



# Request to transfer Certificated Shares into a Corporate Sponsored Nominee (Nominee Service)

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You must be aged 18 or over and a resident in the UK, European Economic Area (EEA), Isle of Man, Channel Islands, Switzerland or Gibraltar in order to participate in the Nominee Service. If you do not have valid share certificates covering **ALL** of your certificated shares, please contact us as we may not be able to process your request.

**Transfer Fee is NIL (as at April 2023), 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)**

## How to complete the forms

Name(s) of registered holder(s) should be given in full; the address given should be that of the first named holder.

**ALL** white boxes must be completed in type or **BLOCK CAPITALS**. Shaded boxes for registrars use only.

### 1 Certificated shares being transferred into Nominee Service (MANDATORY)

Counter Location Stamp		Barcode or Reference	
Company Name		Certificate(s) Lodged with the Registrar	
Description of Security			
Consideration Money £	Nil		
Shareholder Reference (11 Digits)		Balance Certificate(s) required	
Designation (if any)			
Amount of shares in words		Amount of shares in figures	
In the name(s) of		Address	
		Postcode	
Stamp of depositing system user	<b>Equiniti Financial Services Limited Aspect House, Spencer Road, Lancing, BN99 6DA, United Kingdom</b>	Full name(s) of the person to whom the security is transferred. Such person(s) must be a system member.	<b>EQUINITI CORPORATE NOMINEES LIMITED</b>
Participant ID	<b>1GMAY</b>	Member Account ID	
<p>Euroclear UK &amp; International Limited ("EUI") is delivering this transfer at the direction and on behalf of the depositing system-user whose stamp appears herein and does not in any manner or to any extent warrant or represent the validity, genuineness or correctness of the transfer instructions contained herein or the genuineness of the signature(s) of the transferor(s). The depositing system-user by delivering this transfer to EUI authorises EUI to deliver this transfer to registration and agrees to be deemed for all purposes to be the person(s) actually so delivering this transfer for registration. This form should be used only for a transfer of a certificated unit of a security to a CREST member to be held by a CREST member in uncertificated form. It should not be used for conversion of a unit held by a CREST member into uncertificated form. The CREST rules require that this form be used for the transfer of a unit of a certificated security to a CREST member to be held by that member in uncertificated form. Any such transfer on this form is exempt from stamp duty.</p>			

### 2 Transfer shares into an existing Nominee Service holding (IF AVAILABLE)

If you do not have/provide details of an existing holding in the Nominee Service, a new holding will be created for you.

**Existing Nominee Service Shareholder Reference - 11 digits**

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### 3 Provide your nominated bank account (recommended) - You must provide valid bank account details even if you are electing to reinvest in the Plan

- Dividend elections are not transferred to the Nominee Service.
- 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  
account



**Sort Code**

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**Bank Account Number**

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**Building Society Reference or Roll Number (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 bank account details as provided on the form.

**4 Reinvest your dividends (OPTIONAL).** If your company has a Dividend Reinvestment Plan or Scrip Dividend Scheme**Place an 'X' in the box if you wish to join the Dividend Reinvestment Plan (Plan) or Scrip Dividend Scheme**The Plan is a cost-effective way of buying more shares in the company with your cash dividend. 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 3 to be used in the event an option to invest your cash dividend is not available.****!** **IMPORTANT:** A copy of the Plan Terms and Conditions has been made available on [www.shareview.co.uk/info/drip](http://www.shareview.co.uk/info/drip). These form the basis on which services will be provided to you by Equiniti Financial Services Limited. You should read these carefully before signing this form. Copies of these Terms and Conditions will also be sent to you if you contact Equiniti.**5 Please read, date and sign here - all holders must provide their Date of Birth in the space provided (MANDATORY)****By signing this form:**

I/We agree to the shares being held in the name of Equiniti Corporate Nominees Limited, as bare trustee on my/our behalf in accordance with the Nominee Service Terms and Conditions made available/issued to me/us which form the basis on which services will be provided to me/us. I/We hereby transfer the security indicated in Step 1 out of the name(s) aforesaid into the name(s) of the CREST member set out in Step 1 and request that the necessary entries be made in the undertaking's register of members.

I/We give my/our permission for all future payments payable in respect of the shares in the Nominee Service, to be forwarded, for the currency indicated to the nominated bank account(s) detailed in Step 3, 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.

Please note any instruction to pay to your nominated account will NOT override any instruction to reinvest your cash dividend(s) in the Plan.

**Participating in the Plan:**

I/We apply to join the Plan and agree to direct Equiniti Financial Services Limited to participate in the Plan for each future dividend paid on the fully paid up shares held in the Nominee Service on my/our behalf, in accordance with the Plan Terms and Conditions made available/issued to me/us which form the basis on which services will be provided to me/us. This request will remain in force until revoked by me/us, or otherwise cancelled in accordance with the Plan Terms and Conditions.

**Signature of Transferor(s)**

Holder Details	Your Full name (& Capacity (if signing as a Corporate Body))	Your Signature	Date of Birth
Holder 1			
Full address Incl. postcode			
Holder 2			
Full address Incl. postcode			
Holder 3			
Full address Incl. postcode			
Holder 4			
Full address Incl. postcode			

**Corporate Bodies - If you are signing on behalf of a corporate body, please also complete the below**

Company Name	Company Number

**6 Get in touch (completed forms and valid share certificates supporting the transfer should be sent to the postal address below)****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****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.