



application to sell your certificates by post

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

Name Customer reference*
 *If you have not yet been provided with a reference number please leave this area blank

Phone Mobile

Email

Deceased Certificate sale (if applicable)

I confirm the correct documentation has been sent to the registrar and I have received confirmation that the death has been registered.

Section 2: 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 3: Sale instruction

Please sell these shares at: Best price (default)
 (tick one) a Limit price of p per share for days (monitored up to a maximum of 30 days)

*Should you only wish to sell if/when the share price rises to, or above, a price set by you please complete these fields. Limit prices may be placed on dealing instructions for up to 30 calendar days and for a maximum value of £50,000.

Total number of shares to be sold** or total value of shares to be sold £

**If both fields are left blank the full shareholding will be sold

Please note if you have only sold a proportion of the shares stated on the certificate, a new certificate will be issued and sent to you in approximately 10 working days confirming the new holding.

Section 4: 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 you proceeds to you.

Bank/building society

Branch address

Account name Bank/building society number
 Building society roll number Sort code

Section 5: Declaration and authorisation

I/We declare that:

- The above information is true and correct
- I/we have entered into a legally-binding agreement to sell investments held in certificated form.
- I/We agree to return any dividend payment that is not entitled
- I/we confirm that I have read and agree to be bound by The Share Centre's Terms of Business and Tariff for this service (which can be found at share.com)

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

My signature confirms all the statements on this form.

Signature

Signature

Print name

Print name

Date

Date

Please ensure you sign the CREST transfer form where indicated.

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

- I have completed all sections above
- I have signed above and also the CREST transfer form
- I have enclosed all certificates identified in section 2

Still not clear?

The following questions might help:

What types of shares can be sold?

You can sell any tradeable investment held in certificate form. Other investments, such as funds, can be sold through opening a share account or ISA with us.

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. If in doubt phone the Dealing team on 01296 41 42 43 for clarification.

What if I have lost my certificate?

You will need to contact the registrar related to the specific stock to obtain a new certificate.

PO Box 2000 Aylesbury Buckinghamshire HP21 8ZB

deal 01296 41 42 43 **email** dealing@share.co.uk **web** www.share.com/certificated

The Share Centre Limited is a member of the London Stock Exchange and is authorised and regulated by The Financial Conduct Authority under reference number 146768. Registered in England number 2461949 Registered office Oxford House Oxford Road Aylesbury Bucks HP21 8SZ

Please provide your signature(s) in the white box below and leave the rest of the Crest Transfer Form blank (we'll fill it in for you).

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**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

(for completion by the Registrar/Stock Exchange)

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).

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Date:

Share Nominees Limited

Participant ID:

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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 for your certificated dealing service

Certificate dealing charges

Dealing commission (sales/purchases)

Postal
UK Stocks & Shares and Gilts & UK Bonds 1% (minimum £35.00)

Telephone
UK Stocks & Shares and Gilts & UK Bonds 1% (minimum £50.00)

Other dealing charges

Stamp Duty 0.5% payable on the purchase of UK shares (excluding certified shares on AIM and other recognised growth markets)

PTM Levy £1.00 on all transactions over £10,000

Other fees

Account fees

Account administration Free
Account closure Free

Transfer of sale proceeds

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

Company registrars rejection

Handling fee £15.00

Duplicate contract note

Handling fee Free

Bounced cheque

Handling fee £25.00

costs and charges illustration

This section provides you with an illustration of the effect costs and charges could have on any future investments you purchase. It is not marketing material. This information is required by law and you are advised to read it in order that you can make an informed decision about whether to invest.

Charges summary

		Shares		Investment Trusts	
		Lump sum investment		Lump sum investment	
		%	£5,000	%	£5,000
Postal	Investment management charges	0.00%	£0.00	0.99%	£49.26
	Our charges	1.48%	£73.89	1.48%	£73.89
	Total	1.48%	£73.89	2.46%	£123.15
Telephone	Investment management charges	0.00%	£0.00	0.99%	£49.25
	Our charges	1.49%	£74.63	1.49%	£74.63
	Total	1.49%	£74.63	2.48%	£123.88

The illustrations above are based on the following:

Our charges are the charges for operating your account with us, e.g. Dealing commission and stamp duty.

Please refer to the Tariff sheet for more details of the charges taken by us.

Investment management charges are the charges for managing the investment and are charged by the Investment Manager not us. The charges for investment trusts are based on average rather than actual amounts. For details of the specific charges and how they could affect your chosen investment, please refer to our website. Please note there are no Investment management charges for investing in UK Stocks and Shares or Gilts & UK Bonds.

Charges are based on one lump sum contribution with no further lump sums and a sale.

Other charges may be applicable based on your personal circumstance and dealing frequency.

The cumulative effect of costs and charges on return

	What your value could be if there were no charges		What your value could be after charges	
	Shares	Investment Trusts	Shares	Investment Trusts
Postal	£5,624	£5,624	£5,486	£5,323
Telephone	£5,624	£5,624	£5,485	£5,322

The total charges deducted for each investment will have an impact on the return you might get. Whilst performance cannot be guaranteed we can provide examples of how the charges will affect what you might get back.

Based on a £5,000 investment purchased, held and then sold after 3 years with an assumed net growth rate of 4% pa in the investment.

Your questions answered

What investments can be purchased or sold using this service?

You can purchase or sell UK Stocks and Shares, or Gilts and UK Bonds in certificated form, Investment Trusts, Real Estate Investment Trusts (REITs), Venture Capital Trusts (VCTs).

When will I receive payment for my sale?

A BACS payment will be made on settlement of the sale (which will take approx. 10 working days). The BACS payment can then take 3-5 days to reach your account. Payments by cheque incur an additional charge in line with our tariff.

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. You will also need to advise the Company Registrar before we can sell the shares. If in doubt phone the Dealing team on 01296 41 42 43 for clarification.

Why is the illustration based on £5,000 lump sum investment rather than the amount I wish to invest?

This has been used as a typical investment amount for illustration purposes.

Why does the illustration not represent my personal circumstances or investment amount? Can you provide me with a personalised version?

The illustrations are intended to be generic in nature and it is not feasible to cover personal circumstances for customers, therefore, we will not be producing personalised versions of the illustration.

Why does the illustration not include all the charges I may pay? Where can I see what other charges are applicable to my account and investment?

Our illustration is based on the standard tariff and charges to keep the illustration as simple as possible. To cover the various charges that might be incurred there are too many variables that will affect this, such as the number of investments or withdrawals you make, and therefore it not practical to make assumptions on this. Our tariff contains details of all our account charges. For details of the investment management charges and how these could affect your chosen investment, please refer to our website. The Key Investor Document (for Investment Trusts) also contains details of the charges along with information on the risk and performance of the investment.

Why have you used a 4% growth rate for a three year period?

4% has been used as an average rate of return. The actual investment return could be greater or less and 4% has been used for illustrative purposes only. The Key Information Document (KID) will provide details of the past performance of your chosen investment. Don't forget that past performance is not a reliable indication of likely future performance.

Other questions or problems?

If you have any further questions or problems, feel free to give us a call on 01296 41 42 43.

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