

V6  
11 July  
2008

Did you know you can advise your bank details and view your shareholding online? Find out more by visiting [www.shareview.co.uk](http://www.shareview.co.uk)

The Stock Transfer form must be completed in BLOCK CAPITALS and in black ink.  
If you are not entering information in any of the fields please leave them blank and **do not cross them through**.  
Please note that this instruction is specific to the holding shown on the Stock Transfer Form.

+ **Guidance notes for the completion of a Stock Transfer Form by shareholders** +

These guidance notes should be read in conjunction with the attached Stock Transfer Form.

- Note 1** If no payment is involved in transferring these shares you should complete the exemption certificate on the reverse of the Stock Transfer Form.  
If payment of £1,000 or less is involved in transferring these shares you should complete the exemption certificate on the reverse of the Stock Transfer form.  
If payment of more than £1,000 is involved in transferring these shares you should enter the amount received in this box.  
Stamp Duty will need to be paid on the shares transferred and you should telephone the Stamp Office helpline on 0845 603 0135 who will advise you of the amount of duty payable.  
A cheque or postal order made payable to "HMRC", should be sent with the completed transfer form to Birmingham Stamp Office, 9<sup>th</sup> Floor, City Centre House, 30 Union Street, Birmingham B2 4AR. The form will be returned to you after stamping.
- Note 2** Name of company in which these shares/stock are held.
- Note 3** Type of shares/stock, for example, Ordinary/Preference and in the case of shares, its nominal value. Please refer to the certificate/s which states the nominal value of each share. **This form can only be used for fully paid shares.**
- Note 4** Number of shares or amount of stock units and amount of each unit to be inserted in words (left hand box) and figures (right hand box), which are being transferred. In cases where the number of shares or number of stock units on the certificate exceeds the number or amount being transferred, a balance certificate will be issued. Both boxes must be completed. In the second box please complete the denomination of each unit.
- Note 5** Full name/s of person/s transferring these shares/stock (registered holder). Please include any designation in the special box. The information should be written exactly as shown on the certificate. If there is only one shareholder then the present address should also be written on the form. If the registered holder is deceased please complete the full name and address of the deceased together with the full names of the personal representatives. **Please note that a transfer by personal representatives will not be processed if the Grant of Representation has not been registered.**
- Note 6** Signature/s of person/s transferring these shares/stock. In the case of a body corporate, the words "Executed as a deed" and either sealed by the Common Seal and attested; or signed by two directors or one director and the secretary.
- Note 7** The date on which the transfer form is completed must be shown.
- Note 8** Full names including title of person/s to whom these shares/stock are being transferred. If there is more than one transferee then only the address of the first named needs to be shown.  
  
Please note that there are restrictions in dealing with shares where the holder of shares is under 18 living in England and Wales or 16 in Scotland. If the holder is under 18 please send the original birth certificate (or a certified copy).
- Note 9** If applicable please enter the required account designation to a maximum of 8 characters. The designation must not form a name or a word.
- Note 10** If the new certificate is not to be sent to the address shown in the box referred to in Note 8, then please write the name and address details here, plus any specific reference.

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**Form of Certificate Required Where Transfer is Exempt from  
AD VALOREM Stamp Duty as consideration is £1,000 or less.**

**To be completed before registration where transfers are exempt from AD VALOREM Stamp Duty.**

**Note 11** Delete "I" or "We" as appropriate. If consideration is between £0 and £1,000 then the transfer is exempt from AD VALOREM Stamp Duty, provided that this certificate is signed and dated. If this transfer forms part of a group of transfers and together the combined consideration is more than £1,000 then AD VALOREM stamp duty is payable.

If you are unsure on this matter, please contact the Stamp Office on 0845 603 0135.

**Note 12** Delete "I" or "We" as appropriate. This refers to the person/s signing the certificate.

**Note 13** This should be signed by either the person/s that sign the transfer or their solicitor or their duly authorised agent, and should state the capacity in which they are signing.

**Note 14** Insert the date on which the certificate is signed. If no date is inserted on the front of the Stock Transfer Form this date will be treated as the date of the transfer.

**WHEN THE STOCK TRANSFER FORM HAS BEEN STAMPED, OR, WHEN THE STOCK TRANSFER FORM AND THE EXEMPTION CERTIFICATE HAS BEEN COMPLETED, PLEASE SEND IT, TOGETHER WITH THE SHARE/STOCK CERTIFICATE/S, TO THE COMPANY'S REGISTRAR FOR REGISTRATION.**

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