



# Guidance Notes – Share Valuation Service

## Why use this service?

Our share valuation service allows you to gain an indicative value of your shareholdings as at any date within the last 10 years. This can be useful if you are trying to value your portfolio of assets for a particular point in time. It saves you time and effort in searching for historic share prices and then having to calculate the value. It is a paid-for service; the fee is dependent on the number of holdings you require the valuation for.

This service can also be used if you need to calculate the value of shareholdings owned by the estate of a deceased shareholder. Values can be provided as at the date of death. This service is aligned with HMRC's guidelines for the valuation of shareholdings belonging to an estate. For further information please refer to HMRC's website at [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

The Share Valuation provided as a result of using this service cannot be used for Capital Gains Tax purposes. Instead, our service to provide a Comprehensive History Schedule of Shareholdings may be of use. For information regarding this go to [shareview.co.uk](http://shareview.co.uk), click on the Help Pages and refer to the 'Request Share Balance or Historical Information' webpage.

## Who can use this service?

Share Valuations can be provided to the registered shareholder. For any shareholdings held jointly, we will only be able to provide a Share Valuation to the first named shareholder of that particular shareholding. For Share Valuations for the estate of the deceased, Executors, legal representatives and Next of Kin can use this service. We are unable to provide Share Valuations for shareholdings held by corporate shareholders.

## How to use this service?

The process is detailed in the following stages:

1. Instruct Equiniti
2. Receive Share Valuation Quote
3. Provide payment for the Share Valuation
4. Receive Share Valuation

### 1. Instruct Equiniti

For all Share Valuation requests you will need to provide the following information:

- Your name
- The name of the company/companies in which you hold the shares (and for which you require a Share Valuation)
- The Shareholder References of these shareholdings (if you have these reference numbers; they will usually be stated at the top of any recent correspondence from us)
- The requested Share Valuation Date – this is the date at which you would like the Share Valuation to be calculated. It must be a date in the past and within 10 years of the date of your request.

**Please be aware that we will only provide a Share Valuation for the shareholding(s) that you detail in your request. We will not automatically detail all holdings. These will need to be stated in your request for us to 1) provide a Share Valuation Quote and 2) to provide the Share Valuation.**

To make a request for this service, you can:

### Email us

Alternatively you can visit [shareview.co.uk](http://shareview.co.uk) and send an email request from our Help Pages. You will need to select the 'Obtain a Share Valuation' web page and from here you can send your request via a secure online request form. For requests regarding estates you will need to visit the 'Manage an Estate' page, within the Help Pages, and send your request from there.

### Write to us

You can provide the details of your request within a letter or if you'd rather, you can download the 'Share Valuation Request Form' from the 'Obtain a Share Valuation' web page (as detailed above), fill out the form and send this to us. Send either your letter or request form back to Equiniti, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA, UK.

## 2. Receive a Share Valuation Quote

We will send you the Share Valuation Quote via email or postal response depending on how you contacted us. If you call us, we can provide you with a Share Valuation Quote over the phone or in writing. If we are able to (and if you would prefer) we may be able to process your request for a Share Valuation immediately.

The Share Valuation Quote will list the shareholdings that match your request details. **Quotes will be valid for three months from the date shown on your Share Valuation Quote.** If three months have passed you will need to contact us for a new Quote.

There may be some shareholdings not listed on the Quote. There may be a number of reasons why we cannot provide a share valuation for that particular shareholding. The reason(s) for not being able to provide a share valuation for that shareholding, for that date, may be one of the following:

- The shareholding(s) is/are held jointly and the requester is not the first named shareholder;
- The shareholding(s) is/are held by a Corporate Body;
- We were unable to find valid holding(s) with the details you provided;
- We were unable to find a share price for the holding(s) at the date you gave;
- The shareholding(s) that you have requested a Share Valuation for may be one of the following: Loan Notes, Bonds, Shareholder Investment Plan or Employee Scheme shares. We are unfortunately unable to provide a Share Valuation for these types of shares.

### Fees

We will not charge for the Share Valuation for any shareholding that has a value of £250 or less (as at the requested date). We will still provide the value if this is the case. For all other shareholdings with a value of £250.01 or more (as at the requested date), we will charge £18 (inc. VAT) per shareholding.

## 3. Provide Payment for the Share Valuation Service

If you are happy with the listed shareholdings, for which we can provide a valuation for your specified date, you will need to provide the requested fee amount as shown on your **Share Valuation Quote**.

