



# GUIDANCE NOTES

## IMPORTANT

- This instruction will only be applied to the holdings indicated. Should you wish to include other holdings please contact the Shareholder Services Helpline on the number below.
- Please ensure your bank account can accept funds in the currencies indicated below (**Note 6**).
- Incomplete or incorrect forms cannot be accepted and will be returned.

This instruction does not override any existing Scrip or Dividend Reinvestment Plan mandate which you must revoke in writing.

You can find answers to the most questions online at [www.shareview.info/products/overseaspayment](http://www.shareview.info/products/overseaspayment).

Or you can call us on **+44 371 384 2030**. Please use the country code when calling from UK. When you call, please quote your 11 digit Shareholder Reference number. Lines are open 8:30pm to 5:30pm (UK time), Monday to Friday (excluding public holidays in England and Wales).

Once completed please send your form to:

**OVERSEAS PAYMENT SERVICE, EQUINITI, ASPECT HOUSE, SPENCER ROAD, LANCING, WEST SUSSEX, BN99 6DA, UNITED KINGDOM**

### Note 1: Shareholder reference (11 digits)

This can be found on your share certificate/nominee statement or previous tax voucher.

### Note 2: Applying the mandate to multiple holdings

You can apply this mandate on up to 3 holdings **in the same name**, in Companies you hold shares in, where Equiniti is the registrar.

**IMPORTANT: A separate application form is required if the holdings are in different names (i.e. joint holders).**

Please enter the Company Name and your associated Shareholder Reference in the boxes provided.

### Note 3: Passport No. or ID No.

ETIN (Electronic Tax Identification Number) or Passport Number (PP). We require additional details from you in order to complete payments to you.

For payments to individuals, beneficiary date of birth the 12 digit Electronic Tax Identification Number or Passport Number is required as a unique identifier. Please check with your bank for the information we will require.

### Note 4: Name and Address of Bank

Complete the bank name and branch address of your bank to which dividends will be sent.

### Note 5: Bank account in the name(s) of

Please provide the full name(s) as indicated on your bank account.

### Note 6: Payment Details

Payments made by Wire Transfers (direct bank to bank transactions) will be delivered in the currencies indicated below:

COUNTRY	CURRENCY	PAYMENT METHOD
BANGLADESH	BDT	WIRE

#### ALL DETAILS MUST BE PROVIDED:

ACCOUNT TYPE: Should either be 1 = Savings / 2 = Checking/Current / 3 = Other (**please ensure your account can accept payments in the relevant currency shown above via Wire Transfer**)

ROUTING NUMBER: 9 digit Bank routing code

ACCOUNT NUMBER: up to 17 digit bank account number that can be used to process payments via BEFT Network.

**IMPORTANT: Your bank or their agents may levy charges on WIRE TRANSFERS according to their policy.**

### Note 7: Print & Sign

All shareholders must sign the declaration and enter their full name in block capitals. If you are a sole shareholder, please only complete one signature panel.

NB: To participate Equiniti must receive the fully completed form at least fifteen (15) working days prior to the next dividend payment date.

### Note 8: Power of Attorney (if applicable)

Complete your full name here if you are signing as a power of attorney.

To avoid any delay in setting up these payment instructions, if you have not previously recorded the Power of Attorney document with us, please include either the original document or a photocopy with this form. If you are 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. **There are additional requirements for Power of Attorneys obtained outside of the UK. Please check [www.shareview.info/shareview/powerofattorney](http://www.shareview.info/shareview/powerofattorney) or contact Equiniti for further details.**