



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

**THIS FORM IS FOR USE FOR SHAREHOLDER(S) WHO ARE SOLELY UK CITIZENS.**

Shareholders who are non-UK citizens or hold dual nationalities will require a different form.

**As of April 2025, no fee is payable for this service. This is subject to change so please check latest Terms and Conditions at [www.shareview.info/products/csn](http://www.shareview.info/products/csn)**

**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)

**Please complete Steps 1, 2 – A, B, C, D and E**

Corporate Bodies

**Please complete Steps 1, 2 – A, B, C, D, E and Step 2a**

Information is required for identification and anti-money laundering purposes and needs to be provided in full to complete the transfer {see Guidance Notes on page 5}

**Step 1 – Holding details**

Name of Company the shares are held in

Number of shares to be transferred (words)

Number of shares to be transferred (figures)

Existing Shareholder Reference (*can be found on your Nominee Service statements or dividend confirmations*)

Designation (if any)

Consideration money passing (if applicable)  
{see Guidance Notes on page 5}

**Step 2 – Holder details**

**Holder 1**

A – Full name (& Capacity if signing as a Corporate Body)

B – Signature

C – Date of Birth

D – National Insurance Number  
(*put an X in the box if not held*)

E – Full address including postcode

**Holder 2**

A – Full name (& Capacity if signing as a Corporate Body)

B – Signature

C – Date of Birth

D – National Insurance Number  
(*put an X in the box if not held*)

E – Full address including postcode

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| <b>Holder 3</b>  |  |
| A – Full name (& Capacity if signing as a Corporate Body)          |  |
| B – Signature  |  |
| C – Date of Birth  |  |
| D – National Insurance Number<br>(put an X in the box if not held) |  |
| E – Full address including postcode                                |  |
| <b>Holder 4</b>  |  |
| A – Full name (& Capacity if signing as a Corporate Body)          |  |
| B – Signature  |  |
| C – Date of Birth  |  |
| D – National Insurance Number<br>(put an X in the box if not held) |  |
| E – Full address including postcode                                |  |

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| <b>Step 2a Corporate Bodies – If you are signing on behalf of a corporate body, please also complete the below.</b> |  |
| Company Name  |  |
| Company Number  |  |
| Legal Entity Identifier (LEI) (if signing as a company, trust or charity) {See Guidance Notes on page 5}            |  |

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| <b>NEW OWNER DETAILS MANDATORY</b>   |
| <p><b>Nominee Service Terms and Conditions:</b> A copy of the Nominee Service Terms and Conditions for the Company you hold shares in is available on <a href="http://www.shareview.info/products/csn">www.shareview.info/products/csn</a>. 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.</p> <p><b>Declaration: In signing this form:</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- I/We apply to join the Plan 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 Plan or allocate shares to me in accordance with the Terms and Conditions of the Scrip.</li> </ul> |

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

Full names of all new holder(s)

**Please complete Step 3 – A, B, C, D and E**

Additional contact details for New Holder 1

**Please complete Step 3 – F and G**

Corporate Bodies

**Please complete Steps 3 – A, B, C, D, E and Step 3a**

Dividend Instructions

**Please complete Steps 4 and 5 (if applicable)****Please ensure we have your latest bank or building society details**

Information is required for identification and anti-money laundering purposes and needs to be provided in full to initiate the transfer {see Guidance Notes on page 5}.

**All shareholders (and any Legal Representatives or Power of Attorneys) must complete this form fully and correctly to avoid delays or rejections.**

**Step 3 – New Holding details**

Existing Shareholder Reference (*can be found on your Nominee Service statements or dividend confirmations*)

Designation (if any)

**New Holder 1****IMPORTANT INFORMATION FOR NEW HOLDER 1:**

If the details provided below do not match any existing records, we will create a new account and your communication preference will be defaulted to 'email'.

You will **only** be able to access documents such as dividend confirmations, quarterly Nominee Service statements, and Dividend Reinvestment Plan (Plan) statements via Shareview Portfolio. Details of your new Nominee Service account will be issued to you within 10 business days from the transfer of shares into Nominee Service. It will include instructions on how to register for Shareview Portfolio to manage your shareholding online.

Provide your mobile phone number to receive future service notifications via SMS. We will notify you as soon as this service becomes available.

