

# SAMPLE

[Entry/Index Number: <<insert relevant entry number, if any>>]

Name: <<insert name of shareholder>>

Correspondence Address: <<insert correspondence address>>

[Email Address: <<insert email address of shareholder>>]<sup>3</sup>

Date on which registered as a shareholder: <<insert relevant date>>

Date ceased to be shareholder: <<leave blank if not yet relevant date when shareholder ceased to be a member>>

Class of Shares: <<insert relevant class of shares held, e.g. ordinary>>

[Denomination of Shares: <<insert denomination and nominal value, e.g. £1.00 or 100 pence etc >>]

[Dividends to be paid to: <<include any dividend mandate information, e.g. direct debit reference number >>]

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<sup>1</sup> If a company has more than 50 members, it must keep an index of names. The register must be kept in an index in itself and therefore a company may wish to include entry numbers to this register to be readily found, therefore this may be the order in which each member became a member.

<sup>2</sup> Joint holders of a share should be treated as a single member, therefore only a single register entry should be made. Each joint holder should be stated in the register, but only a single address should be given.

<sup>3</sup> Providing additional information such as an email address needs to be considered in light of the fact that the register is likely to be inspected. Our guidance note has more information in relation to this.

<sup>4</sup> A separate entry should be made where different classes of share are held by the same person.

S  
A  
M  
P  
L  
E

Date of Allotment OR Entry of Transfer OR Reorganisation of Shares <sup>5</sup>	Reference in Register <sup>6</sup>			Number of Shares <sup>7</sup>	Amount paid or agreed to be considered as paid	Disposals	Balance <sup>8</sup>	Comments
	Allotment	Transfer	Reorganisation					

<sup>5</sup> The company must enter an allotment of shares in its register as soon as practicable and in any event within 2 months of the share transfer being completed (s.554 Companies Act 2006); similarly the company must register a transfer of shares as soon as practicable and in any event within 2 months of the share transfer being completed (s.554 Companies Act 2006). If a company's shares are reorganised, the register also needs to be updated to reflect this.

<sup>6</sup> Indicate here in the relevant column whether the update is via an allotment, transfer or reorganisation (for example, a tick or cross).

<sup>7</sup> If the shares are numbered or the share certificate is numbered, the distinguishing number should be inserted here.

<sup>8</sup> The total number of shares held should be inserted here, after any acquisitions, disposals or reorganisations.