

Stock Transfer form

Kindly Note: This form is issued only to the addressee(s) and is specific to the unique designated account printed hereon. This personalised form is not transferable between different (i) account holders; or (ii) uniquely designated accounts. The Company and Computershare Investor Services PLC accept no liability for any instruction that does not comply with these conditions.

How to complete this form

You should use the attached form if you wish to transfer shares you hold in certificated form to another person or persons.

Some types of transfer are liable to HM Revenue and Customs Stamp Duty. If the transfer is liable to Stamp Duty, the completed form will need to be submitted to the HM Revenue and Customs Stamp Duty Office in Birmingham first (see over for address).

Any queries regarding the payment of Stamp Duty should be directed to the Stamp Office Helpline on 0845 603 0135.

Please read the following instructions carefully before completing the form. The numbers below relate to the attached form.

1) Consideration Money:

- If the shares are being transferred in exchange for cash, please write in the amount of money being paid.
- If no money is being paid (for example if the transfer is a gift or to the beneficiary of a deceased estate), please write 'NIL'.

2) Full Name of the Undertaking:

This is the name of the Company in which the shares are held. This form can only be used in relation to the company whose name is printed here.

3) Full Description of Security:

You must enter the type of shares to be transferred in the box provided (for example, Ordinary shares of 20p). Details can be found on the share certificate.

4) Amount of Shares to be Transferred:

You must write in the number of shares you wish to transfer, in figures and in words.

5) Transferor(s) Details:

This box should contain the names of all the current shareholders, the address of the first-named holder and the account designation (if any). If the transferor is deceased, the names of all the executors should also be shown.

If any of the details shown in this box are incorrect, you should contact the Shareholder Helpline number shown on the top of this form for further advice.

6) Signature(s) of Transferor(s) :

Joint Holding: Where the holding is registered in more than one name, all holders must sign.

Power of Attorney: To sign under Power of Attorney, you must have already lodged an original or certified copy of the Power of Attorney with Computershare Investor Services PLC. If you have not previously lodged this document for notation, please attach it to this form when you return it.

All certified copies of a Power of Attorney must be certified under the Powers of Attorney Act 1971. The document must be certified in ink on every page by the donor, or by a solicitor or stockbroker, to state that it is a true and complete copy of the original. Computershare Investor Services PLC cannot accept a photocopy that has not been certified in ink on every page.

Companies: The form should be signed by two authorised signatories of the Company, whose representative capacity (e.g. Director and Company Secretary) must be stated. Alternatively, Computershare Investor Services PLC will accept just one authorised signature; however,

the signatory's capacity must be stated and the form must be impressed with the Company Seal.

Date: Enter the date the transfer was signed by the transferor.

- 7) **Transferee(s) Details** – Enter the full name(s) of the person(s) to whom the security is to be transferred. The full postal address (including post code) of the first named shareholder must also be provided. All correspondence will be sent to the first named shareholder.

A/C Designation: If applicable/required, please enter the new account designation, up to a maximum of eight characters.

Shareholder Reference Number (SRN): If the transferee(s) already holds shares in this company, please quote the SRN to which the shares should be transferred. This can be found on any share certificate or tax voucher issued in relation to their current holding.

Note: For legal reasons, it is best practice for holdings not to be registered in the names of minors (persons under the age of 18) but rather registered in the name of a parent or guardian with a suitable designation, preferably the initials of the minor. The subsequent transfer or sale of shares registered in the name of a minor may require further legal documentation and accordingly you may wish to seek legal advice in that regard prior to the transfer of shares to a minor.

- 8) **New Share Certificate:** The new share certificate will be sent to the first-named transferee unless an alternative name and address is entered in section 8.

Reverse of the Stock Transfer Form

- 9) **Form of certification required where transfer is exempt from ad valorem stamp duty as below the threshold.** If the transfer is liable to stamp duty, the completed stock transfer form must be submitted to the Stamp Office, please see the reverse of the form for details. If the reverse of the form is not appropriately completed and no stamp duty is paid, the form will be rejected.

Birmingham Stamp Office

9th Floor, City Centre House, 30 Union Street, BIRMINGHAM B2 4AR
Tel: 0845 603 0135 Fax: 0121 643 8381 DX: 15001 Birmingham 1

Check List

Before you return this form, please check that you have completed the following actions:

	✓ Tick Box
1) You have entered the amount of consideration money (if not applicable please enter NIL - if left blank your form may be rejected)	
2) You have entered the class of stock and the number of shares to be transferred	
3) All the shareholders have signed	
4) You have entered the name(s) of all the transferees and the address of the first-named transferee	
5) You have entered a third-party address to which the share certificate should be sent (if applicable)	
6) You have done one of the following: a) Paid the necessary Stamp Duty and if required had the form stamped accordingly by the Stamp Office or b) Completed section 9 to indicate the transfer is exempt from Stamp Duty	
7) You have enclosed all the relevant share certificates	

Please return the Stock Transfer Form to:



STOCK TRANSFER FORM



Please use a **black pen**. Print in CAPITAL letters inside the boxes.

1. Consideration Money £
PLEASE ENTER NIL IF NOT APPLICABLE

2. Full Name of the Undertaking

3. Full Description of Security

Certificate lodged with the Registrar
(For Completion by Registrar/Stock Exchange)

4. Amount of Shares to be Transferred

In Figures

In Words

5. Transferor(s) Details

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Shareholder Reference Number

↑ For Stamp Office Use ↑

6. Signature(s) of Transferor(s)

I/We hereby transfer the above security out of the name(s) aforesaid to the person(s) named below

1.

2.

3.

4.

Stamp of Selling Broker(s) or, for transactions which are not stock exchange transactions, of Agent(s), if any, acting for the Transferor

Date DD / MM / YY

7. Transferee(s) Details

(Full name(s) of the person(s) to whom the security is transferred, together with the full postal address (including postcode) of the first named holder.)

Title, forenames & surname of first-named or sole shareholder

1.

Address of first-named holder

House Number Post Code

New House Name

Street / Road

Town / City

County

Country

Title, forenames & surname of other named shareholders

2.

3.

4.

Shareholder Reference Number to which the security is transferred (if known)

A/C Designation

I/We request that such entries be made on the register as are necessary to give effect to this transfer

Stamp of Buying Broker (if any)

8. Stamp or name and address of person lodging this form (if other than Buying Broker)

DO NOT STAMP BELOW THIS LINE



9. FORM OF CERTIFICATE REQUIRED WHERE TRANSFER IS EXEMPT FROM AD VALOREM STAMP DUTY AS BELOW THRESHOLD.

I/We certify that the transaction effected by this instrument does not form part of a larger transaction or series of transactions in respect of which the amount or value, or aggregate amount or value, of the consideration exceeds £1,000.

(* I/We confirm that I/we have been duly authorised by the transferor to sign this certificate and that the facts of the transaction are within my/our knowledge.

(* Delete second sentence if certificate is given by transferor or his solicitor.

Signature(s) (Please sign in the boxes below)

Description ("Transferor", "Solicitor", etc)

Date

DD / MM / YY

Notes:

- (1) If the above certificate has been completed, this transfer does not need to be submitted to the Stamp Office but should be sent directly to the Company or its Registrars.
- (2) If the above certificate is not completed, this transfer must be submitted to the Stamp Office and duly stamped.