



Transferring within a Corporate Sponsored Nominee (Nominee Service) **A** where cheque payments are not available

How to complete the form:

Existing owner (or their legal representative)	Complete Step 1 and complete and sign Step 2
Legal representative of existing owner(s)	Complete and sign Step 3
New owner (or their legal representative)	Complete and sign Step 4
Legal representative of new owner(s)	Complete and sign Step 5
Additional joint owners	Complete and sign a copy of Appendix 1a
Additional legal representatives	Complete and sign a copy of Appendix 1b

Transfer Fee

FREE

(as at 31 January 2022)
Subject to change – please
check the latest Terms and
Conditions at

www.sagashareholder.co.uk

All parties must complete and sign. The completed form (including any appendices) should be sent to the address in Step 6.



National Client Identifiers (NCI) / Legal Entity Identifiers (LEI) (Mandatory): For regulatory purposes, National Client Identifiers (if signing as private individuals) or Legal Entity Identifiers (if signing on behalf of a company, trust or charity etc) of the parties involved (including legal representatives as appropriate) must be provided in order to transfer the shares. For further information please see Guidance Notes.

Nominee Service Terms and Conditions: A copy of the Nominee Service Terms and Conditions for the Company indicated in Step 1 has been made available on www.sagashareholder.co.uk. These form the basis on which the Nominee Service provided by Equiniti Financial Services Limited will be provided to you. New owner(s) and their legal representative(s) should read these Terms and Conditions carefully before signing this form. A copy of the Nominee Service Terms and Conditions will also be sent to you if you contact Equiniti Financial Services Limited in Step 6.

Cheque payments for dividends paid on shares held in the Nominee Service are not available

You must provide valid bank account details to enable cash distributions to be paid to you, otherwise cash distributions due to you will be retained and you may be charged a fee for their release. Any instruction to pay to a nominated account will NOT override any instruction to reinvest cash dividend(s) into a Dividend Investment Plan. For further information please see the Nominee Service Terms and Conditions or contact Equiniti Financial Services Limited in Step 6.

Step 1 Shares being transferred - MANDATORY

Company

Saga plc

Stock

Ordinary Shares of 15p each

Number of shares to transfer (Words)

(Figures)

Consideration money passing

(if applicable) [See Guidance Notes]

£

Designation (if any)

Step 2 Existing owner details - MANDATORY

- ✓ This step must be completed in all cases by the owner or their legal representative.
- ✓ If signing as a legal representative please provide the details of the current owner and continue to Step 3.
- ✓ Additional joint owners must complete Appendix 1a and send this with the completed form.



Declaration: I/We hereby request transfer within the Nominee Service (as defined in the Nominee Service Terms and Conditions) of the shares detailed in this form out of my/our names(s) to the person(s) named in this form. I/We request Equiniti Financial Services Limited to make such entries in the Nominee Service register as are necessary to give effect to this transfer of beneficial ownership.

Existing Shareholder Reference (This can be found on nominee statements or dividend confirmations)

Full Name (including title if any)

Signature

Address

Contact number (for enquiries only)

Date of birth (dd/mm/yyyy) (if a private individual)

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006.

Stamp of agent(s), if any, acting in this transaction

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes] – MANDATORY

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

Step 3 Legal representative signing on behalf of existing owner(s) (if applicable)

✓ Additional legal representatives must complete a copy of Appendix 1b and send this with the completed form.



Declaration: I/We hereby request transfer within the Nominee Service (as defined in the Nominee Service Terms and Conditions) of the shares detailed in this form out of my/our names(s) to the person(s) named in this form. I/We request Equiniti Financial Services Limited to make such entries in the Nominee Service register as are necessary to give effect to this transfer of beneficial ownership.

