature: _____</p> <p>Date of birth: <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"/></p> <p>National Insurance Number: <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"/></p> <p>If you do not hold a National Insurance Number tick this box <input checked="" type="checkbox"/></p> <p><b>Corporate bodies</b></p> <p>Company Number: _____</p> <p>Legal Entity Identifier: _____</p>	<p><b>Holder 4</b> Signature: _____</p> <p>Date of birth: <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"/></p> <p>National Insurance Number: <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"/></p> <p>If you do not hold a National Insurance Number tick this box <input checked="" type="checkbox"/></p> <p><b>Corporate bodies</b></p> <p>Company Number: _____</p> <p>Legal Entity Identifier: _____</p>

Please provide a daytime telephone number (in the event of a query): \_\_\_\_\_

**If the registered holder has died**

If you have not previously registered the death with us we will be unable to proceed with the sale unless you provide a sealed Grant of Probate or Small Estates Declaration. If it has been registered and you are acting as Executor(s)/Administrator(s) please sign and complete the section below.

**If ALL Executors/Administrators do not complete the form correctly the instruction will be returned without being actioned.**

**Full name:** Please enter your full name  
**Signature:** Please sign as yourself  
**Date of birth:** Please enter the registered holder's date of birth **NOT** your own  
**National Insurance Number:** Please enter the registered holder's National Insurance Number **NOT** your own

If the registered holder did not have a national Insurance Number, please place an 'X' in the box where indicated.

The proceeds will be sent in the name of the deceased to the representatives' address. We can make the cheque payable to solicitors or executors/administrators provided we have signed authority from ALL named on the Grant of Representation.

**This option is only available where the holder has died and the shares are still registered in their name. Any other requests to change the payee name of the sale proceeds cheque will not be actioned and the cheque will be issued in the name of the holder as per the terms and conditions of this dealing service.**

Full name of the preferred payee:

Full address of where the cheque is to be sent:

**If you are acting as Power of Attorney or other legal representative on behalf of the registered holder**

We need to record the details of both you **and** the registered holder. Please complete as follows:

**Registered holder's details:** Sign and complete overleaf with the holder's date of birth and National Insurance Number  
**Your details:** Sign and complete below with your name, date of birth and National Insurance Number

If you and/or the registered holder do not have a National Insurance Number, please place an 'X' in the box(es) where indicated.

If you are a corporate body please also provide your company number and Legal Entity Identifier.

Full name: _____ Signature: _____ Date of birth: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> National Insurance Number: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> If you do not hold a National Insurance Number tick this box <input type="checkbox"/> X	D	D	M	M	Y	Y	Y	Y											Full name: _____ Signature: _____ Date of birth: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> National Insurance Number: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> If you do not hold a National Insurance Number tick this box <input type="checkbox"/> X	D	D	M	M	Y	Y	Y	Y										
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Please provide a daytime telephone number (in the event of a query):																																					

**Declaration and Undertaking for Lost Share Certificate(s)**

This Declaration and Undertaking applies only to shareholders selling their total holding and who have not enclosed valid or sufficient share certificate(s) up to the value of £5,000 with the Postal Share Dealing Form. **If this form is received without valid or sufficient share certificate(s) a Lost Share Certificate charge of £60 will be deducted from your sale proceeds. Photocopies of share certificates are not acceptable.**

To: **the company named on the Postal Share Dealing Form, Equiniti Financial Services Limited and Equiniti Limited, Registrar of the named company.** In consideration of you registering a transfer relating to the sale of shares of the holding shown on the Postal Share Dealing Form through this Share Dealing Service without production of the relevant share certificate(s) which has/have been lost, stolen or destroyed, I/we jointly and severally agree:

- to return immediately for cancellation to Equiniti, Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA the original share certificate(s) if found;
- to indemnify you and each of you against all claims, demands, liabilities, costs, charges and expenses that may be brought against or incurred by you arising out of, or in connection with, the original share certificate(s) still being in existence or the registration of a transfer as specified above;
- if legal proceedings are instituted against you in connection with any such claim, from time to time, upon demand, to provide you with the funds you require to defend those proceedings and if I/we do not do so you shall be entitled to admit or settle those proceedings on the terms as you decide without prejudice to your right of recourse to me/us.
- to pay the Lost Share Certificate charge set out above by deduction from my/our sale proceeds.

