

**CERTIFICATE REQUIREMENTS NOT CHARGEABLE
TO A COMPANY'S LIABILITY**

Certificate One (Note 9)

Complete Certificate One if both of the following conditions are satisfied:

- (i) consideration given for the shares does not exceed £1,000;
- (ii) the transfer does not form part of a series of transactions where the total value of the consideration exceeds £1,000.

* Delete as appropriate ** Delete second sentence if certificate is given by the transferor or his solicitor	I/We* hereby confirm that the transfer of the shares is not affected by the instrument does not form part of a large series of transactions in respect of which the total value, or value, of the consideration exceeds £1000. I/We* confirm that the transfer is authorised by the transferor to sign this certificate and the facts stated in this certificate are within my/our* knowledge**.
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Certificate Two (Note 10)

Use Certificate Two in the following situations:

- (i) the transfer is exempt from Stamp Duty as a result of the transfer being in connection with divorce or the dissolution of a civil partnership;
- (ii) the consideration given is not chargeable to Stamp Duty.

* Delete as appropriate ** Delete second sentence if certificate is given by the transferor or his solicitor	I/We* hereby confirm that the transfer of the shares is otherwise exempt from ad valorem Stamp Duty being made, or that no chargeable consideration has been given for the purposes of Stamp Duty. I/We* confirm that the transfer is authorised by the transferor to sign this certificate and the facts stated in this certificate are within my/our* knowledge**.
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Signature (s)

(“Transferor”, “Solicitor”, etc)

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Date:

Note

If Certificates One or Two have been completed, they should be submitted to the Stamp Office but should be sent directly to the Company or its Registrars.

They should be submitted to the Stamp Office but should be sent

The form must be completed in block

or typed.

Note 1 Name of the company in which

Note 2 Type of shares (for example, 'NB. This form can only be use

Note 3 Both boxes must be complete
Left hand box – number of sha
Right hand box – as above bu

it in words

Note 4 Full name of the registered h
Please use the same wording

the person(s) transferring the shares.
(s).

If the registered shareholder is
also the full names of the Pers

ame and address of the deceased, and

Note 5 Signature(s) of the transferor
this box (sealed and/or signed

pany, the form should be executed in
icles of the company.

Note 6 This should be the date on wh

s completed.

Note 7 Full name and title(s) of the pe
than one transferee, only the a

s are being transferred. If there is more
needs to be shown.

Note 8 If the new share certificate is
referred to in Note 7, enter the

er than the persons named in the box
reference.

Note 9 Certificate One: If the consid
transfer is exempt from Ad Va

transfer is £1,000 or less, the share
/ that Certificate One has been signed.

The Certificate should be sign
and must state the capacity
exemption certificate is signed

he transfer (or their solicitor or agent),
The date should be the date that the

If the consideration is more th
must be paid. There is a Sta
(see <http://www.hmrc.gov.uk>).

Two cannot be completed, stamp duty
an advise the amount of duty payable

A cheque for the stamp duty s
transfer form to the Stamp Off

RC' and sent with the completed stock
will be returned after stamping.

Note 10 Certificate Two: If the transfer
is not a chargeable considerat

stamp duty, OR the consideration given
vo.

As above, the Certificate shou
agent), and must state the ca
the exemption certificate is sig

making the transfer (or their solicitor or
ning. The date should be the date that

The form **does not need to b**
Company or its registrars, in t

Office, but should be sent direct to the
t-

(a) Certificate 1 or Certificate

(b) No consideration is given
necessary to complete eit

se, write 'nil' in the consideration box), it is not

If a relief from Stamp Duty is
the relief claimed must be ser

ed stock transfer form, together with details of

CHECK

1. Have you signed and dated the form? (Sign only once if the transaction is more than £1,000 (on the front) or once if the transaction is £1,000 or under (on the front and back).
2. Have you inserted the amount transferred in both words and figures?
3. Have you attached all the relevant documents?

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