Full Name (including title if any)

Contact number (for enquiries only)

Signature

Date of birth (dd/mm/yyyy) (if a private individual)

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006

Address

Stamp of agent(s), if any, acting in this transaction

Signing as:

Power of attorney

- Please provide your NCI or LEI details below

MANDATORY

Executor / administrator of a deceased estate

- You do **NOT** need to provide your NCI or LEI details below

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes]

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

Step 4 New owner details - MANDATORY

- ✓ This step must be completed in all cases by the new owner(s) or their legal representative(s).
- ✓ If signing as a legal representative please provide the details of the new owner(s) and continue to Step 5.
- ✓ Additional joint owners must complete Appendix 1a and send this with the completed form.
- ✓ **Cheque payments for dividends paid on shares held in the company indicated in Step 1 are not available**
You must provide valid bank account details to enable cash distributions to be paid to you, otherwise cash distributions due to you will be retained and you may be charged a fee for their release. Any instruction to pay to a nominated account will NOT override any instruction to reinvest cash dividend(s) into a Dividend Investment Plan. For further information please see the Nominee Service Terms and Conditions or contact Equiniti Financial Services Limited in Step 6.



Declaration: In signing this form:

- I/we agree that my/our shares will be held by Equiniti Financial Services Limited (Equiniti) in the name of Equiniti Corporate Nominees Limited as a bare trustee on my/our behalf in accordance with the Nominee Service Terms and Conditions.
- I/we give my/our permission for all dividends and other payments that may from time to time become payable respect of my/our shares, to be forwarded, to the nominated bank account(s) detailed below, or to such other branch of the organisation as the bank may request. Compliance with this request will discharge Equiniti Financial Services Limited's liability in respect of such monies.

Nominee Service Terms and Conditions: A copy of the Nominee Service Terms and Conditions for the Company indicated in Step 1 has been made available on www.sagashareholder.co.uk. These form the basis on which the Nominee Service provided by Equiniti Financial Services Limited will be provided to you. New owner(s) and their legal representative(s) should read these Terms and Conditions carefully before signing this form. A copy of the Nominee Service Terms and Conditions will also be sent to you if you contact Equiniti Financial Services Limited in Step 6.

Shareholder Reference of holding receiving shares (if applicable)

(Can be found on Nominee Service statements or dividend confirmations)

Full Name (including title if any)

Signature

Address

Contact number (for enquiries only)

Date of birth (dd/mm/yyyy) (if a private individual)

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006

Stamp of agent(s), if any, acting in this transaction

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes] - MANDATORY

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

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

Sort Code

Account Number

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

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 5 Legal representative signing on behalf of new owner(s) (if applicable)

- ✓ Additional legal representatives must complete a copy of Appendix 1b and send this with the completed form.



Declaration: In signing this form, I/We agree that my/our shares will be held by Equiniti Financial Services Limited (Equiniti) in the name of Equiniti Corporate Nominees Limited as bare trustee on my/our behalf in accordance with the Nominee Service Terms and Conditions.

Full Name (including title if any)

Contact number (for enquiries only)

Signature

Date of birth (dd/mm/yyyy) (if a private individual)

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006

Address

Stamp of agent(s), if any, acting in this transaction

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes] - MANDATORY

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

Step 6 Send the completed form to Equiniti Financial Services Limited

- ✓ Any incomplete or incorrect forms will be returned without the instruction being processed.
- ✓ Valid bank account details must be provided in Step 4 otherwise cash distributions due to you may be retained and you may be charged a fee for their release.
- ✓ Completed forms (including any appendices as required) must be sent to the address below.

Contacting Equiniti Financial Services Limited



Further guidance on identifying the correct National Client Identifiers (NCIs) required is available from www.nationalitycalculator.co.uk



customer@equiniti.com



+44 (0) 371 384 2640 (please use the country code when calling from outside the UK)
Lines open 8.30am to 5.30pm (UK time), Monday to Friday (excluding public holidays in England and Wales)



Corporate Sponsored Nominee Team, Equiniti, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA United Kingdom

Guidance Notes

CONSIDERATION MONEY PASSING

If a payment is involved in transferring the shares, enter this in the 'Consideration Money Passing' box provided.