# Postal Share Dealing Form – Purchase shares

# SV

## THIS FORM IS FOR USE FOR HOLDER(S) WHO ARE SOLELY UK CITIZENS.

Any holder(s) who are non-UK citizens or hold dual nationalities will require a different form.

This can be downloaded from [shareview.co.uk/dealing](http://shareview.co.uk/dealing)

Alternatively, you can call our Contact Centre on 0371 384 2030 to request a form.

Full names of ALL registered holders: \_\_\_\_\_

Registered address of the first-named holder: \_\_\_\_\_

Postcode: \_\_\_\_\_

Name of the company whose shares you want to buy: \_\_\_\_\_

Holder Reference: \_\_\_\_\_

*This can be found on the share certificates, tax vouchers or Corporate Sponsored Nominee Statement.*

To buy shares, please write the amount you wish to invest

£

**Please note:** The minimum you can invest is £500 and the maximum is £10,000. If you are buying shares to be held in a Corporate Nominee Service, you must already have an existing holding and your purchase will be added to your existing holding.

**The fee is currently 1.9% with a minimum of £70 per purchase. In addition, Stamp Duty Reserve Tax (SDRT) is also payable currently at the rate of 0.5% (CDI purchases are exempt from SDRT). Additional charges apply where a change is required to your details before the purchase takes place. Full details are set out in the enclosed 'Essential Information'. Charges are deducted from the investment amount.**

I/We appoint Equiniti Financial Services Limited as the agent to arrange to buy shares shown above. This dealing service is carried out in accordance with the Equiniti Financial Services Limited Dealing Service Terms and Conditions, including the 'Essential Information' enclosed. For your own benefit you should read both of these carefully before signing and returning this form. If you do not understand any point please contact the helpline on 0371 384 2030.

If I/we need to update my/our details before the purchase of my/our shares, I/we agree to the £50 administration fee.

## PLEASE READ CAREFULLY BEFORE YOU CONTINUE

**If you are using this service in your capacity as a Power of Attorney or other legal representative on behalf of the registered holder(s), please see the section overleaf.**

The following information is required for identification and anti-money laundering purposes. These checks may delay the purchase or the despatch of share certificates. **If ALL holders do not complete this form fully and correctly the instruction will be returned without being actioned.**

<p><b>Holder 1</b> Signature: _____</p> <p>Date of birth: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table></p> <p>National Insurance Number: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></p> <p>If you do not hold a National Insurance Number tick this box <input checked="" type="checkbox"/></p> <p><b>Corporate bodies</b></p> <p>Company Number: _____</p> <p>Legal Entity Identifier: _____</p>	D	D	M	M	Y	Y	Y	Y											<p><b>Holder 2</b> Signature: _____</p> <p>Date of birth: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table></p> <p>National Insurance Number: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></p> <p>If you do not hold a National Insurance Number tick this box <input checked="" type="checkbox"/></p> <p><b>Corporate bodies</b></p> <p>Company Number: _____</p> <p>Legal Entity Identifier: _____</p>	D	D	M	M	Y	Y	Y	Y										
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<p>Please provide a daytime telephone number (in the event of a query): _____</p>																																					

## Legal Representatives

### If you are acting as Power of Attorney or other legal representative on behalf of the registered holder

We need to record the details of both you **and** the registered holder. Please complete as follows:

**Registered holder's details:** Sign and complete overleaf with the holder's date of birth and National Insurance Number

**Your details:** Sign and complete below with your name, date of birth and National Insurance Number

If you and/or the registered holder do not have a National Insurance Number, please place an 'X' in the box(es) where indicated.

If you are a corporate body please also provide your company number and Legal Entity Identifier.

