

# Stock Transfer Form

Consideration Money £ ..... <i>(Please refer to Note 1)</i>		Certificate lodged with the Registrar  (For completion by the Registrar/Stock Exchange)	
Full name of undertaking <i>(Please refer to Note 2)</i>			
Full description of security <i>(Please refer to Note 3)</i>			
Number or amount of shares, stock or other security and, in figures column only, number and denomination of units, if any. <i>(Please refer to Note 4)</i>	Words	Figures  (                      units of                      )	
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 (e.g Executor/s) of the person/s making the transfer. <i>(Please refer to Note 5)</i>	In the name/s of	Holding designation (if any) (max 8 characters) <i>(Please refer to Note 5)</i>	
I/We hereby transfer the above security out of the name/s of the aforesaid to the person/s named:  <div style="text-align: center;">Signature/s of transferor/s</div> 1. .... 2. .... 3. .... 4. .... <b>Bodies corporate may execute under their common seal or otherwise in accordance with applicable statutory requirements</b> <i>(Please refer to Note 6)</i>		<b>Stamp of selling broker/s or, agent/s, if any, acting for the transferor/s.</b>   Date..... <i>(Please refer to Note 7)</i>	
Full name/s and full postal address/es (including County or, if applicable, postcode) of the person/s to whom the security is transferred.  Please state title, if any, or whether Mr, Mrs or Miss.  Please complete in block capitals. <i>(Please refer to Note 8)</i>			Holding designation (if any) (max 8 characters) <i>(Please refer to Note 9)</i>
I/We request that such entries be made in the register as are necessary to give effect to this transfer.			
Stamp of buying broker/s (if any)		Stamp or name and address of person lodging this form (if other than buying broker/s) <i>(Please refer to Note 10)</i>	

**FORM OF CERTIFICATE REQUIRED WHERE TRANSFER IS EXEMPT FROM STAMP DUTY** (Please refer to Note 11)

(Please refer to Note 12)

Instruments of transfer executed on or after 1<sup>st</sup> May 1987 effecting any transactions within the following categories are exempt from Stamp Duty:

- A: The vesting of property subject to a trust in the trustees of the trust on the appointment of a new trustee, or in the continuing trustees on the retirement of a trustee.
- B: The conveyance or transfer of property the subject of a specific devise or legacy to the beneficiary named in the will (or his nominee).
- C: The conveyance or transfer of property which forms part of an intestate's estate to the person entitled on intestacy (or his nominee).
- D: The appropriation of property within section 84(4) of the Finance Act 1985 (death: appropriation in satisfaction of a general legacy of money) or section 84(5) or (7) of that Act (death: appropriation in satisfaction of any interest of surviving spouse or civil partner and in Scotland also of any interest of issue).
- E: The conveyance or transfer of property which forms part of the residuary estate of a testator to a beneficiary (or his nominee) entitled solely by virtue of his entitlement under the will.
- F: The conveyance or transfer of property out of a settlement in or towards satisfaction of a beneficiary's interest, not being an interest acquired for money or money's worth, being in conveyance or transfer constituting a distribution of property in accordance with the provisions of the settlement.
- G: The conveyance or transfer of property on and in consideration only of marriage to a party to the marriage (or his nominee) or to trustees to be held on the terms of a settlement made in consideration only of the marriage.
- GG: The conveyance or transfer of property on and in consideration only of the formation of a civil partnership to a party to the civil partnership (or his nominee) or to trustees to be held on the terms of a settlement made in consideration only of the civil partnership.
- H: The conveyance or transfer of property within section 83(1) or (1A) of the Finance Act 1985 (transfers in connection with divorce or dissolution of civil partnership etc).
- I: The conveyance or transfer by the liquidator of property which formed part of the assets of the company in liquidation to a shareholder of that company (or his nominee) in or towards satisfaction of the shareholder's rights on a winding-up.
- J: Transfer of property under this category is not appropriate by form of common transfer.
- L: The conveyance or transfer of property operating as a voluntary disposition *inter vivos* for no consideration in money or money's worth nor any consideration referred to in section 57 of the Stamp Act 1891 (conveyance in consideration of a debt etc). (Gift transfer).
- M: The conveyance or transfer of property by an instrument within section 84(1) of the Finance Act 1985 (death: varying disposition).