If the payment is greater than £1,000 the existing owner(s), or their legal representative(s) should contact the Stamp Office by email at stampdutymailbox@hmrc.gov.uk, or by post to, **BT-Stamp Duty, HM Revenue and Customs, BX9 1HD, United Kingdom**.

Please note payment must be paid before the request can be processed.

Please refer to www.gov.uk/guidance/stamp-duty-on-shares for more guidance.

IMPORTANT: NATIONAL CLIENT IDENTIFIERS/LEGAL ENTITY IDENTIFIERS (MANDATORY)

For regulatory purposes, National Client Identifiers (if signing as private individuals) or Legal Entity Identifiers (if signing on behalf of a company, trust, charity, etc) of the parties involved (including legal representatives as appropriate) must be provided in order to transfer the shares. For example if you are solely a UK citizen, please enter your UK National Insurance Number in the Primary NCI for Country (1) box.

LEGAL REPRESENTATIVES

Legal representatives must provide their details (including any relevant NCI/LEI details) separately by completing and signing Step 3/5 as appropriate.

ADDITIONAL OWNERS/LEGAL REPRESENTATIVES

Please complete Appendix 1a/1b as appropriate and send with the completed form.

All owners and legal representatives must complete and sign.

TRANSFERRING INTO AN EXISTING HOLDING (STEP 4)

If the shares are being transferred into an existing holding, please provide the relevant Shareholder Reference for holding receiving the shares. This can be found on Nominee Service statements and tax vouchers/dividend confirmations.

POWER OF ATTORNEY

If acting as Power of Attorney on behalf of any owner and have not previously recorded the Power of Attorney document with Equiniti, please include either the original document or a photocopy with this form. If sending a photocopy, please make sure every page is signed with an original signature, either by the person granting the Power or by a solicitor or stockbroker, to confirm that it is a true and complete copy of the original.

National Client Identifiers (NCIs) – Private individuals only

WARNING: Current trading restrictions mean that citizens of **Estonia, Iceland, Italy, Malta, Poland, or Spain** who do not provide their National Client Identifier (NCI) will be unable to trade their shares in the future until this information has been provided.

[Example from National Client Identifier (NCI) Guide]

ISO Code (order)	Country	Primary National Identifier	Secondary National Identifier
5	CZ	Czech Republic	National identification number (Rodné číslo)
12	GB	United Kingdom	National Insurance Number

Country (1), (2), and (3)

This refers to the country of nationality not residency. If more than one nationality is held, list the countries (up to three) in the order they appear on the National Client Identifier (NCI) Guide enclosed.

Example: Solely United Kingdom citizen/national

Country (1) will be United Kingdom.

Example: Dual citizenship/nationality with the United Kingdom and the Czech Republic

Country (1) will be the Czech Republic and Country (2) is United Kingdom as the Czech Republic appears before United Kingdom in the National Client Identifier (NCI) Guide.

Primary National Identifier (required for Country (1) only)

The Primary National Identifier should always be provided unless unavailable, in which case an 'X' should be placed in the relevant box.

Example: Solely United Kingdom citizen/national

Primary National Identifier will be their UK National Insurance Number.

Example: Dual citizenship/nationality with the United Kingdom and the Czech Republic

Primary National Identifier will be National Identification Number (Rodné číslo) for the Czech Republic.

Secondary National Identifier (required for Country (1) only where the Primary National Identifier is unavailable)

If the Primary National Identifier is unavailable then the Secondary National Identifier listed for Country (1) should be provided.

If Country (1) does not have a Secondary National Identifier, or is unavailable, an 'X' should be placed in the relevant box.

Example: Solely United Kingdom citizen/national

As there is no Secondary National Identifier for United Kingdom, if a UK National Insurance Number is unavailable, an 'X' should be placed in the relevant Secondary National Identifier box.