Full name: _____ Signature: _____ Date of birth: <table border="1" style="display: inline-table;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> National Insurance Number: <table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> If you do not hold a National Insurance Number tick this box <input checked="" type="checkbox"/> <b>Corporate bodies</b> Company Number: _____ Legal Entity Identifier: _____	D	D	M	M	Y	Y	Y	Y											Full name: _____ Signature: _____ Date of birth: <table border="1" style="display: inline-table;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> National Insurance Number: <table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> If you do not hold a National Insurance Number tick this box <input checked="" type="checkbox"/> <b>Corporate bodies</b> Company Number: _____ Legal Entity Identifier: _____	D	D	M	M	Y	Y	Y	Y										
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Please provide a daytime telephone number (in the event of a query): _____																																					

# Essential Information

## Lost Share Certificate(s)

**I've lost some or all of my share certificates or I can only find invalid share certificates for my holding. Can I still sell my shares?**

Yes, if the value of the shares for the holding without valid certificates does not exceed £5,000 and you are selling your entire holding. For an additional charge of £60 (which will be deducted from the sale proceeds) we will process the sale of the shares without the share certificate(s). If the sale proceeds are insufficient to meet the charges for both the sale and Lost Share Certificate, the sale will not go ahead and we will advise you how to obtain a duplicate certificate.

**By signing and returning the Postal Sharedealing Form you agree to the Declaration and Undertaking for Lost Share Certificate(s) including the fee of £60. Under the terms of the Declaration you must return the share certificate(s) if it/they are subsequently found but please note, the £60 fee will not be refunded.**

**If the value of the shares without (valid) certificates is more than £5,000 – can I still use this service?**

If the shares without (valid) certificates are worth more than £5,000 you will need to call our helpline on 0371 384 2030\* for further advice on obtaining a Letter of Indemnity to cover the missing share certificate(s) before you can use this service.

**I only want to sell part of my holding but cannot find all of my share certificates can I still use this service?**

If you are only selling part of your holding and do not have valid share certificates you will need to contact our helpline on 0371 384 2030\* for further advice on obtaining a Letter of Indemnity to cover the missing share certificate(s) before you can use this service.

**I'm not sure if my share certificate(s) is/are valid. How can I check?**

If you are in any doubt as to the validity of the share certificate(s) you hold please call our helpline on 0371 384 2030\* for confirmation.

**Can I send photocopies of my share certificate(s) with the form to sell my shares?**

Only original share certificate(s) are acceptable. If the form is received with photocopies of the share certificate(s) the Declaration of Lost Share Certificate(s) will apply and you will be charged £60. Under the terms of the Declaration you must return the original share certificate(s) if you have it or have since found it. Please note the £60 fee will not be refunded.

**I keep my shares electronically in a Corporate Sponsored Nominee and therefore don't have a share certificate to attach – will I get charged for lost share certificate(s)?**

No. If your shares are held electronically in a Corporate Sponsored Nominee the Lost Share Certificate charge will not apply.

**I need to update my personal details can I still use this service?**

Yes. For an additional charge of £50 (which will be deducted from your sale proceeds or investment amount) we will update your details before we sell or buy shares.

- If you've changed your address - please attach a signed letter showing your old and new addresses.
- If you've changed your name - please attach certified documentation such as a deed poll or marriage certificate.
- If a holder has died - please attach a sealed Office Copy Grant of Representation. If it is a joint holder that has died, a certified copy of the death certificate will be sufficient.

Any other changes not stated above will be actioned but may result in a delay in the sale or purchase of shares.

**If you take advantage of both the Lost Share Certificate service and the register update service, you will be charged one fee of £60 in addition to the dealing fees.** This additional charge may be avoided if you apply for a new share certificate and/or update your details before submitting an instruction.

### Equiniti and your personal data

To understand more about how Equiniti uses and safeguards your data, please visit our Privacy Notice:

- Online at <https://privacy.equiniti.com> where you will find general information about your rights and how Equiniti safeguards your data;
- By telephone UK: 0333 207 5962\* International: +44 121 415 0196

\*Lines are open 8.30am to 5.30pm (UK time) Monday to Friday.

## General

### When will my shares be sold?

Dealing will normally happen the next working day following receipt of your correctly completed instruction.

### When will you buy my shares?

So your cheque has time to clear, Equiniti will buy your shares within five working days after they have received your payment and your instruction.

### When will you confirm my shares have been bought or sold?

We will send confirmation of your sale or purchase after the trade has completed and sale proceeds cheques will be sent once the trade has settled. This is usually two days after we have placed your instruction in the market and will usually accompany the sale advice. Share certificates (if shares are not being held in the Corporate Sponsored Nominee) will be sent within three weeks of purchase.

