



# Transfer of Joint Holding Form

This form needs to be completed before we can register the death of the joint holder and transfer the shares to the remaining holder(s). **We need the details of the deceased holder, all remaining joint holders and any legal representatives acting on their behalf.**

Please read the attached Guidance Notes before completing this form.

## Step 1 Please give the details of the joint holding

Company

Shareholder Reference

Please give any additional holdings that have the same joint holders on an accompanying letter. **If any of the additional holdings have different joint holders, a separate copy of this form will need to be completed for those.**

## Step 2 Please give the details of the deceased joint holder

Full name (no initials)

Date of birth

Last residing address and any previous known addresses

### Country details

Please state the person's nationality. If there is more than one nationality, you must list the countries (up to three) in the order they appear in the table on the back of the attached Guidance Notes.

Country 1:  Country 2:  Country 3:

### National Client Identifier

Based on the country in the **Country 1** box above, please provide either the person's Primary or Secondary National Client Identifier, as shown in the table on the back of the attached Guidance Notes.

Only if you do not have the Primary Identifier should you provide the Secondary Identifier.

National Client Identifier:  I do not hold any National Client Identifiers

### National Client Identifier type

If you have provided a National Client Identifier, please tell us if it is the Primary or Secondary Identifier.

Primary Identifier  **OR** Secondary Identifier

## Step 3a Please give the details of the **first** remaining joint holder

Address

### - Private individual

Full name (no initials)

Country 1

National Client Identifier

Country 2

Primary Identifier  Secondary Identifier

Date of birth

Country 3

I do not hold any National Client Identifiers

### - Corporate body (company, trust, charity, etc.)

Name

Legal Entity Identifier

**Continued over:** second and third remaining holders and legal representatives

**Step 3b** Please give the details of the **second** remaining joint holder (if applicable)

Address

**- Private individual**

Full name (no initials)

Country 1

National Client Identifier

Country 2

Primary Identifier  Secondary Identifier I do not hold any National Client Identifiers 

Date of birth

Country 3

**- Corporate body (company, trust, charity, etc.)**

Name

Legal Entity Identifier

**Step 3c** Please give the details of the **third** remaining joint holder (if applicable)

Address

**- Private individual**

Full name (no initials)

Country 1

National Client Identifier

Country 2

Primary Identifier  Secondary Identifier I do not hold any National Client Identifiers 

Date of birth

Country 3

**- Corporate body (company, trust, charity, etc.)**

Name

Legal Entity Identifier

**Step 4** Legal representatives

If you have completed the form on behalf of a remaining holder as a legal representative (e.g. Power of Attorney), please give your details below. If you need to give the details of more than one legal representative, we will accept these on an accompanying letter.

**Your details as legal representative are in addition to those of a remaining holder;** i.e. if you have completed the form on behalf of the first remaining joint holder, their full details should be entered in Step 3a and you should enter your details below.

Name of holder on whose behalf you have completed the form

**- Private individual**

Full name of legal representative (no initials)

Country 1

National Client Identifier

Country 2

Primary Identifier  Secondary Identifier I do not hold any National Client Identifiers 

Date of birth

Country 3

**- Corporate body (company, trust, charity, etc.)**

Full name of legal representative

Legal Entity Identifier



# Transfer of Joint Holding Guidance Notes

The Transfer of Joint Holding Form only needs to be completed if the shares are held in a Corporate Nominee Account. If the holding is certificated (i.e. you have paper share certificates) you do not need to complete the form.

Below are some examples to help you complete the form if you are a private individual. You can also go to our website – [www.nationalitycalculator.co.uk](http://www.nationalitycalculator.co.uk) – and enter your nationalities there. It will tell you the order in which to list them on the form and which National Client Identifier you need to provide.

If you are completing the form on behalf of a corporate body, we only need your 20-digit Legal Entity Identifier.

## Single nationality

If you have only one nationality, write it in the **Country 1** box and write your Primary or Secondary National Client Identifier in the **National Client Identifier** box. The identifiers we accept for your country are listed overleaf.

Please then tick to confirm if you have given your **Primary** or **Secondary Identifier**, or if you do not hold either.

### Example: United Kingdom nationality

- Put 'United Kingdom' in the **Country 1** box
- If you have your UK National Insurance Number, write it in the **National Client Identifier** box then tick the **Primary Identifier** box
- If you do not have the Primary Identifier, tick the **I do not hold any National Client Identifiers** box

## Multiple nationalities

If you have more than one nationality, write them in the **Country 1**, **Country 2** and **Country 3** boxes in the order in which they are listed overleaf. We then need the Primary or, if allowed for the country, Secondary National Client Identifier for **Country 1**.

If you do not hold either the Primary or Secondary National Client Identifier for Country 1, **please do not provide an Identifier for Country 2 or Country 3**.

