

selling your share certificates by post traded on Asset Match

Your instruction will be actioned in accordance with our Terms of Business. Before sending this instruction, please ensure you have read our Terms of Business and Tariff. If there is something you don't understand, please give us a call on 01296 41 42 43. This service is only open to UK residents.

Section 1: Your details

Title	<input type="text"/>	Surname	<input type="text"/>	Customer reference	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Forename(s)	<input type="text"/>																		
Date of birth	<input type="text"/>	Place of birth:	<input type="text"/>	Town	<input type="text"/>	Country	<input type="text"/>												
Nationality (all)	<input type="text"/>																		
National Client Identifier*	<input type="text"/>										*If you have dual nationality. See attached NCI help sheet.								
Phone	<input type="text"/>				Mobile	<input type="text"/>													
Email	<input type="text"/>																		
Permanent residential address	<input type="text"/>										Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time at address	<input type="text"/>	<input type="text"/>	years	<input type="text"/>	<input type="text"/>	months													
Previous address (if less than 3 years at current address)	<input type="text"/>																		
	<input type="text"/>										Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax Residence	<input type="checkbox"/>	UK	and/or	<input type="text"/>								Please specify							
Are you a US citizen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(If yes you must provide a W-9 form available from www.irs.gov).														
Memorable word	<input type="text"/>				Please choose a word with 8 characters or more (not your name).														

Section 2: Joint application (if shares are held in joint names)

Title	<input type="text"/>	Surname	<input type="text"/>	Customer reference	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Forename(s)	<input type="text"/>																		
Date of birth	<input type="text"/>	Place of birth:	<input type="text"/>	Town	<input type="text"/>	Country	<input type="text"/>												
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Permanent residential address	<input type="text"/>										Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time at address	<input type="text"/>	<input type="text"/>	years	<input type="text"/>	<input type="text"/>	months													
Previous address (if less than 3 years at current address)	<input type="text"/>																		
	<input type="text"/>										Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax Residence	<input type="checkbox"/>	UK	and/or	<input type="text"/>								Please specify							
Are you a US citizen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(If yes you must provide a W-9 form available from www.irs.gov).														

Section 3: Nominated bank account

To receive sale proceeds directly to your chosen bank account, please provide details below. **Important:** please be aware that if you choose to **not** provide bank details then your sale proceeds will be sent to you via cheque, and you will be charged a cheque administration fee in line with our tariff. If the value of your sale proceeds is less than the cheque administration fee then we will not be able to send your proceeds to you.

Bank/building society	<input type="text"/>				
Branch address	<input type="text"/>				
Account name	<input type="text"/>	Bank/building society number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building society roll number	<input type="text"/>	Sort code	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 4: Certificate details

- use a separate form for each company/undertaking.

Please note that only a maximum of 20 certificates are allowed per form.

Number of certificates enclosed (20 max) Company

Section 5: Sale instruction

In order to sell certificates traded on Asset Match, you **must** set a minimum price:

Please sell at a minimum of p per share (If your minimum price cannot be achieved within 365 days, we will return your certificates)

Total number of shares to be sold

Please note If you are not selling all the shares on a certificate, we will send you a 'balance certificate' in approximately 10 working days.

Section 6: Authorisation

I/we authorise The Share Centre Limited to sell the share certificate(s) as detailed above, according to its Terms of Business.

Signature(s)	<input type="text"/>	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>	<input type="text"/>		

Please ensure you sign the CREST transfer form opposite where indicated

For companies traded on Asset Match, a Market Levy of 3% will apply (minimum £20).

Checklist

- please make sure you can tick all boxes before returning your form

<input type="checkbox"/> I have completed all sections above	<input type="checkbox"/> I have signed above and also the CREST transfer form opposite	<input type="checkbox"/> I have enclosed all certificates identified in section 4
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709

CREST TRANSFER FORM

Please complete this form in type or in BLOCK CAPITALS

Name of Undertaking

Description of Security

Name(s) of registered holder(s) should be given in full: the address should be given where there is only one holder. If the transfer is not made by the registered holder(s) insert also the name(s) and capacity (eg Executor(s) of the person(s) making the transfer.