### Who can the cheque for the sale proceeds be made payable to?

The cheque can only be made payable to the registered holder(s) and sent to the address we have registered for you. The only exception to this is in the case of the holder being deceased.

### Can you pay the sale proceeds into my bank/building society account?

Sale proceeds can only be issued by cheque. We cannot action or respond to any requests to pay proceeds to a bank/building society account.

### The registered holder has died. Can I use this service under my Executor/Administrator authority?

You can sell the shares if you attach, or have previously registered with us, an original or sealed office copy Grant of Representation. Once it has been registered with us we can make the sale proceeds cheque payable to a solicitor, executor or administrator provided we have signed authority from ALL of the registered representatives shown on the Grant of Representation. If you do not have a Grant of Representation you may be able to use our Small Estates procedure. You are not able to buy more shares using this service on behalf of a deceased holder. For more information please call our helpline on 0371 384 2030. Lines are open 8.30am to 5.30pm (UK time) Monday to Friday.

## Signing as a corporate body

If the shareholder/legal representative is a corporate body incorporated in the United Kingdom, the Postal Share Dealing Form must be signed by one of the following combinations of signatories.

- Two authorised signatories. Each signatory must state that they are signing for and on behalf of the company (e.g. 'For and on behalf of ABC plc'). The capacity of each signatory must also be stated.
- One authorised signatory with the Company Seal. The capacity of the signatory must be stated.
- Sole Director with the Company Seal. The capacity of the signatory must be stated.
- The signature of one Director accompanied by the signature of a witness – the witness must also provide their full name and address. The capacity of each signatory must be stated.
- You must also state your Company number and Legal Entity Identifier (LEI).

## Checklist

Before returning your form, please check that you've completed or enclosed the following:

- Full names and registered address
- Name of the company you want to trade shares in
- Holder reference number
- Number of shares to sell or amount to invest
- ALL holders/representatives have signed and provided all requested information
  - Date of birth
  - National Insurance Number

### For sales

- Share certificate(s) are enclosed (if available/applicable)

### For purchases

- Your cheque is enclosed made payable to Equiniti Financial Services Limited

In order for Equiniti to meet the UK's anti-money laundering regulations the value of trades will be monitored and if the total value over a time period set by Equiniti is exceeded then additional identification will be required. Equiniti is not able to disclose the time period this covers as this is an internal control that protects us and customers from financial crime. If additional identification is required Equiniti will contact the holder requesting appropriate documentation on an Identification Verification Certificate. The instruction may be rejected until the required documentation is received.

Completed forms should be returned with any supporting documentation including a cheque or share certificates as appropriate, to: **Investment Services PSD, PO Box 5014, Worthing BN99 9AA United Kingdom**

# Equiniti Financial Services Limited Share Dealing Service Terms and Conditions

**Risk Warning: The price and value of investments and any income from them can go down as well as up. Past performance is no guide to future performance. It is entirely your decision whether or not to conduct a transaction using this dealing service.**

Our Privacy Notice explains how we protect your data and how your enhanced rights apply. Please read 'Equiniti and your personal data' section on the Essential Information page enclosed for further details.

## Definitions

'CSN' means Corporate Sponsored Nominee  
 'CDIs' means CREST Depository Interests  
 'Equiniti' means Equiniti Financial Services Limited  
 'FCA' means Financial Conduct Authority  
 'FCA Rules' means the rules made by the FCA as amended from time to time  
 'Share, Shares' means ordinary shares or other class of shares including CDIs held in the company named on the accompanying share dealing form  
 'EEA' means European Economic Area  
 'We, Our, Us' means Equiniti  
 'You, Yours' means the person(s) named on the accompanying share dealing form  
 'Company' means the company in which the shares are being bought or sold.

