



# Transferring within a Corporate Sponsored Nominee (Nominee Service) FORM A

**THIS FORM IS FOR USE FOR SHAREHOLDER(S) WHO ARE NON-UK CITIZENS OR HOLD DUAL NATIONALITIES.**

Any shareholder(s) who are solely UK citizens will require a different form.

**Transfer Fee is NIL (as at June 2022), this is subject to change – please check latest Terms and Conditions at [www.shareview.co.uk/info/csn](http://www.shareview.co.uk/info/csn)**

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**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.

## HOW TO COMPLETE THIS PART OF THE FORM:

Registered Shareholder(s)	<b>Please complete Steps 1, 2 - A, B, C and D</b>
Corporate Bodies	<b>Please complete Steps 1, 2 - A, B, C, D and 2a</b>
Executor/Administrator	<b>Please complete Steps 1, 2 - A, B and C</b>
Power of Attorney or other Legal Representative(s)	<b>Please complete Steps 1, 2 - A, B, C and D</b>
<p>ALL information is required for identification and anti-money laundering purposes {see Guidance Notes}.  <b>ALL shareholders (and any Legal Representative(s) or Power of Attorney(s)) MUST complete this form fully and correctly otherwise the instruction will be returned without being actioned.</b></p>	

## Step 1 – Holding details

Company name the shares are held in			
Number of shares to be transferred (words and figures)			
Existing Shareholder Reference (can be found on the Nominee statement or dividend confirmations)			
Designation (if any)			
Consideration money passing (if applicable) {see Guidance Notes}			

## Step 2 – Holder details

Holder details	A	B	C	D
	Your Full name (& Capacity (if signing as a Corporate Body))	Your Signature	Date of Birth	Full address including postcode
Holder 1				
Holder 2				
Holder 3				
Holder 4				

**COUNTRY DETAILS:**

Please state the country of your nationality. If you hold more than one nationality you must list the countries (up to 3) in the order they appear in the further information table overleaf.

Example 1: Croatia/Czech Rep - If you hold dual nationality with Croatia and Czech Republic, you must list Czech Republic first as this appears first in the table overleaf.

Holder	Country 1	Country 2	Country 3
1			
2			
3			
4			

**NATIONAL IDENTIFIER:**

Based on the country you have listed FIRST in step 2 above, please provide either your Primary or Secondary National Identifier below. You must supply the Primary National Identifier, unless you do not hold it. Only if you do not hold the Primary National Identifier, should you provide the Secondary National Identifier.

Example 1 Croatia/Czech Rep: You would supply your National Identification Number (Rodné číslo). If you were unable to, you would provide your Passport Number.

Example 2 Argentina/United Kingdom: You would supply your 9 digit National Insurance Number. If you were unable to, you would put an 'X' in the box below.

Holder	National Identifier	State if Primary or Secondary. If you do not hold any National Identifiers, please place an 'X' in this box
1		
2		
3		
4		

**Step 2a Corporate Bodies – If you are signing on behalf of a corporate body, please also complete the below.**

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

**NEW OWNER DETAILS MANDATORY**

**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, or other nominee as stated in the Nominee Service Terms and Conditions, 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 in respect of my/our shares, to be forwarded, to the nominated bank account(s) as detailed in Step 4, 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.
- I/We apply to join the DRIP or Scrip for each future dividend, paid on the class of shares detailed in Step 1, as detailed in Step 5. I/We appoint Equiniti Financial Services Limited as my/our agent to arrange the purchase of shares in accordance with the Terms and Conditions of the DRIP or allocate shares to me in accordance with the Terms and Conditions of the Scrip.

**Nominee Service Terms and Conditions:** A copy of the Nominee Service Terms and Conditions for the Company you hold shares in is available on [www.shareview.co.uk/info/csn](http://www.shareview.co.uk/info/csn). 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.

**HOW TO COMPLETE THIS PART OF THE FORM:**

Full names of all Shareholder(s)	Please complete <b>Step 3 - A, B, C and D</b>
Corporate Bodies	Please complete <b>Steps 3 - A, B, C, D and 3a</b>
Dividend Instructions	Please complete <b>Steps 4 and 5 (if applicable)</b>

ALL information is required for identification and anti-money laundering purposes {see Guidance Notes}.

**ALL shareholders (and any Legal Representative(s) or Power of Attorney(s)) MUST complete this form fully and correctly otherwise the instruction will be returned without being actioned.**

**Step 3 – New Holding details**

New Holder details	A	B	C	D
	Your Full name (& Capacity (if signing as a Corporate Body))	Your Signature	Date of Birth	Full address including postcode
Holder 1				
Holder 2				
Holder 3				
Holder 4				

**COUNTRY DETAILS:**

Please state the country of your nationality. If you hold more than one nationality you must list the countries (up to 3) in the order they appear in the further information table overleaf.

Example 1: Croatia/Czech Rep - If you hold dual nationality with Croatia and Czech Republic, you must list Czech Republic first as this appears first in the table overleaf.

Holder	Country 1	Country 2	Country 3
1			
2			
3			
4			

**NATIONAL IDENTIFIER:**

Based on the country you have listed FIRST in step 2 above, please provide either your Primary or Secondary National Identifier below. You must supply the Primary National Identifier, unless you do not hold it. Only if you do not hold the Primary National Identifier, should you provide the Secondary National Identifier.

Example 1 Croatia/Czech Rep: You would supply your National Identification Number (Rodné číslo). If you were unable to, you would provide your Passport Number.

Example 2 Argentina/United Kingdom: You would supply your 9 digit National Insurance Number. If you were unable to, you would put an 'X' in the box below.

