

# Transferring shares into a Corporate Sponsored Nominee (Nominee Service) from another CREST participant, without change of beneficial ownership

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**Nominee Service Terms and Conditions:** A copy of the Nominee Service Terms and Conditions for the Company you hold shares in is available at <u>www.shareview.info/products/csn</u>. 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.

You can participate in the Nominee Service if both the following conditions are met:

- you are aged 18 or over; and
- you are a resident in the UK, European Economic Area (EEA), Isle of Man, Channel Islands, Switzerland or Gibraltar.

As of May 2025, no fee is payable for this service. This is subject to change so please check latest Terms and Conditions at <a href="http://www.shareview.info/products/csn">www.shareview.info/products/csn</a>

## HOW TO COMPLETE THIS PART OF THE FORM:

| Registered Shareholder(s) | Please complete Steps 1, 2, 3, 4 – A, B, C, D and Step 5a         |
|---------------------------|---|
| Corporate Bodies          | Please complete Steps 1, 2, 3, 4 – A, B, C, D and Steps 4a and 5a |

Information is required for identification and anti-money laundering purposes and needs to be provided in full to complete the transfer (see Guidance Notes).

#### IMPORTANT: You must send the completed form to your current broker to enable them to complete Step 5b

#### Step 1 – Holding details

| Name of the 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<br>on your Nominee Service statements or dividend<br>confirmations <b>if applicable</b> ) |  |
| Designation (if any)   |  |

#### Step 2 – Dividend Instructions – Please ensure we have your latest bank or building society details

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 are available at <u>www.shareview.info/products/csn</u>).

As payment methods are subject to changes and cheques 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.

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.

For Corporate bodies only: All forms need to be returned with an accompanying letter confirming:

- a) full name of the account holder; and
- b) account name.

Details on the form and details provided from the bank must match.

# GBP payments to a UK Bank or Building Society Account

| Bank account in the name(s) of   |  |
|--|--|
| Sort Code  |  |
| Account Number   |  |
| Building society reference or roll number<br>(maximum 18 characters) - if applicable |  |

## Step 3 – 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**. 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 2 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

## Step 4 – OWNER DETAILS MANDATORY

## Declaration – In 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 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 2, 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
- Inability 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. 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 3. 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 Plan or allocate shares to me in accordance with the Terms and Conditions of the Scrip.

#### Holder 1

#### **IMPORTANT INFORMATION FOR HOLDER 1:**

Email address and phone number details will be applied to all holdings linked to Holder 1 and will be manageable through Shareview Portfolio at <u>www.shareview.co.uk</u>.

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 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 a 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 (& capacity if signing as a Corporate Body) |  |
|---|--|
| B - Signature   |  |
| C - Date of birth   |  |
| D - Full address including postcode                       |  |
| F - Email Address   |  |
| G - Mobile phone number                                   |  |

| Holder 2  |  |
|---|--|
| A - Full name (& capacity if signing as a Corporate Body) |  |
| B - Signature   |  |
| C - Date of birth   |  |
| D - Full address including postcode                       |  |
| Holder 3  |  |
| A - Full name (& capacity if signing as a Corporate Body) |  |
| B - Signature   |  |
| C - Date of birth   |  |
| D - Full address including postcode                       |  |
| Holder 4  |  |
| A - Full name (& capacity if signing as a Corporate Body) |  |
| B - Signature   |  |
| C - Date of birth   |  |
| D - Full address including postcode                       |  |

| Step 4a – If you are signing on behalf of a corporate body, please also complete the below. |  |
|---|--|
| Company Name  |  |
| Company Number  |  |
|   |  |

# Step 5a – Your account reference with your current broker

Account Reference with your current broker

## Step 5b - Step to be completed by your current broker (CREST participant) - MANDATORY

## ALL information is required

Equiniti Financial Services Limited completes transfers via Equisoft. If your broker cannot arrange transfers via Equisoft, they can contact Equiniti for further details.

| CREST Participant ID |  | Stamp of depositing system user |       |
|----------------------|--|---------------------------------|-------|
| Contact Name         |  |                                 |       |
| Capacity             |  |                                 |       |
| Contact number       |  |                                 |       |
| Email Address        |  |                                 |       |
| Counterparty name    | EQUINITI CORPORATE NOMINEES<br>LIMITED | CREST Participant ID            | 1GMAY |

# 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)

 You have sent the form (and any applicable cheque) to your current broker (CREST participant) for them to complete Step 5b.

 Step 2 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  |
|--------|--|
| PHONE  | +44 (0) 371 384 2030 (please use the country code when calling from outside the UK).<br>Lines open 8.30am to 5.30pm (UK time), Monday to Friday (excluding public holidays in England and Wales).<br>For deaf and speech impaired customers, we welcome calls via <b>Relay UK</b> . Please see <u>www.relayuk.bt.com</u> 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 you intend to act as Power of Attorney on behalf of an owner but you have not registered the POA document with us yet, send us either the original document or a photocopy alongside 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

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

- ask you to supply us with proof of identity.

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

Equiniti Limited and Equiniti Financial Services Limited are part of the Equiniti Group. Their registered offices are Highdown House, Yeoman Way, Worthing, West Sussex, BN99 3HH United Kingdom. Company share registration, employee scheme and pension administration services are provided through Equiniti Limited, which is registered in England & Wales with No. 6226088. Investment and general insurance services are provided through Equiniti Financial Services Limited, which is registered in England & Wales with No. 6208699 and is authorised and regulated by the UK Financial Conduct Authority no. 468631