## The Service

1. This dealing service is provided on an execution-only basis. In other words, we will carry out your instructions but we do not give any kind of investment or tax advice, nor advise you on the merits of any particular transaction. In particular, we will not assess the suitability and appropriateness of transactions conducted for you or services provided to you under these terms and conditions and you are not subject to the FCA Rules on assessing appropriateness. If you are in any doubt about using this dealing service, you should consult a professional adviser.
2. You agree that this dealing service is provided on an execution-only basis, you have not asked for or received any advice from us and it is your decision alone to accept this dealing service as suitable to your requirements.
3. This dealing service is provided by Equiniti, which is authorised and regulated by the Financial Conduct Authority of 12 Endeavour Square, London E20 1JN (under reference 468631). The main business of Equiniti is investment and general insurance services. Our registered office is in the United Kingdom at Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA. Registered in England and Wales, number 6208699.
4. You can use this dealing service for buying and selling certificated shares and shares that are held within a CSN in any company where Equiniti offers this dealing service.
5. Please read carefully through these terms and conditions. They describe the basis on which we will provide this dealing service, and they will come into effect as soon as we have received your instructions and accepted you as a customer.
6. When giving us your instruction you appoint Equiniti as your agent to arrange to buy or sell the shares shown on your share dealing form.
7. When selling shares you may only use this dealing service to sell shares that belong to you and/or that You have the right to sell. When you give us an instruction to sell, you will be guaranteeing that you have the right to sell the shares shown on your share dealing form free from any liens, charges and other third party rights. You also authorise Equiniti to execute a transfer to give effect to the sale of those shares. You will indemnify

Equiniti for all losses in relation to a breach of this clause 7.

8. If you are purchasing shares to be held in a CSN, Equiniti will hold the shares in the name of Equiniti Corporate Nominees Limited (or other nominee) on your behalf in accordance with the terms and conditions of that service. If you are purchasing certificated shares they will be bought in the name(s) shown on the share dealing form.

9. You must be 18 or over to use this dealing service. We reserve the right to refuse to accept a dealing instruction. If your instruction is incomplete or includes a mistake, we may try to contact you for clarification or we may return your instruction without carrying it out. We will not be liable for any loss you suffer as a result of this clause. Instructions to deal shares which are held in joint names must be signed by all registered holders.

10. Once you have sent us your form, you will not be able to cancel your instructions. We cannot take orders over the phone. A share price may change significantly between the time you decide to deal and the time we actually trade your shares.

11. The decision to buy or sell shares is your responsibility. This service can only be used by those with a registered address in the EEA, Channel Islands, Isle of Man, Switzerland and Gibraltar. Instructions to deal shares from any other country will not be actioned.

12. We reserve the right to extend or end this dealing service.

## Share dealings

- 13.1. When we buy or sell shares for you, we will take all sufficient steps to obtain the best possible result for you, taking into account price, costs, speed, likelihood of execution and settlement, size, nature and other relevant considerations. The best possible result will be determined in terms of the total consideration, representing the price of the shares and the costs relating to execution, including all of the expenses incurred or to be incurred by you that are directly related to the execution of your order. To ensure that we secure the best possible result for you, we will have regard to our Order Execution Policy. Your order will also be executed promptly, fairly and expeditiously relative to other client orders. Otherwise comparable client orders will be executed in accordance with the time of their receipt by us.

- 13.2 Without prejudice to the commitments we have made in 13.1 dealing will normally be daily for all sale instructions we receive up to the close of business on the previous working day. Purchase instructions will normally be dealt within five business days following receipt to ensure cleared funds are available to purchase shares. We may sometimes combine your order to deal shares with other customers' orders, and this may work to your advantage or disadvantage in relation to a particular order, compared with the price you would have obtained if your order had been dealt with on its own. We may buy or sell the shares in a combined order in several transactions and on separate days. If this produces transactions at different prices, we will average them out so that all the customers

concerned benefit from the same average price. If it means dealing in shares on different days, it will delay completion of the transaction accordingly. Where the transaction results in you being entitled to a fraction of a penny, we will round down where the consideration is less than 0.5p and round up when 0.5p or higher. When we aggregate your order with those of other customers and apply any rounding, any additional funds required will be provided by Equiniti. If, following the rounding a small residual balance remains, you consent to us releasing any such amount to a registered charity of our choice, for or on your behalf. Accordingly, you agree that we will not remit that amount to you, nor hold it as client money for you, and you shall not have a proprietary claim over such amount. You will not be able to use this dealing service to place a limit order. If the relevant execution venue is closed, we will hold over your transaction until the day it next opens for business.

13.3 Very occasionally, due to market conditions, we may not be able to execute an order for you within a reasonable time. In such a case, we may contact you to explain that we will not be executing your order. Alternatively, if the approved entity used by us to execute the order recommends that it be given more time to complete it, we may allow this.