### Bank transfer (UK shareholders)

If you want to pay for the fees electronically, this can be done via Direct Payment. To do this, you will need to quote:

Account Name: Equiniti Limited  
Sort Code: 30-00-02  
Account Number: 00189303

**IMPORTANT** - In order for us to identify your payment please enter SV followed by your Shareholder Reference (quoted in the heading of this letter) into the reference field on your online banking. Failure to do so may result in the process being delayed. **For example SV11122233345**

**You will need to provide a copy of the payment receipt to confirm fees have been paid. If this is not enclosed, it may result in your request being rejected.** 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. Upon receipt we will check the payment has been received and provide the necessary valuation.

### Bank transfer (Overseas shareholders)

If you want to pay for the fees electronically, this can be done via the Money Mover service, using the following details:

B16LOYD30000200189303      LOYDGB2LCTY  
Sort Code: 30-00-02  
Account Number: 00189303

**IMPORTANT** - In order for us to identify your payment please enter SV followed by your Shareholder Reference (quoted in the heading of this letter) into the reference field on your online banking. Failure to do so may result in the process being delayed. **For example SV11122233345**

**You will need to provide a copy of the payment receipt to confirm fees have been paid. If this is not enclosed, it may result in your request being rejected.** 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. Upon receipt we will check the payment has been received and provide the necessary valuation.

## Cheque Payment

Alternatively you may wish to pay for this service by cheque. The cheque should be made payable to 'Equiniti Limited'.

The cheque must be from the personal or business account of the shareholder, legal representative or representative of the deceased. Please make sure that your cheque is signed, dated and that the words and figures match. This will prevent any delay in us providing you with your requested Share Valuation.

Please attach a photocopy of the Quote to the cheque and send to: Equiniti Limited, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA, UK

## 4. Receive Share Valuation

As soon as we have been able to process your Share Valuation, usually within five working days, we will send this to the registered address. Estate Valuations will be sent to the representative of the deceased. This will provide the value(s) of the shareholding(s) that were detailed in your Share Valuation Quote. The Share Valuation will be presented in a similar way to the Quote but will provide the value of the specified shares as at the requested date.

### Understanding the 'Quarter Up Price' calculation for Share Valuation

In any one day, a share price will fluctuate. If share prices of the shares that you have asked us to value have fluctuated on the requested date of Share Valuation, we will use a 'Quarter Up Price'. This is a standardised approach to share valuation in-line with HMRC guidelines. Our system will calculate the Quarter Up Price using the high and low values of the shares of that requested Share Valuation date. This is the lower price plus one quarter of the difference between the higher and lower price. An example, as provided by HMRC, is below:

If the range is given as 1091p to 1101p and you have 1,000 shares, you work out the 'quarter up' price as follows:

1. Find the difference between the higher price and the lower price:  $1101p - 1091p = 10p$
2. Work out a quarter of the difference between the two prices:  $10p \times 0.25 = 2.5p$
3. Add a quarter of the difference to the lower price:  $1091p + 2.5p = 1093.5p$

So the quarter up price is 1093.5p and the value of the 1,000 shares is £10,935 ( $1,000 \times 1093.5p$ ).

### Outstanding Monies

In addition to providing the value of the shares, we will also provide details of any unclaimed or outstanding monies listed on the shareholdings. These will be released to you on your request. Please note that a Replacement Payment Fee may be applicable. More information can be found within the Help Pages at [shareview.co.uk](http://shareview.co.uk).

### Are there any other ways to gain an indication of the value of my shares?

If you are already registered for the Shareview Portfolio service, you can get an indication of the current value of your shares by logging in to your Portfolio at [shareview.co.uk](http://shareview.co.uk). This service is free of charge. If you do not have a Portfolio you may be able to set one up. If you need help with setting up a Portfolio go to the Help section. This service does not, however, provide historical share valuations.

### How can I receive further information?

We hope these Guidance Notes have been useful in explaining how to go about using the Share Valuation Service.

If you need any further information, please call us on: +44 (0) 371 384 2030\*, please use the country code when calling from outside the UK. Or, you can visit [shareview.co.uk](http://shareview.co.uk) and send an email request from the relevant Help Page; either 'Obtain a Share Valuation' or 'Manage an Estate'. Otherwise, write to us at Equiniti, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA, UK.

\* Alternatively, for deaf and speech impaired customers, we welcome calls via Relay UK. Please see [www.relayuk.bt.com](http://www.relayuk.bt.com) for more information or download the Relay UK app to your smartphone, tablet or PC. Just search for Relay UK at the App Store for iPhone or iPad, Google Play for Android devices or Microsoft Store for your Windows computer.