Holder	National Identifier	State if Primary or Secondary . If you do not hold any National Identifiers, please place an 'X' in this box
1		
2		
3		
4		

**Step 3a Corporate Bodies – If you are signing on behalf of a corporate body, please also complete the below.**

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

**Step 4 – Dividend Instructions**

**If you want your Dividends paid directly you must provide valid bank account details.** Any instruction to pay to a nominated account will NOT override any instruction to reinvest cash dividend(s) into a Dividend Reinvestment Plan or a Scrip Dividend Scheme. Cheque payments for dividends paid on shares held in the Nominee Service are not available for some companies. For further information please see the Nominee Service Terms and Conditions or contact Equiniti Financial Services Limited.

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

Sort Code

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Account Number

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

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

**Step 5 – Dividend Instructions**

Place an 'X' in the box if you wish to join the Dividend Reinvestment Plan (Plan) or Scrip Dividend Programme (Scrip)

To see if either of these services are available for the Company please visit [www.shareview.co.uk/info/drip](http://www.shareview.co.uk/info/drip). **You should read the Terms and Conditions of these services carefully as they form the basis on which services will be provided to you.** If you apply this instruction it will override, but not remove, any valid bank mandate provided by you. You must provide valid bank account details in Step 4 to be used in the event an option to invest your cash dividend or receive new shares is not available. If a service is available you can use your cash dividend to purchase additional shares in the Company at market value (via the Plan), or receive new fully paid up shares in the Company instead of a cash dividend (via a Scrip).

**Further Information**

When completing this form, please use the Primary National Identifier from the table below. **Only** if you are unable to provide the Primary National Identifier should you provide the Secondary Identifier. If you have any queries about completing this form, please call our Helpline on **+44 (0) 371 384 2030**.

**Please Note:** Failure to provide a National Identifier for the following nationalities will result in your transaction being rejected:  
- Estonia - Spain - Iceland - Italy - Malta - Poland

**NATIONALITY DETAILS****A) COUNTRY DETAILS**

You must state the country of your nationality. If you hold more than one nationality, you must list the countries (up to 3) in the order they appear in the further information table overleaf.

**Example 1: Croatia/Czech Rep** - If you hold dual nationality with Croatia and Czech Republic, you must list Czech Republic first as this appears first in the table overleaf.

**Example 2: Argentina/United Kingdom** - If you hold dual nationality with Argentina and the United Kingdom you must list the United Kingdom first.

**B) NATIONAL IDENTIFIER**

Based on the country you have listed **FIRST** in steps 2 and/or 3, please provide either your Primary or Secondary National Identifier, shown in the table overleaf. You **must** supply the Primary National Identifier, unless you do not hold it. Only if you do not hold the Primary National Identifier, should you provide the Secondary National Identifier.

**Example 1 Croatia/Czech Rep:** You would supply your National Identification Number (Rodné číslo). If you were unable to, you would provide your Passport Number.

**Example 2 Argentina/United Kingdom:** You would supply your 9 digit National Insurance Number. If you were unable to, you would put an 'X' in the box below.

**C) NATIONAL IDENTIFIER TYPE**

So that we know which identifier you have provided, please tell us if you provided the Primary or Secondary National Identifier by placing an 'X' in one of the boxes. If you have not provided a National Identifier, leave the box blank.

**Please Note:** If you are listing 2 or more countries that are **not** in the list below (i.e. 2 or more countries from 'All Other Countries'), you will need to list them in **Country Code alphabetical order**. To find out the Country Codes and correct order to list the countries, please visit [www.nationalitycalculator.co.uk](http://www.nationalitycalculator.co.uk) or call our Helpline on **+44 (0) 371 384 2030**.

Country Name	Primary National Identifier	Secondary National 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 (Código 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	-
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	-

**Send the completed form to Equiniti Financial Services Limited at the postal address below**

- Any incomplete or incorrect forms will be returned without the instruction being processed.
- Cheque payments for dividends paid on shares held in the Nominee Service are not available for some companies. Please check the Nominee Service Terms and Conditions. Cash distributions may not be released to you if valid bank account details have not been provided and a fee may be charged for their release.

#### Contacting Equiniti Financial Services Limited

**ONLINE** [www.shareview.co.uk/info/csn](http://www.shareview.co.uk/info/csn)

**+44 (0) 371 384 2030 (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)

#### PHONE

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.

#### POST

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](mailto: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](http://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 by completing Steps 2/2a and 3/3a as appropriate. For example if you are solely a UK citizen, please enter your UK National Insurance Number in the Primary NCI for Country (1) box. Further guidance on identifying the correct National Client Identifiers (NCIs) required is available from [www.nationalitycalculator.co.uk](http://www.nationalitycalculator.co.uk)

### LEGAL REPRESENTATIVES

Legal Representatives must provide their details, including any National Client Identifiers (if signing as private individuals) or Legal Entity Identifiers (if signing on behalf of a company, trust, charity, etc) separately by completing and signing Steps 2/2a and 3/3a as appropriate.

**Further documents may be required in order to confirm your identity.**

### TRANSFERRING INTO AN EXISTING SHAREHOLDING

If the shares are being transferred into an existing shareholding, please provide the relevant Shareholder Reference for the 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.

**Further documents may be required in order to confirm your identity.**

### CONFIRMING YOUR IDENTITY

In order to comply with UK money laundering regulations, we may need to confirm your identity. To help us do this, we may:

- validate your identity using an external agency, which will keep a record of that search and may 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 not being able to carry out an instruction at all. In any of these circumstances, we will not be responsible for any resulting loss.