

How to transfer your shares

Please complete the enclosed Stock Transfer Form and send it to us with the valid share certificate(s).

We will process the transfer form and send the new share certificate to the new shareholder. If applicable, a balance share certificate will be sent to the original shareholder.

If you need to correct any mistakes on the form, please ensure you draw a clear line through the error, make the amendment in ink and initial next to it. Please do not use adhesive labels or correction fluid.

Please see the next page for detailed instructions on how to complete the form.

Please ensure you enclose your valid share certificate(s) when sending your Stock Transfer Form, or we won't be able to process your transfer.

Please send your Stock Transfer Form and your share certificate(s) to The City Partnership (UK) Limited at the below address:

The City Partnership (UK) Limited,
The Mending Rooms,
Park Valley Mills,
Meltham Road,
Huddersfield,
HD4 7BH

If you have any queries, or you have lost your share certificate(s), please write to us at the above address or contact us at:

Tel: 01484 240 910

Email: registrars@city.uk.com

Please note that stamp duty may need to be applied to your transfer. If you need any information about whether or not you need to apply it, please refer to the HM Revenue & Customs (HMRC) website at:

www.gov.uk/tax-buy-shares/use-a-stock-transfer-form

Stock Transfer Form

Please complete in BLOCK CAPITALS using black ink.

(Above this line for Registrars only)

Consideration money £

Enter the consideration amount here. If the transaction is over £1,000, you will need to pay stamp duty. If there is no consideration, i.e. if the shares are a gift, write 'NIL' in here.

Certificate lodged with the Registrar

(For completion by the Registrar)

Name of undertaking

The name of the company you hold these shares in.

Description of security

Words

The name of the type of shares or security, i.e. Ordinary shares, followed by the amount being transferred in words.

Figures

The amount being transferred in numbers.

Number or amount of shares, stock or other security and, in figures column only, number and denominations of units, if any.

(units of)

Name(s) of registered holder(s).

In the name(s) of

The full name(s) of the current shareholder(s) or executor(s). Please also confirm the address if there is only one shareholder or executor.

If the transfer is not made by the registered holder(s), please also insert the name(s) and capacity (e.g. executor(s)) of the person(s) making the transfer.

I/We hereby transfer the above security out of the name(s) aforesaid to the person(s) named below or to the several persons named in Parts 2 of Broker Transfer forms relating to the above security:

Delete words in italics except for stock exchange transactions.

Signature(s) of transferor(s)

1.

2.

3.

4.

We will need signatures from ALL current shareholders / executors in order to process the transfer.

Stamp of selling broker(s) or, for transactions which are not stock exchange transactions, of agent(s), if any, acting for the transferor(s).

Date

D	D	M	M	Y	Y	Y	Y
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Bodies corporate should execute under their common seal.

Full name(s), including title(s), and full postal address(es) (including county or, if applicable, post code) of the person(s) to whom the security is transferred.

The full details of where the shares are being transferred to.

Please complete in block capitals.

I/We request that such entries be made in the register as are necessary to give effect to this transfer.

Stamp of buying broker(s) (if any)

Stamp or name and address of person lodging this form if other than the buying broker(s)

Stock Transfer Form

Please complete in BLOCK CAPITALS using black ink.

(Above this line for Registrars only)

Consideration money £

Certificate lodged with the Registrar

(For completion by the Registrar)

Name of undertaking

Description of security

Number or amount of shares, stock or other security and, in figures column only, number and denominations of units, if any.

Words

Figures

(units of)

Name(s) of registered holder(s).

If the transfer is not made by the registered holder(s), please also insert the name(s) and capacity (e.g. executor(s)) of the person(s) making the transfer.

In the name(s) of

I/We hereby transfer the above security out of the name(s) aforesaid to the person(s) named below or to the several persons named in Parts 2 of Broker Transfer forms relating to the above security:

Delete words in italics except for stock exchange transactions.

Signature(s) of transferor(s)

1.

2.

3.

4.

Bodies corporate should execute under their common seal.

Stamp of selling broker(s) or, for transactions which are not stock exchange transactions, of agent(s), if any, acting for the transferor(s).

Date

D D M M Y Y Y Y

Full name(s), including title(s), and full postal address(es) (including county or, if applicable, post code) of the person(s) to whom the security is transferred.

Please complete in block capitals.

I/We request that such entries be made in the register as are necessary to give effect to this transfer.

Stamp of buying broker(s) (if any)

Stamp or name and address of person lodging this form if other than the buying broker(s)

Form of Certificate Required – transfers not chargeable with ad valorem stamp duty

Complete Certificate 1 if:

- the consideration you give for the shares is £1,000 or less and the transfer is not part of a larger transaction or series of transactions (as referred to in Certificate 1).

Complete Certificate 2 if:

- the transfer is otherwise exempt from stamp duty and you are not claiming a relief; or
- the consideration given is not a chargeable consideration.

Certificate 1

* Please delete as appropriate.

I/We* certify that the transaction effected by this instrument does not form part of a larger transaction or series of transactions in respect of which the amount or value, or aggregate amount or value, of the consideration exceeds £1,000.

** Delete second sentence if certificate is given by transferor.

I/We* confirm that I/we* have been authorised by the transferor to sign this certificate and that I/we* am/are* aware of all the facts of the transaction.**

Signature(s)

Description (e.g. transferor, solicitor etc)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Date

Certificate 2

* Please delete as appropriate.

I/We* certify that this instrument is otherwise exempt from ad valorem stamp duty without a claim for relief being made or that no chargeable consideration is given for the transfer for the purposes of stamp duty.

** Delete second sentence if certificate is given by transferor.

I/We* confirm that I/we* have been authorised by the transferor to sign this certificate and that I/we* am/are* aware of all the facts of the transaction.**

Signature(s)

Description (e.g. transferor, solicitor etc)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Date

NOTES

- You do not need to send this form to HM Revenue & Customs (HMRC) if you have completed either Certificate 1 or 2, or the consideration for the transfer is nil (in which case you must write 'nil' in the consideration box on the front of the form). In these situations please send the form to City.
- In all other cases - including where relief from stamp duty is claimed - please first send the transfer form to HMRC to be stamped.
- Information on stamp duty reliefs and exemptions and how to claim them can be found on the HMRC website at www.gov.uk/topic/business-tax/stamp-taxes