PLEASE SIGN HERE



Full name(s) of the person(s) to whom the security is to be transferred.

Such person(s) must be a system member.

Reference to the Registrar in this form means the registrar or registration agent of the undertaking, NOT the Registrar of Companies at Companies House.

Above the line for registrar's use only

Counter Location Stamp

Barcode or Reference

SDRN

Consideration Money

Certificate lodged with Registrar

Number of shares or other security in words

Amount of shares or other security in figures

In the name(s) of

Account designation (if any)

Balance Certificate(s)

I/We hereby transfer the above security out of the name(s) aforesaid into the name of the system member set out below and request the necessary entries to be made in the undertaking's own register of members.

Signature(s) of the Transferor(s):

- 1
- 2
- 3
- 4

A body corporate should execute this transfer under its common seal or otherwise in accordance with applicable statutory requirements.

Stamp of Depositing system user
Stamp of Selling Broker(s), or for transactions which are not Stock Exchange transactions, of Agent(s) if any, acting for the transferor(s).

709

The Share Centre Limited is authorised and regulated by the Financial Services Authority under number 146768 and is a member of The London Stock Exchange. Registered in England no. 2461949 PO Box 2000, Aylesbury, Bucks HP21 8ZB

Date:

Share Nominees Limited

Participant ID:

709

Member Account ID:

Certs

Euroclear UK & Ireland Limited is delivering this transfer at the direction and on behalf of the depositing system-user whose stamp appears herein and does not in any manner or to any extent warrant or represent the validity, genuineness or correctness of the transfer instructions contained herein or the genuineness of the signature(s) of the transferor(s). The depositing system-user by delivering this transfer to Euroclear UK & Ireland Limited authorises Euroclear UK & Ireland Limited to deliver this transfer for registration and agrees to be deemed for all purposes to be the person(s) actually so delivering this transfer for registration. This form should be used only for a transfer of a certificated unit of security to a CREST member to be held by a CREST member in uncertificated form. It should not be used for conversion of a unit held by a CREST member into uncertificated form. The CREST rules require that this form be used for the transfer of a unit of a certificated security to a CREST member to be held by that member in uncertificated form. Any such transfer on this form is exempt from stamp duty.

What it costs

Certificate dealing charges

Dealing commission (sales)

Asset Match Levy	For companies traded on Asset Match Levy's 3% (minimum £20.00)
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Other dealing charges

PTM Levy	£1.00 on all applicable transactions over £10,000
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Other fees

Transfer of sale proceeds

(upon settlement) usually 10 working days after sale

3-5 days transfer	Free
Same day transfer	£25.00
By cheque	£25.00
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Company registrars rejection

Handling fee	£15.00
.....	

Duplicate contract note

Handling fee	Free
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The quick and easy way to sell your share certificates

We make selling share certificates easy and convenient. Simply complete this form and post it to us along with your certificates.

For shares traded on Asset Match you will be charged a 3% market levy (subject to a minimum of £20) There's no additional dealing commission to pay on the sale.

Still not clear?

The following questions might help:

What types of shares can be sold?

You can sell ordinary shares or loan stock units which are dealt in sterling and subject to normal stock exchange settlement.

When will I receive payment for my sale?

Payment will be released once the transaction has settled. This is usually 10 working days after the deal has gone through.

What if the details on my certificate are out of date?

If you have changed your name or recently moved, you will need to advise the Company Registrar before we can sell your shares. The Registrar's details can usually be found on the certificate.

What if I am selling on behalf of someone else named on the certificate?

You would need to provide us with evidence of your own identity and also provide confirmation of the authority you are acting on. This is typically when you have Power of Attorney, are an Executor or are acting on behalf of a Company or Partnership. You will also need to advise the Company Registrar before we can sell the shares. Please contact dealing on 01296 41 42 43 for further information.

How does the Asset Match auction work?