(Please refer to Note 13)

\*Delete as appropriate

\* I/We hereby certify that the transaction in respect of which the transfer is made, is one which falls within the category †\_\_\_\_\_, above.

(Please refer to Note 14)

† Where appropriate input category from 'A' - 'M' as above.

(Please refer to Note 15)

\* Signature/s

\* Description (transferor, solicitor, etc).

\_\_\_\_\_

\_\_\_\_\_

(Please refer to Note 16)

Date

\_\_\_\_\_

\* **NOTE** The above certification should only be signed by the transferor, his solicitor or a duly authorised agent. Where it is signed by a duly authorised agent, the following statement must also be signed.

I/We hereby certify the conveyance or transfer of property by the within instrument as agent for the transferor and that I/We am/are duly authorised to sign in that capacity from my/our own knowledge of the facts of the transaction.

\* Signature/s

\* Description (transferor, solicitor, etc).

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

- N.B.** (1) If the above certificate has been completed, this transfer does not need to be submitted to the Stamp Office but may be sent direct to the Registrars.
- (2) If the above certificate is not completed, this transfer must be submitted to the Stamp Office and duly stamped (*See below*).

**FORM OF CERTIFICATE REQUIRED WHERE THE TRANSFER IS NOT EXEMPT BUT IS NOT LIABLE TO AD VALOREM STAMP DUTY** (Please refer to Note 17)

- a) Transfer by way of security for a loan or re-transfer to the original transferor on repayment of a loan.
- b) Transfer, not on sale and not arising under any contract of sale and where no beneficial interest in the property passes (i) to a person who is a mere nominee of, and is nominated only by, the transferor, (ii) from a mere nominee who has at all times, held the property on behalf of the transferee, (iii) from one nominee to another nominee of the same beneficial owner where the first nominee has at all times held the property on behalf of that beneficial owner. (NOTE – This category does not include a transfer made in any of the following circumstances: (i) by a holder of stock etc., following the grant of an option to purchase the stock, the person entitled to the option or his nominee; (ii) to a nominee in contemplation of a contract for the sale of the stock etc, then about to be entered into; (iii) from the nominee of a vendor, who has instructed the nominee orally or by some unstamped writing to hold stock etc., in trust for a purchaser, to such a purchaser.
- c) Transfer not falling within parts one or two for which adjudication is required.

(Please refer to Note 18)

I/We hereby certify that the transaction in respect of which this transfer is made is one which falls within the category (a), (b) or (c) above (delete as appropriate). (Please refer to Note 19)

Here set out concisely the facts explaining the transaction in cases falling within (a) or (b) or in any case where fixed duty is offered.

(Please refer to Note 20)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please refer to Note 21 & 22)

\* Signature

\* Description (transferor, solicitor, etc).

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

\* **NOTE** – The above certificate should be signed by (1) the transferor/s or (2) a member of a recognised stock exchange or a solicitor or an accredited representative of a bank acting for the transferor/s. A certificate in other cases should be signed by a solicitor or other person stating the capacity in which he signs, that he is authorised to sign and that he gives the certificate from his own knowledge of the facts stated in it.

NB If none of the above declarations can be given then the transfer should be submitted to the Stamp Office and usually will attract *ad valorem* stamp duty.

+ **Guidance notes for the completion of a Stock Transfer Form by shareholders** +