13.4 Orders will be transmitted by us to one of our approved entities for execution. There are currently more than ten approved entities and all of them have been selected by us because they have demonstrated that they have policies and procedures that enable them to deliver the best possible result for you, given the types of orders and the market conditions involved. In particular, these entities will treat price and costs (total consideration) as the most important factors when dealing with or executing orders, although they may also take into account other factors such as speed, likelihood of execution and settlement, size or any other relevant consideration.

These approved entities will normally execute orders on a regulated market but may choose to use other execution venues (including off-exchange dealers) where this is advantageous.

We will monitor the performance of these entities and periodically review our internal arrangements and policies for dealing with orders with a view to achieving the best possible result for you.

Further information about these internal arrangements and policies (including a full list of our approved entities) is available on request.

13.5 If the order falls on the Company's ex-dividend date or record date, shares will be sold 'cum-dividend'. The sale proceeds you receive will increase reflecting the value of the forthcoming dividend to which you will not be entitled. You should be aware that share sale proceeds are subject to capital gains tax, while dividends are treated as income.

### **Charges**

14. Any charges due will be added to the purchase price or deducted from the sales proceeds.

Dealing fee – The fee is 1.9% minimum £70 per transaction. In addition on purchases stamp duty reserve tax is also charged currently at the rate of 0.5% of the transaction value. Stamp duty reserve tax is not charged on CDI purchases.

Missing share certificate(s) fee – £60 if you do not enclose all relevant original share certificates.

Change of details fee – £50 if you need to update your personal details before a sale or purchase can go ahead. Any changes required that are not stated in the

Essential Information will still be actioned but may result in a delay in the sale or purchase of shares.

If you are missing your share certificate(s) and need to update your personal details you will only be charged £60 for both services in addition to the dealing fee shown above.

### **Trade Settlement Policy**

15. Following the execution of any purchase or sale instruction from you, we will, by close of business the following day, issue you with a trade confirmation which sets out key details of the trade such as where and when the trade was placed, the price obtained and the intended settlement date. The settlement date is the date We have agreed with the relevant buyer or seller of your stock in the market, i.e. the stockbroker, to complete the transaction.

On this settlement date the transfer of your stock or cash to and from the stockbroker may pass through a commercial settlement system (e.g. CREST) under what is defined in the market as 'delivery versus payment'. You should be aware that during this 'delivery versus payment' window any cash entitlement being paid to or received from the stockbroker will not be protected by us as client money, as defined under the FCA's rules. This process is normally completed during the same business day but will be no later than three business days.

Whilst we will notify you of the intended settlement date on our trade confirmation, it is possible that actual settlement may not occur due to circumstances outside of our control, e.g. for purchases, if the stockbroker is unable to deliver the shares to us to satisfy your instruction or, for sales, if the shares you have requested us to sell are not accepted by and paid for by the stockbroker.

On settlement, our customer records will be updated to confirm your entitlement to the stock (for purchases) or cash (for sales). However, these entitlements may not be released to you or made available to you if (a) for sales, we are not in receipt of the required share certificates or the stock has not been transferred to us from another custodian or (b) for purchases, the cash amount you have provided has not yet cleared through the banking system.

In circumstances where we do not receive, on or shortly after settlement date, the required stock or cleared funds to release your entitlement then we will write to you notifying you that if this is not received by a defined date then we will arrange to sell the relevant amount of stock (for purchases) or buy back the relevant amount of stock (for sales). In such cases you will be responsible for any costs we incur in reversing your transaction and we will have the right to retain any gains that may be made.

On settlement, for sales we will send a cheque in Pounds Sterling for your net sale proceeds. For purchases we will send a cheque returning any amount greater than £3 that we have not been able to invest. For amounts less than £3, we will pay this to a charity of our choice.

Where the transaction results in you being entitled to a fraction of a penny, you consent to us releasing any such amount to a registered charity of our choice.

Accordingly, you agree that we will not remit that amount to you, nor hold it as client money for you, and you shall not have a proprietary claim over such amount.

We will make cheques payable to the registered holder/s. We cannot accept an instruction to make them payable to anyone else unless the registered holder is deceased. In these cases only, we will accept signed instructions from the registered representatives to make



the cheque payable to solicitors or executor(s)/administrator(s). You should keep all transaction advices for tax purposes.