A – Full name (&amp; Capacity if signing as a Corporate Body)

B – Signature

C – Date of Birth

D – National Insurance Number  
(*put an X in the box if not held*)

E – Full address including postcode

F – Email address

G – Mobile phone number

**New Holder 2**

A – Full name (&amp; Capacity if signing as a Corporate Body)

B – Signature

C – Date of Birth

D – National Insurance Number  
(*put an X in the box if not held*)

E – Full address including postcode

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| <b>New Holder 3</b>  |  |
| A – Full name (& Capacity if signing as a Corporate Body)          |  |
| B – Signature  |  |
| C – Date of Birth  |  |
| D – National Insurance Number<br>(put an X in the box if not held) |  |
| E – Full address including postcode                                |  |

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| <b>New Holder 4</b>  |  |
| A – Full name (& Capacity if signing as a Corporate Body)          |  |
| B – Signature  |  |
| C – Date of Birth  |  |
| D – National Insurance Number<br>(put an X in the box if not held) |  |
| E – Full address including postcode                                |  |

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| <b>Step 3a Corporate Bodies – If you are signing on behalf of a corporate body, please also complete the below.</b> |  |
| Company Name  |  |
| Company Number  |  |
| Legal Entity Identifier (LEI) (if signing as a company, trust or charity) {See Guidance Notes on page 5}            |  |

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| <b>Step 4 – Dividend Instructions – Please ensure we have your latest bank or building society details</b>  |
| <p>Details on how you can receive your dividends are included in the latest Nominee Service Terms and Conditions for the Company you own shares in (documents available at <a href="http://www.shareview.info/products/csn">www.shareview.info/products/csn</a>).</p> <p><b>As payment methods are subject to changes and cheque payments are not available for most companies, we require your bank or building society account details. This is a condition to process your instruction so that we can release dividend payments directly to you without you incurring additional charges.</b></p> <p>Your 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.</p> <p><u>For Corporate bodies only</u> - All forms need to be returned with an accompanying letter confirming:</p> <ul style="list-style-type: none"> <li>a. full name of the account holder; and</li> <li>b. account name.</li> </ul> <p>Details on the form and details provided from the bank must match.</p> |

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| <b>GBP payments to a UK Bank or Building Society Account</b>                         |  |
| Bank account in the name(s) of   |  |
| Sort Code  |  |
| Account Number   |  |
| Building society reference or roll number<br>(maximum 18 characters) - if applicable |  |

**Step 5 – Dividend Instructions – Apply for Dividend Reinvestment Plan (Plan) or Scrip Dividend Programme (Scrip)**

Details of Companies offering these services are available at [www.shareview.info/products/drip](http://www.shareview.info/products/drip). Please carefully read the Terms and Conditions before proceeding.

When applying, any valid bank mandate previously provided will be overridden, but not removed.

**Please ensure to complete Step 4 to provide new mandate details so we can use these in the event an option to reinvest your cash dividend or receive new shares is not available.**

If a service is available, you can use your cash dividend to **either**:

- 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).

Place an 'X' in the box if you wish to join the Plan or Scrip

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**CHECKLIST – Ensure that:**

All information is correct and provided in full (*any incomplete or incorrect forms will be returned and the instruction won't be processed*).

Step 4 has been completed (*as payment methods are subject to changes and cheque payments are not available for most companies, we require your bank or building society account details. This is a condition to process your instruction so that we can release dividend payments directly to you without you incurring additional charges*).

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

**Contacting Equiniti Financial Services Limited****ONLINE**

[www.shareview.info/products/csn](http://www.shareview.info/products/csn)

**PHONE**

**+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)

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, please complete the 'Consideration Money Passing' box on page 1.

**If the payment is greater than £1,000**, the existing owners (or their Legal Representatives) should contact the Stamp Office by email at [stampduty@mailbox@hmrc.gov.uk](mailto:stampduty@mailbox@hmrc.gov.uk), or by post to, BT-Stamp Duty, HM Revenue and Customs, BX9 2AS, United Kingdom.

You must pay any Stamp Duty to HMRC **before** you send us this form to us.

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 INSURANCE NUMBERS/LEGAL ENTITY IDENTIFIERS (MANDATORY)**

National Insurance Numbers (for private individuals) or Legal Entity Identifiers (for companies, trusts, charities, etc) of the parties involved (including Legal Representatives if applicable) must be provided for regulatory purposes to allow the transfer the shares (please refer to Steps 2/2a and 3/3a as appropriate).

**TRANSFERRING INTO AN EXISTING HOLDING**

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.

**CONFIRMING YOUR IDENTITY**

We may need to confirm your identity in order to comply with UK money laundering regulations. We will do so by:

- using an external agency, which will keep a record of that search and may share that information with other businesses, and/or
- asking you to provide proofs of identity.

This could lead to a delay in processing your instruction, or a rejection. We will not be responsible for any resulting loss.