



# TRANSFERRING OUT OF THE ABRDN SHARE ACCOUNT (SHARE ACCOUNT) INTO A NEW HOLDER WHO WILL HOLD THE SHARES IN CERTIFICATED FORM – FORM B

**IMPORTANT:** Transfer fee **£12.00\*** (as of June 2024 – subject to change)

\*May be waived if request is received within 90 days of the shares being transferred into the Share Account. Please check the latest fees in the Share Account Terms and Conditions available at [abrdnshares.com](https://abrdnshares.com). 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, C and D**

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

**abrdn plc**

Number of shares to be transferred (words)

Number of shares to be transferred (figures)

Existing Shareholder Reference (can be found on your Share Account statements or dividend confirmations)

Designation (if any)

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

## Step 2 – Holder details

### Holder 1 / Deceased Shareholder

A – Your full name (& capacity if signing as a Corporate Body)

B – Your signature

C – Date of birth

D – Full address including postcode

### Holder 2 / Executor or Legal Rep 1

A – Your full name (& capacity if signing as a Corporate Body)

B – Your signature

C – Date of birth

D – Full address including postcode

**Holder 3 / Executor or Legal Rep 2**

A – Your full name (&amp; capacity if signing as a Corporate Body)

B – Your signature

C – Date of birth

D – Full address including postcode

**Holder 4 / Executor or Legal Rep 3**

A – Your full name (&amp; capacity if signing as a Corporate Body)

B – Your signature

C – Date of birth

D – 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 abrdn plc of liability in respect of such monies.
- I/We apply to join the DRIP 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 DRIP Terms and Conditions.

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

Full names of all Shareholder(s)

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

Corporate Bodies

**Please complete Steps 3 – A, B, C, D and Step 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 1**

A – Your full name (&amp; capacity if signing as a Corporate Body)

B – Your signature

C – Date of birth

D – Full address including postcode

**New Holder 2**

A – Your full name (&amp; capacity if signing as a Corporate Body)

B – Your signature

C – Date of birth

D – Full address including postcode

**New Holder 3**

A – Your full name (&amp; capacity if signing as a Corporate Body)

B – Your signature

C – Date of birth

D – Full address including postcode

**New Holder 4**

A – Your full name (&amp; capacity if signing as a Corporate Body)

B – Your signature

C – Date of birth

D – Full address including postcode

Existing Shareholder Reference if applicable (can be found on your share certificate and 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. Cash dividends will not be issued to you unless you provide valid bank/building society account details, and you may be charged a fee for their release.** Any instruction to pay to a nominated account will NOT override any instruction to reinvest cash dividend(s) into the abrdn Dividend Reinvestment Plan (DRIP) for an existing shareholding. For further information please contact Equiniti.

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.

**GBP payments to a UK Bank or Building Society Account – No cheques are available**

Sort Code

Account Number

Building society reference or roll number  
(maximum 18 characters) – if applicable**Step 5 – Dividend Instructions**

**You should read the DRIP Terms and Conditions available at [abrdnshares.com](http://abrdnshares.com) 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 is not available. You can use your cash dividend to purchase additional abrdn plc shares at market value (via the DRIP).

Place an 'X' in the box if you wish to join the  
Dividend Reinvestment Plan (DRIP)**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 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 further information please see [abrdnshares.com](http://abrdnshares.com) or contact Equiniti Financial Services Limited. If valid bank account details haven't been provided in Step 4 then the cash distributions due to you will be retained and you may be charged a fee for their release.

**Contacting Equiniti Financial Services Limited****ONLINE**[abrdnshares.com](http://abrdnshares.com)**EMAIL**[questions@abrdnshares.com](mailto:questions@abrdnshares.com)**PHONE****+44 (0) 371 384 2464 (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****abrdn Shareholder Services**, 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 2AS, 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.

**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 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.