We will send share certificate(s), where applicable, to the first named holder at your registered address within three weeks of the transaction.

### Communications

16. The language of any agreements and transactions between you and us under these terms and conditions will be English. We will always communicate with you in English.

Please address all letters, instructions, notices and other documents for us to:

Equiniti, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA United Kingdom

17. If You have a complaint of any kind, please let us know. We will do our utmost to sort it out. You can put your complaint in writing to us at:

Complaint Resolution, Equiniti, PO Box 4608, Worthing, West Sussex BN99 6NZ United Kingdom or email us at [concerns@equiniti.com](mailto:concerns@equiniti.com) or call Us on 0371 384 2030.

Lines are open 8.30am to 5.30pm (UK time) Monday to Friday.

If we cannot resolve the issue between us, you may – if you are eligible – ask the independent Financial Ombudsman Service to review your complaint. Our leaflet What will happen if you complain has more details about our complaints procedure. You're welcome to ask us for a copy at any time.

We are a member of the Financial Services Compensation Scheme, set up under the Financial Services and Markets Act 2000. If we cannot meet our obligations, you may be entitled to compensation from the scheme. This will depend on the type of agreement you have with us and the circumstances of the claim.

Most types of claims for FCA regulated business are covered for 100% of the first £85,000 per person. This limit applies to all assets held by Equiniti. The maximum compensation is £85,000. For more details about the Financial Services Compensation Scheme

- call the helpline on 0800 678 1100 or 0207 741 4100
- go to its website at [www.fscs.org.uk](http://www.fscs.org.uk)
- write to FSCS, 10th floor, Beaufort House, 15 St Botolphs Street, London EC3A 7QU.

### Other terms and conditions

18. Using this service may alter your personal tax position. Also, the levels and bases of taxation can change. To be sure you understand all the possible tax implications, you should consult a qualified tax adviser. Your tax treatment will depend on your own personal circumstances.

19. This agreement is only for the benefit of you and us. It will not give any benefits to, nor be enforceable by, any third party.

20. In order to comply with UK money laundering regulations, We may need to confirm Your identity. To help Us do this, We may

- make a search with a credit reference agency, which will keep a record of that search and will share that information with other businesses, and/or
- ask you to supply us with proof of identity.

This could lead to a delay in carrying out an instruction you've given us, or in paying you the proceeds of a sale, or not being able to carry out an instruction at all.

In any of these circumstances, we will not be responsible for any resulting loss.

21. We will not be responsible for

- any indirect, special or consequential loss (including direct or indirect loss of profit), however caused, nor
- any loss connected to the timing of a transaction

unless it results from the fraud, wilful default, negligence or a breach of the Conduct of Business Sourcebook or the Client Assets Sourcebook in the FCA Rules, on our part, or on the part of our employees or agents.

This in no way excludes or limits any obligations we owe you as our customer under the FCA Rules or the Financial Services and Markets Act 2000.

The amount of our liability for any claim you make (other than for fraud or a breach of the Conduct of Business Sourcebook or the Client Assets Sourcebook in the FCA Rules) will be no more than the difference between what you actually paid or received, and what you should have paid or received if we had carried out your order in accordance with these terms and conditions.

22. If a cheque in payment for your hare purchase is invalid for any reason, or your bank refuses to pay it, you authorise us

- to sell the shares in question without any further instructions from you, and
- to keep any expenses due or any shortfall resulting from the sale.

23. We will not be responsible for any delays, losses, costs, damages or expenses you suffer in the event of a 'force majeure' meaning any failure, interruption or delay in the performance of our obligations as a result of

- industrial action
- the malfunction or failure of any telecoms or computer service, or CREST
- the failure of third parties to carry out their obligations
- the activities of government or international authorities, including changes in law or regulations
- the circumstances contemplated by paragraph 13.2
- or any other event or circumstance not within our reasonable control provided, where relevant, that we have complied with the FCA Rules on business continuity. If this type of situation arises, however, we will remedy the situation as soon as reasonably possible.

24. We will be entitled to keep any gains made in the process of correcting mistaken share deals, which would include buying or selling shares at the prevailing market price without an instruction from you.

25. We will send any documents, at your risk, by post to your registered address. Neither we nor the company will be responsible for any document before it reaches us or after we have sent it to you.

