

Consideration Money £		Date Lodged with the Registrar	
Full name of undertaking <i>(Note 1)</i>		Completion by the Registrar/Stock Exchange)	
Full description of security <i>(Note 2)</i>			
Amount of shares or number of stock units or shares or other security (in words) <i>(Note 3)</i>			Figures: (units of)
Names(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 (e.g. Executor(s)) of the person(s) making the transfer. <i>(Note 4)</i>	In the name(s)		Account Designation (if any)
I/We hereby transfer the above security out of the hands of the person(s) named below: <div style="text-align: right;">Signature(s) of transferor(s)</div> 1. 2. 3. 4.		to the	Stamp of selling broker(s) or agent(s), if any, acting for the transferor(s).
Bodies Corporate should execute under their common seal and in accordance with statutory requirements <i>(Note 5)</i>		able	Date: <i>(Note 6)</i>
Full name(s) and full postal address(es) (including country or if applicable, postcode) of the person(s) to whom the security is transferred. Please state title, if any, or whether Mr, Mrs, Ms or Miss. <i>(Note 7)</i>			
I/We request that such entries be made in the books of the company as may be necessary to give effect to this transfer			
Stamp of buying broker(s) (If any)		Name and address of person lodging this instrument (if other than buying broker(s)). <i>(Note 8)</i>	

**CERTIFICATE REQUIREMENTS NOT CHARGEABLE
TO AD VALOREM STAMP DUTY**

Certificate One (Note 9)

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

- (i) the consideration given for the shares is not chargeable to ad valorem stamp duty;
- (ii) the transfer does not form part of a series of transactions where the total consideration exceeds £1,000.

<p>* Delete as appropriate</p> <p>** Delete second sentence if certificate is given by the transferor or his solicitor</p>	<p>I/We* hereby confirm that the transfer of the shares is not chargeable to ad valorem stamp duty as it is not part of a large series of transactions in respect of which the total consideration or value exceeds £1000.</p> <p>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**.</p>
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Certificate Two (Note 10)

Use Certificate Two in the following situations:

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

<p>* Delete as appropriate</p> <p>** Delete second sentence if certificate is given by the transferor or his solicitor</p>	<p>I/We* hereby confirm that the transfer of the shares is otherwise exempt from ad valorem stamp duty as being made, or that no chargeable consideration is given for the purposes of Stamp Duty.</p> <p>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**.</p>
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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 not be submitted to the Stamp Office but should be sent

Notes

Transfer Form

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 completed
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
d 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 transfe
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 document? (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 of the transaction in both words and figures?
3. Have you attached all the relevant documents?

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