For more information please refer to assetmatch.com.

What if only some of my shares are sold in the auction?

If we are unable to sell all of your shares we will return a certificate to you for the balance. Once you have received your balance certificate you can resubmit your order.

Do I need to send two forms of ID?

You are no longer required to send an ID as we can verify your identity and financial standing by consulting a credit or mutual reference agency, which may retain a record of the enquiry. However, in a small amount of cases where we are unable to verify your identity for whatever reason we may ask you to send two original forms of identification. This may result in a delay in selling your share certificates.

PO Box 2000 Aylesbury Buckinghamshire HP21 8ZB
phone 01296 41 41 41 **deal** 01296 41 42 43 **fax** 01296 41 41 40
email info@share.co.uk **web** www.share.com

Nationality and National Client Identifier (NCI) help sheet

If you have dual nationality please provide the NCI for the country name which appears first in the list below.

Country Name	Primary National Client Identifier (NCI)	Secondary NCI	Third NCI
Austria	No NCI		
Belgium	Belgian National Number (Numéro de registre national - Rijksregisternummer)	No NCI	
Bulgaria	Bulgarian Personal Number	No NCI	
Cyprus	National Passport Number	No NCI	
Czech Republic	National identification number (Rodné číslo)	Passport Number	No NCI
Germany	No NCI		
Denmark	Personal identity code 10 digits alphanumeric: DDMMYYXXXX	No NCI	
Estonia	Estonian Personal Identification Code (Isikukood)		
Spain	Tax identification number (Código de identificación fiscal)		
Finland	Personal identity code	No NCI	
France	No NCI		
Great Britain / United Kingdom	UK National Insurance Number	No NCI	
Greece	10 DSS digit investor share	No NCI	
Croatia	Personal Identification Number (OIB - Osobni identifikacijski broj)	No NCI	
Hungary	No NCI		
Ireland	No NCI		
Iceland	Personal Identity Code (Kennitala)		
Italy	Fiscal code (Codice fiscale)		
Liechtenstein	National Passport Number	National Identity Card Number	No NCI
Lithuania	Personal code (Asmens kodas)	National Passport Number	No NCI
Luxembourg	No NCI		
Latvia	Personal code (Personas kods)	No NCI	
Malta	National Identification Number	National Passport Number	
Netherlands	National Passport Number	National Identity Card Number	No NCI
Norway	11 digit personal id (Foedselsnummer)	No NCI	
Poland	National Identification Number (PESEL)	Tax Number (Numer identyfikacji podatkowej)	
Portugal	Tax Number (Número de identificação fiscal)	National Passport Number	No NCI
Romania	National Identification Number (Cod Numeric Personal)	National Passport Number	No NCI
Sweden	Personal Identity Number	No NCI	
Slovenia	Personal Identification Number (EMSO: Enotna Maticna Številka Občana)	No NCI	
Slovakia	Personal Number (Rodné číslo)	National Passport Number	No NCI
All other countries	National Passport Number	No NCI	

Nationality and National Client Identifier (NCI) FAQs

The following questions might help:

Why will I need to confirm this information?

Under MiFID II legislation organisations are required to confirm their customers' nationalities and national client identifiers. This is to enable firms to accurately report deals completed to their local regulator, which for us is the Financial Conduct Authority.

This information is required to ensure the FCA can monitor dealing patterns and identify any market abuse. Using the NCI will ensure this reporting is consistent across all investing platforms and stockbrokers. Therefore, where this data is outstanding, customers will need to provide their NCI to be able to continue dealing as normal. If customers do not provide this information where necessary, it will prevent trading or delay any investments until this information is in place.

What should I do if I act on behalf of someone else?

If you act on behalf of another customer, such as a Power of Attorney / third party mandate, or a registered contact for minors, we will need to collect your NCI as the decision maker on the account, as well as the underlying account owner.

Please note: this is industry wide legislation, with all stockbrokers and investment platforms required to comply. You may find you are required to complete this with multiple brokers, where applicable.

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