Example: Dual citizenship/nationality with the United Kingdom and the Czech Republic

If the National Identification Number (Rodné číslo) for the Czech Republic is unavailable, the National Passport Number for the Czech Republic should be provided. If this is unavailable then an 'X' should be placed in the relevant Secondary National Identifier box.

Legal Entity Identifier (LEI) – Companies, trusts, charities, etc.

WARNING: Companies, trusts, etc. will be unable to trade shares in the future until the LEI information has been provided.

The 20-digit alphanumeric Legal Entity Identifiers (LEIs) must be provided if signing as a company, trust, charity etc.

National Client Identifier (NCI) Guide

Country (1) will always be the first country to appear in the list (in ISO order)

ISO Code (Order)	Country	Primary National Identifier	Secondary National Identifier	ISO Code (Order)	Country	Primary National Identifier	Secondary National Identifier
1	AT	Austria	No further information is required	-	-	-	-
2	BE	Belgium	Belgian National Number (Numéro de registre national – Rijksregisternumme)	-	-	-	-
3	BG	Bulgaria	Bulgarian Personal Number	-	-	-	-
4	CY	Cyprus	National Passport Number	-	-	-	-
5	CZ	Czech Republic	National identification number (Rodné číslo)	National Passport Number	-	-	-
6	DE	Germany	No further information is required	-	-	-	-
7	DK	Denmark	Personal Identity Code	-	-	-	-
8	EE	Estonia	Estonian Personal Identification Code (Isikukood)	-	-	-	-
9	ES	Spain	Tax identification number (Número de identificación fiscal)	-	-	-	-
10	FI	Finland	Personal Identity Code	-	-	-	-
11	FR	France	No further information is required	-	-	-	-
12	GB	United Kingdom	National Insurance Number	-	-	-	-
13	GR	Greece	10 DSS digit Investor share	-	-	-	-
14	HR	Croatia	Personal Identification Number (Osobni identifikacijski broj)	-	-	-	-
15	HU	Hungary	No further information is required	-	-	-	-
16	IE	Ireland	No further information is required	-	-	-	-
17	IS	Iceland	Personal Identity Code (Kennitala)	-	-	-	-
18	IT	Italy	Fiscal code (Codice fiscale)	-	-	-	-
19	LI	Liechtenstein	National Passport Number	National Identity Card Number	-	-	-
20	LT	Lithuania	Personal code (Asmens kodas)	National Passport Number	-	-	-
21	LU	Luxembourg	No further information is required	-	-	-	-
22	LV	Latvia	Personal code (Personas kods)	-	-	-	-
23	MT	Malta	National Identification Number	National Passport Number	-	-	-
24	NL	Netherlands	National Passport Number	National identity card number	-	-	-
25	NO	Norway	11 digit Personal ID (Foedselsnummer)	-	-	-	-
26	PL	Poland	National Identification Number (PESEL)	Tax Number (Numer identyfikacji podatkowej)	-	-	-
27	PT	Portugal	Tax number (Número de Identificação Fiscal)	National Passport Number	-	-	-
28	RO	Romania	National Identification Number (Cod Numeric Personal)	National Passport Number	-	-	-
29	SE	Sweden	Personal Identity Number	-	-	-	-
30	SI	Slovenia	Personal Identification Number (EMŠO: Enotna Matična Številka Občana)	-	-	-	-
31	SK	Slovakia	Personal number (Rodné číslo)	National Passport Number	-	-	-
32	All other countries* (including Crown dependencies such as Jersey, Guernsey, Isle of Man, etc.)		National Passport Number	-	-	-	-

*If you are listing two or more countries on the form that are not in the list above (i.e. two or more countries from 'All other countries') you will need to list them in order of their **ISO Country Code**. For further information visit www.nationalitycalculator.co.uk or contact Equiniti using the details below.

