

**Small Estates: Regulatory Data for Electronically held shares****Instructions**

- All sections must be completed.
- No address is required for the first named Next of Kin or Executor as this is detailed in Step 2 on the Small Estates form.
- Refer to the table overleaf to ensure the right National Client Identifier is provided – visit our website for further guidance: [www.nationalitycalculator.co.uk](http://www.nationalitycalculator.co.uk)
- A National Client Identifier for **Estonia, Spain, Iceland, Italy, Malta and Poland** is mandatory.
- National Client Identifiers details must refer to primary nationality only.

<b>Shareholder Reference Number(s) for deceased shareholding(s)</b>			
<b>(In Step 1 of the Small Estate form)</b>			

  

<b>First or Sole Next of Kin or Executor (in Step 2 of the Small Estates form)</b>	Date of Birth DD / MM / YYYY		
	Primary Nationality:	Primary National Client Identifier if held:	Tick the box if no National Client Identifier is available <input type="checkbox"/>
		Secondary National Client Identifier (if the Primary Identifier is not held):	
	Country 2:	Country 3:	

  

<b>Second Next of Kin or Executor (in Step 2 of the Small Estates form)</b>	Date of Birth DD / MM / YYYY		Address:
	Primary Nationality:	Primary National Client Identifier if held:	Tick the box if no National Client Identifier is available <input type="checkbox"/>
		Secondary National Client Identifier (if the Primary Identifier is not held):	
	Country 2:	Country 3:	

  

<b>Third Next of Kin or Executor (in Step 2 of the Small Estates form)</b>	Date of Birth DD / MM / YYYY		Address:
	Primary Nationality:	Primary National Client Identifier if held:	Tick the box if no National Client Identifier is available <input type="checkbox"/>
		Secondary National Client Identifier (if the Primary Identifier is not held):	
	Country 2:	Country 3:	

  

<b>Fourth Next of Kin or Executor (in Step 2 of the Small Estates form)</b>	Date of Birth DD / MM / YYYY		Address:
	Primary Nationality:	Primary National Client Identifier if held:	Tick the box if no National Client Identifier is available <input type="checkbox"/>
		Secondary National Client Identifier (if the Primary Identifier is not held):	
	Country 2:	Country 3:	

**IMPORTANT INFORMATION FOR THE FIRST NEXT OF KIN OR EXECUTOR**

If the details provided on the Small Estate Form and above do not match any existing records, we will create a new account. Using your contact information on the Small Estates form, your communication preference will be defaulted to 'email'.

You will only be able to access documents such as dividend confirmations, quarterly CSN statements, and Dividend Reinvestment Plan (Plan) statements via Shareview Portfolio. Details of your new CSN account will be issued to you within 10 business days from the transfer of shares into CSN. It will include instructions on how to register for Shareview Portfolio to manage your shareholding online or alternatively please refer to Page 5 of the Small Estates form.

You may receive future service notifications via SMS. We will notify you as soon as this service becomes available.

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Country name	Primary National Client Identifier	Secondary National Client Identifier
Austria (AT)	Write 'N/A'	-
Belgium (BE)	Belgium National Number (Numéro de register national – Rijksregisternummer)	-
Bulgaria (BG)	Bulgarian Personal Number	-
Cyprus (CY)	National Passport Number	-
Czech Republic (CZ)	National Identification Number (Rodné číslo)	National Passport Number
Germany (DE)	Write 'N/A'	-
Denmark (DK)	Personal identity code	-
Estonia (EE)	Estonian Personal Identification Code (Isikukood)	-
Spain (ES)	Tax Identification Number (Número de identificación fiscal)	-
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 (OIB – Osobni identifikacijski broj)	-
Hungary (HU)	Write 'N/A'	-
Ireland (IE)	Write 'N/A'	-
Iceland (IS)	Personal Identity Code (Kennitala)	-
Italy (IT)	Fiscal Code (Codice Fiscale)	-
Liechtenstein (LI)	National Passport Number	National Identity Card Number
Lithuania (LT)	Personal Code (Asmens Kodas)	National Passport Number
Luxembourg (LU)	Write 'N/A'	-
Latvia (LV)	Personal Code (Personas Kods)	-
Malta (MT)	National Identification Number	National Passport Number
Netherlands (NL)	National Passport Number	National Identity Card Number
Norway (NO)	Personal ID (Foedselsnummer)	-
Poland (PL)	National Identification Number (PESEL)	Tax Number (Number Identyfikacji podatkowej)
Portugal (PT)	Tax Number (Número de Identificação Fiscal)	National Passport Number
Romania (RO)	National Identification Number (Cod Numeric Personal)	National Passport Number
Sweden (SE)	Personal Identity Number	-
Slovenia (SI)	Personal Identification Number (EMŠO: Enotna Matična Številka Občana)	-
Slovakia (SK)	Personal Number (Rodné číslo)	National Passport Number
All other countries (Including Crown Dependencies and British Overseas Territories)	National Passport Number	-
<b>Confirming your Identity:</b> We may need to validate your identity using an external agency. They will record the information and they might ask us for additional proofs of identity. They may also share information with other businesses.		