

selling your share certificates by post traded on Asset Match



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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

Title	<input type="text"/>	Surname	<input type="text"/>	Customer reference	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
Forenames	<input type="text"/>																	
Date of birth	<input type="text"/>	Place of birth:	<input type="text"/>	Town	<input type="text"/>	Country	<input type="text"/>											
Nationality (all)	<input type="text"/>																	
National Client Identifier	<input type="text"/>																	
Phone	<input type="text"/>				Mobile	<input type="text"/>												
Email	<input type="text"/>																	
Permanent residential address	<input type="text"/>										Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time at address	<input type="text"/>	<input type="text"/>	years	<input type="text"/>	<input type="text"/>	months												
Previous address (if less than 3 years at current address)	<input type="text"/>																	
	<input type="text"/>										Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax Residence	<input type="checkbox"/>	UK	and/or	<input type="text"/>														
Are you a US citizen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(If yes you must provide a W-9 form available from www.irs.gov).													
Memorable word	<input type="text"/>			Please choose a word with 8 characters or more (not your name).														

Section 2: Certificate details - use a separate form for each company/undertaking

Number of certificates enclosed	<input type="text" value="20 max"/>	Company	<input type="text"/>
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Section 3: Sale instruction

In order to sell certificates traded on Asset Match, you **must** set a minimum price:

Please sell at a minimum of p per share (If your minimum price cannot be achieved within 365 days, we will return your certificates)

Total number of shares to be sold

Please note If you are not selling all the shares on a certificate, we will send you a 'balance certificate' in approximately 10 working days.

Section 4: Authorisation

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

Signature(s)	<input type="text"/>	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>	<input type="text"/>		

Please ensure you sign the CREST transfer form opposite where indicated

For companies traded on Asset Match, a Market Levy of 3% will apply (minimum £20).

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

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

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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.



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

Name of Undertaking

Description of Security

(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)

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.

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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The Share Centre Limited is authorised and regulated by the Financial Services Authority under number 146768 and is a member of The London Stock Exchange. Registered in England no. 2461949 PO Box 2000, Aylesbury, Bucks HP21 8ZB

Date:

Full name(s) of the person(s) to whom the security is to be transferred. Such person(s) must be a system member.

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

Certificate dealing charges

Dealing commission (sales)

Asset Match Levy	For companies traded on Asset Match Levy's 3% (minimum £20.00)
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Other dealing charges

PTM Levy	£1.00 on all applicable transactions over £10,000
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Other fees

Transfer of sale proceeds

(upon settlement) usually 10 working days after sale

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

Company registrars rejection

Handling fee	£15.00
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Duplicate contract note

Handling fee	Free
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The quick and easy way to sell your share certificates

We make selling share certificates easy and convenient. Simply complete this form and post it to us along with your certificates.

For shares traded on Asset Match you will be charged a 3% market levy (subject to a minimum of £20) There's no additional dealing commission to pay on the sale.

Still not clear?

The following questions might help:

What types of shares can be sold?

You can sell ordinary shares or loan stock units which are dealt in sterling and subject to normal stock exchange settlement.

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. Please contact dealing on 01296 41 42 43 for further information.

How does the Asset Match auction work?

For more information please refer to assetmatch.com.

What if only some of my shares are sold in the auction?

If we are unable to sell all of your shares we will return a certificate to you for the balance. Once you have received your balance certificate you can resubmit your order.

Do I need to send two forms of ID?

You are no longer required to send an ID as we can verify your identity and financial standing by consulting a credit or mutual reference agency, which may retain a record of the enquiry. However, in a small amount of cases where we are unable to verify your identity for whatever reason we may ask you to send two original forms of identification. This may result in a delay in selling your share certificates.

PO Box 2000 Aylesbury Buckinghamshire HP21 8ZB

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