### Example: United Kingdom and Czech Republic dual nationality

- Put 'Czech Republic' in the **Country 1** box and 'United Kingdom' in the **Country 2** box
- Write your National Identification Number (*Rodné číslo*) in the **National Client Identifier** box then tick the **Primary Identifier** box
- If you do not have the Primary Identifier, write your Czech Republic National Passport Number instead and tick the **Secondary Identifier** box
- If you do not have either of the Identifiers for Czech Republic, tick the **I do not hold any National Client Identifiers** box

Countries not listed overleaf are in the 'All other countries' category, and should be entered last when you complete the form.

### Example: United Kingdom and China dual nationality

- Put 'United Kingdom' in the **Country 1** box and 'China' in the **Country 2** box
- If you have your UK National Insurance Number, write it in the **National Client Identifier** box then tick the **Primary Identifier** box
- If you do not have the Primary Identifier for United Kingdom, tick the **I do not hold any National Client Identifiers** box

If you are a national of two or more countries in the 'All other countries' category, you need to list them on the form in order of their Country Code. If you need help with this, please use our website, [www.nationalitycalculator.co.uk](http://www.nationalitycalculator.co.uk), or call our helpline on **+44 (0) 371 384 2030**, please use the country code when calling from outside the UK.

**Please return the form and any supporting documents to us at  
Equiniti, Highdown House, Yeoman Way, Worthing, West Sussex, BN99 6DA UK**

Continued over: List of countries and National Client Identifiers

# List of countries and National Client Identifiers

If you are a private individual, please use the Primary National Client Identifier from the table below when completing the Transfer of Joint Holding Form

Only if you are unable to provide the Primary Identifier should you provide the Secondary Identifier. If you have any queries about completing this form, please call our Helpline on **+44 (0) 371 384 2030**, please use the country code when calling from outside the UK.

## Please Note

If you do not provide a National Client Identifier for **Estonia, Spain, Iceland, Italy, Malta or Poland** we will reject your transaction.

If you are a national of two or more countries not in the list below (i.e. two or more countries from 'All Other Countries') you need to list them in **alphabetical order according to their Country Code**. If you need help with this, please go to our website – **[www.nationalitycalculator.co.uk](http://www.nationalitycalculator.co.uk)** – or call our Helpline on the above number.

Country name	Primary National Client Identifier	Secondary National Client Identifier
Austria (AT)	Write 'N/A'	-
Belgium (BE)	Belgium National Number ( <i>Numéro de register national – Rijksregisternummer</i> )	-
Bulgaria (BG)	Bulgarian Personal Number	-
Cyprus (CY)	National Passport Number	-
Czech Republic (CZ)	National Identification Number ( <i>Rodné číslo</i> )	National Passport Number
Germany (DE)	Write 'N/A'	-
Denmark (DK)	Personal identity code	-
Estonia (EE)	Estonian Personal Identification Code ( <i>Isikukood</i> )	-
Spain (ES)	Tax Identification Number ( <i>Número de identificación fiscal</i> )	-
Finland (FI)	Personal Identity Code	-
France (FR)	Write 'N/A'	-
United Kingdom (GB)	UK National Insurance Number	-
Greece (GR)	10 DSS Digit Investor Share	-
Croatia (HR)	Personal Identification Number ( <i>OIB – Osobni identifikacijski broj</i> )	-
Hungary (HU)	Write 'N/A'	-
Ireland (IE)	Write 'N/A'	-
Iceland (IS)	Personal Identity Code ( <i>Kennitala</i> )	-
Italy (IT)	Fiscal Code ( <i>Codice Fiscale</i> )	-
Liechtenstein (LI)	National Passport Number	National Identity Card Number
Lithuania (LT)	Personal Code ( <i>Asmens Kodas</i> )	National Passport Number
Luxembourg (LU)	Write 'N/A'	-
Latvia (LV)	Personal Code ( <i>Personas Kods</i> )	-
Malta (MT)	National Identification Number	National Passport Number
Netherlands (NL)	National Passport Number	National Identity Card Number
Norway (NO)	Personal ID ( <i>Foedselsnummer</i> )	-
Poland (PL)	National Identification Number ( <i>PESEL</i> )	Tax Number ( <i>Number Identyfikacji podatkowej</i> )
Portugal (PT)	Tax Number ( <i>Número de Identificação Fiscal</i> )	National Passport Number
Romania (RO)	National Identification Number ( <i>Cod Numeric Personal</i> )	National Passport Number
Sweden (SE)	Personal Identity Number	-
Slovenia (SI)	Personal Identification Number ( <i>EMŠO: Enotna Matična Številka Občana</i> )	-
Slovakia (SK)	Personal Number ( <i>Rodné číslo</i> )	National Passport Number
All other countries (Including Crown Dependencies and British Overseas Territories)	National Passport Number	-