### Our policy on conflicts of interest

26.1 We have organisational and administrative arrangements in place, that are intended to prevent conflicts of interest from adversely affecting the interests of our clients. So, we take all appropriate steps to identify and prevent or manage conflicts of interest (a) between us and our clients; and (b) between one client and another, that arise in the course of providing an investment or ancillary service. If these arrangements are not sufficient to ensure, with reasonable confidence, that the risk of damage to you will be prevented, we will tell you about the nature and/or sources of conflicts of interest and the steps we have taken to mitigate these risks, buying or selling shares for you.

You're welcome to call and request for a copy of our policy concerning possible conflicts of interest. At the time of the issue of this document no conflicts of interest were identified which could damage your interests.

26.2 Without prejudice to clauses 13.1 and 26.1, nothing in these terms and conditions will prevent us carrying out services for others.

27. All cash balances will be held by us as client money under the FCA Rules and as follows:

- We will deposit the cash with a suitably authorised bank, or other financial institution, that is either regulated within the UK to hold client money or is regulated in another EEA country to hold deposits and permissions extend to offering these services within the UK.
- The bank will hold the cash on our behalf in an account separate to any account used to hold money belonging to us in our own right and pooled with client money of our other customers. Equiniti is committed to holding its client money with banks which are well capitalised as this better spreads the risk of any default by these institutions which could impact our customers.
- We will not, however, be responsible for any acts or omissions of the bank.
- If the bank becomes insolvent, we will have a claim on behalf of our clients against the bank. If, however, the bank cannot repay all of its creditors, any shortfall may have to be shared pro rata between them.
- You will not be paid interest on cash balances. We will also keep any interest earned or any equivalent fee that the bank in question pays us.
- If, for any reason, a payment we send to you under these terms and conditions does not reach you, we will continue to hold the cash as client money. However, if after a period of six years no activity has been recorded on your account, and provided we have taken reasonable steps to trace you (as outlined in the FCA's Client Assets rule book), to return these monies to you, we may cease to treat the money as client money having donated it to a charity of our choice. We will still honour any valid claims made against monies previously released to charity once the validity of the claim is established.
- If we are holding cash we may withdraw the cash and apply it towards paying any fees, charges, and other sums due to us.
- If in the course of settling a transaction, the movement of funds as part of the transaction which may be through a commercial settlement system on a "delivery versus payment" basis and for a period of time (normally less than 1 business day, but not exceeding three business days) will not be treated as client money.
- In accordance with FCA rules we are able to deposit some client monies with banks under unbreakable term deposit arrangements, or notice period accounts, of up to ninety five (95) days. In the unlikely event of any issues experienced by us or any of our banks which requires a return of any client money to you, you should be aware there may be a delay in the funds being distributed to you as a result of these extended deposit terms being applied. This change does not in any way affect your ability to withdraw funds from your account or undertake any transactions under normal conditions.

28. You will be classified for the purposes of the FCA Rules as a retail client. If, however, you would otherwise be an eligible counterparty or a professional client, you may not necessarily have the rights of a retail client under the Financial Services Compensation Scheme.

For more information on complaints/compensation, please see paragraph 17 of these terms and conditions. 29. These terms and conditions are governed by English law. You agree that any disputes relating to this agreement may only be dealt with by the courts of England and Wales.

30. In accepting these terms and conditions you agree that we may transfer our obligations under this agreement to any other company, if that other company writes to you and undertakes to carry out all our duties and obligations under this agreement. If it does so, you agree that we will be released from all those duties and obligations that such company has undertaken to carry out. We shall satisfy ourselves that any such company is competent to carry out those functions and duties transferred, and is regulated do so by the FCA, if such regulation is required. As part of transferring our rights and obligations to a third party, we may transfer all of the cash, investments and information we hold under these terms and conditions to the third party or its nominee. Where funds are held by us as client money, the third party will continue to hold this as client money.

#### **Alternative Formats**

To request these Terms and Conditions in an alternative format, for example Braille, large print or audio tape, please contact us on:

UK Helpline: 0371 384 2030

International Helpline: +44 121 415 7047

A text phone service is also available on:

UK: 0371 384 2255

International: +44 121 415 7028

Lines are open from 8.30am to 5.30pm (UK time)  
Monday to Friday