Contacting Equiniti Financial Services Limited



Further guidance on identifying the correct National Client Identifiers (NCIs) required is available from www.nationalitycalculator.co.uk



customer@equiniti.com



+44 (0) 371 384 2640 (please use the country code when calling from outside the UK)
Lines open 8.30am to 5.30pm (UK time), Monday to Friday (excluding public holidays in England and Wales)



Corporate Sponsored Nominee Team, Equiniti, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA United Kingdom

Equiniti Limited and Equiniti Financial Services Limited are part of the Equiniti Group. Their registered offices are Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA United Kingdom. Company share registration, employee scheme and pension administration services are provided through Equiniti Limited, which is registered in England & Wales with No. 6226088. Investment and general insurance services are provided through Equiniti Financial Services Limited, which is registered in England & Wales with No. 6208699 and is authorised and regulated by the UK Financial Conduct Authority no. 468631



Shareholder Reference for shares being transferred

This can be found on Nominee Service statements or dividend confirmations

Person(s) transferring shares



Declaration: I/We hereby request transfer within the Nominee Service (as defined in the Nominee Service Terms and Conditions) of the shares detailed in this form out of my/our name(s) to the person(s) named in this form. I/We request Equiniti Financial Services Limited to make such entries in the Nominee Service register as are necessary to give effect to this transfer of beneficial ownership.

Person(s) receiving the shares



Declaration: In signing this form, I/We agree that my/our shares will be held by Equiniti Financial Services Limited (Equiniti) in the name of Equiniti Corporate Nominees Limited as bare trustee on my/our behalf in accordance with the Nominee Service Terms and Conditions.

Nominee Service Terms and Conditions: A copy of the Nominee Service Terms and Conditions for the Company indicated in Step 1 has been made available on www.sagashareholder.co.uk. These form the basis on which the Nominee Service provided by Equiniti Financial Services Limited will be provided to you. New owner(s) and their legal representative(s) should read these Terms and Conditions carefully before signing this form. A copy of the Nominee Service Terms and Conditions will also be sent to you if you contact Equiniti Financial Services Limited in Step 6.

Joint owner

Please place an 'X' in the box below to confirm:

You jointly own the shares

You will be a new joint owner of the shares once transferred

Full Name (including title if any)

Date of birth (dd/mm/yyyy) (if applicable)

Signature

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes] - MANDATORY

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as a company, trust or charity) [See Guidance Notes]



Appendix 1b: Additional legal representative(s)

Print and complete a copy of this appendix as required for additional legal representative(s) and submit with completed form

A

Shareholder Reference for shares being transferred

This can be found on Nominee Service statements or dividend confirmations

Person(s) transferring shares



Declaration: I/We hereby request transfer within the Nominee Service (as defined in the Nominee Service Terms and Conditions) of the shares detailed in this form out of my/our name(s) to the person(s) named in this form. I/We request Equiniti Financial Services Limited to make such entries in the Nominee Service register as are necessary to give effect to this transfer of beneficial ownership.

Person(s) receiving the shares



Declaration: In signing this form, I/We agree that my/our shares will be held by Equiniti Financial Services Limited (Equiniti) in the name of Equiniti Corporate Nominees Limited as bare trustee on my/our behalf in accordance with the Nominee Service Terms and Conditions.

Nominee Service Terms and Conditions: A copy of the Nominee Service Terms and Conditions for the Company indicated in Step 1 has been made available on www.sagashareholder.co.uk. These form the basis on which the Nominee Service provided by Equiniti Financial Services Limited will be provided to you. New owner(s) and their legal representative(s) should read these Terms and Conditions carefully before signing this form. A copy of the Nominee Service Terms and Conditions will also be sent to you if you contact Equiniti Financial Services Limited in Step 6.

Additional legal representative

Please place an 'X' in the box below to confirm:

You represent the existing owners

You represent the new owners

Full Name (including title if any)

Date of birth (dd/mm/yyyy) (if applicable)

Signature

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006

Signing as:

Power of attorney

- Please provide your NCI or LEI details below

MANDATORY

Executor / administrator of a deceased estate

- You do **NOT** need to provide your NCI or LEI details below

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes]

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as a company, trust or charity) [See Guidance Notes]