



**TRANSFERRING OUT OF A CORPORATE SPONSORED NOMINEE (NOMINEE SERVICE)
INTO A NEW HOLDER WHO WILL HOLD THE SHARES IN CERTIFICATED FORM
FORM B**

IMPORTANT: Transfer fee **£10.00*** (as at 01 May 2023 – subject to change)

*May be waived if request is received within 90 days of the shares being transferred into the Nominee Service. Please check the latest fees in the Nominee Service Terms and Conditions for the Company at www.shareview.co.uk/info/csn. For further details please see **How can I pay?**

- Declaration:** I/We request Equiniti Financial Services Limited to transfer the shares in Step 1 to the Ordinary Share Register to be held in the name(s) of the person(s) in Step 3/3a. I/We also request that such entries be made in the respective registers as are necessary to give effect to the transfer.

HOW TO COMPLETE THIS PART OF THE FORM:

Details of Registered Shareholder(s), Power of Attorney & other Legal Representatives	Please complete Steps 1, 2 – A, B and C
Corporate Bodies	Please complete Step 2a
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 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
	Your Full name (& Capacity (if signing as a Corporate Body))	Your Signature	Date of Birth
Holder 1/ Deceased Shareholder			
Full address including postcode			
Holder 2/ Executor or Legal Rep 1			
Full address including postcode			
Holder 3/ Executor or Legal Rep 2			
Full address including postcode			
Holder 4/ Executor or Legal Rep 3			
Full address including postcode			

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

Company Name	Company Number

NEW OWNER DETAILS MANDATORY

Declaration: In signing this form:

- 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 the Company'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.

HOW TO COMPLETE THIS FORM:

Full names of all Shareholder(s)	Please complete Step 3 – A, B and C
Corporate Bodies	Please complete Steps 3 – A, B, C and 3a
Dividend Instructions	Please complete Step 4 and 5 (if applicable)
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
	Your Full name (& Capacity (if signing as a Corporate Body))	Your Signature	Date of Birth
Holder 1			
Full address including postcode			
Holder 2			
Full address including postcode			
Holder 3			
Full address including postcode			
Holder 4			
Full address including postcode			

Existing Shareholder Reference if applicable (can be found on your share certificate or tax vouchers/dividend confirmations)	
Designation (if any)	

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

Company Name	Company Number

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 are not available for some companies. For further information please contact Equiniti.

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

Sort Code	Account Number
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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. 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).

How can I pay?

You can pay us by bank transfer by using our bank details below:

Account Name Equiniti Ltd CSN fee
 Account Number 21872968
 Sort Code 30-80-12

If you are paying the fee from an overseas bank account, you will also need

BIC/SWIFT Code LOYDGB2L
 IBAN GB23LOYD30801221872968

We also accept payment via cheque. This needs to be made payable to "Equiniti Financial Services Limited".

IMPORTANT - In order for us to identify your payment please enter the Shareholder Reference as stated in Step 1 to the reference field on your online banking. Failure to do so may result in the process being delayed. Please ensure this reference number is prefixed with CN. For example CN11122233345

Please do not send cash. If a fee is applicable and payment is not received, your form will be returned without the instruction being processed.

Send the completed form (and any applicable cheque) to the postal address below.

- Any incomplete or incorrect forms will be returned without the instruction being processed.
- Cheque payments for dividends paid on shares are not available for some companies. For further information please see the Company's Investor Relations website or contact Equiniti Financial Services Limited. If cheque payments are not available, and valid bank account details haven't been provided in Step 4 then the cash distributions due to you may be retained and you may be charged a fee for their release.

Contacting Equiniti Financial Services Limited

ONLINE www.shareview.co.uk/info/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)

You can also contact us by using the Relay UK website at www.relayuk.bt.com

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, 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.

LEGAL REPRESENTATIVE(S)

Legal Representatives must provide their details separately (if signing on behalf of a company, trust, charity, etc) by completing and signing Step 2/2a and 3/3a as appropriate. **Further documents may be required in order to confirm your identity.**

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 your share certificate and tax vouchers/dividend confirmations.

POWER OF ATTORNEY(S)

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.