**These guidance notes should be read in conjunction with the Stock Transfer Form.**

- Note 1** If the transfer is a gift or exempt from Stamp Duty please insert 'NIL'.
- If payment is involved in transferring these shares you should enter the amount received in this box. Stamp Duty will need to be paid on the shares transferred and you should telephone the Stamp Office on 0845 603 0135 who will advise you of the amount of duty payable.
- A cheque or postal order made payable to "HMRC - Stamp Duties", should be sent with the completed transfer form to Birmingham Stamp Office, 9<sup>th</sup> Floor, City Centre House, 30 Union Street, Birmingham B2 4AR. The form will be returned to you after stamping. **Payment of any Stamp Duty should be made within 30 days of the transfer or a penalty/interest may be payable.**
- Note 2** Name of company in which these shares/stock are held.
- Note 3** Type of shares/stock, for example, Ordinary/Preference and in the case of shares, its nominal value. Please refer to the certificate/s which states the nominal value of each share. **This form can only be used for fully paid shares.**
- Note 4** Number of shares or amount of stock units and amount of each unit to be inserted in words (left hand box) and figures (right hand box), which are being transferred. In cases where the number of shares or number of stock units on the certificate exceeds the number or amount being transferred, a balance certificate will be issued. Both boxes must be completed. In the second box please complete the denomination of each unit.
- Note 5** Full name/s of person/s transferring the shares/stock (registered holder). Please include any designation in the special box. The information should be written exactly as shown on the certificate. If there is only one shareholder then the present address should also be written on the form. If the registered holder is deceased please complete the full name and address of the deceased together with the full names of the personal representatives. **Please note that a transfer by personal representatives will not be processed if the Grant of Representation has not been registered.**
- Note 6** Signature/s of person/s transferring the shares/stock. In the case of a body corporate, the words "Executed as a deed" and either sealed by the Common Seal and attested; or signed by two directors or one director and the secretary.
- Note 7** The date on which the transfer form is completed must be shown.
- Note 8** Full names including title of person/s to whom these shares/stock are being transferred. If there is more than one transferee then only the address of the first named needs to be shown.
- Please note that there are restrictions in dealing with shares where the holder of shares is under 18 living in England and Wales or 16 in Scotland. If the holder is under 18 please send the original birth certificate (or a certified copy).
- Note 9** If applicable please enter the required account designation to a maximum of 8 characters. The designation must not form a name or a word.
- Note 10** If the new certificate is not to be sent to the address shown in the box referred to in Note 8, then please write the name and address details here, plus any specific reference.

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## Form of Certificate Required Where Transfer is Exempt from Stamp Duty

### To be completed before registration where transfers are exempt from Stamp Duty.

- Note 11** Certain types of share transfer, including gifts, are exempt from Stamp Duty, provided that this certificate is signed and dated. If you are unsure on this matter, please contact the London Stamp Office on 0845 603 0135.
- Note 12** This shows certain types of share transfer that are exempt from stamp duty provided the certificate in this section is completed.
- Note 13** Insert "I" or "We". This refers to the person/s signing the certificate.
- Note 14** Insert the appropriate category: for example, if the shares are being transferred as a gift you should insert 'L'. If you are unsure which category applies please contact the Stamp Office on 0845 603 0135.
- Note 15** This should be signed by either the person/s who sign the transfer or their solicitor or their duly authorised agent.
- Note 16** Insert the date on which the certificate is signed. If no date is inserted on the front of the Stock Transfer Form this date will be treated as the date of the transfer.

**When the Stock Transfer Form and this certificate has been completed, please send it, together with the share/stock certificate(s) to: Equiniti Financial Services Limited, Aspect House, Lancing Business Park, Lancing, West Sussex, BN99 6DA for registration.**

or

## Form of Certificate Required where the Transfer is not Exempt but is not Liable to Ad Valorem Stamp Duty

### To be completed and Stamp Duty paid, where the circumstances in one of the three categories applies.

- Note 17** Stamp duty is payable but will be limited to £5.00, provided that one of the listed categories applies and the certificate is properly completed.
- Note 18** Insert "I" or "We". This refers to the person/s transferring the shares.
- Note 19** Show the appropriate category.
- Note 20** Describe the transaction.
- Note 21** Insert the date on which the transfer is signed.
- Note 22** Signature of person/s transferring the shares/stock or their solicitor.

A cheque or postal order for £5.00 made payable to "HMRC - Stamp Duties" should be sent with the transfer to the Stamp Office shown when the certificate has been completed. Personal callers at a stamping office may pay in cash.

**When the Stock Transfer Form has been stamped by HM Revenue & Customs, please send it, together with the share/stock certificate(s) to: Equiniti Financial Services Limited, Aspect House, Lancing Business Park, Lancing, West Sussex, BN99 6DA for registration.**