

Asset Match Certificated Selling Pack

The following forms should be used to enter a certificated holding for sale into an Asset Match auction.

This will allow you to establish a free of ongoing charge broker account with our partner shareDeal active, who will convert your paper certificate into an electronic (CREST) holding which can then be entered for sale to the Asset Match auction platform.

Instructions

Application Form - Nominee Account:

Please complete this form in full. If your certificate is in a joint name e.g. Husband and Wife, then you must enter both sets of details to create a joint account.

CREST Transfer form:

A CREST Transfer Form is used to deposit certificated stock into a Nominee Account. Please make sure that you fill in the following details:

- "Name of Undertaking" The Company Name (i.e. Barclays or Vodafone)
- "Description of Security" Security Description (i.e. ORD GBP1 or ORD USD0.10. This is usually stated on your certificate)
- "Words" Number of Shares in Words.
- "Figures" Number of Shares in Figures.
- "In the name(s) of" Please enter your FULL name and address, exactly as it appears on your certificate.
- "Please Sign Here" All of the registered holders of the certificate need to Sign the Form.

You can leave the rest of the form blank as shareDeal active will complete any additional details. If you are still unsure, please refer to the example provided at the end of this pack.

Once you have completed all the above please attach your original share certificate and post along with your completed forms to;

shareDeal active Jarvis Investment Management Ltd 78 Mount Ephraim Royal Tunbridge Wells Kent TN4 8BS

What does it cost?

Certificate dealing charges	
Asset Match Commission	Successful orders are charged a commission rate of 3% (minimum £20)
shareDeal active Commission	£9.50
Other dealing charges	
PTM Levy	£1.00 on all applicable transactions over £10,000
Other fees	
Cash Withdrawal Fee	£15.00 (plus VAT)
Certificate Withdrawal Fee	£10.00 (plus VAT)

How do I place an order?

Placing an order is very easy. You can either call the dealing desk on 01892 510515 or deal online. If you wish to deal online, log-in to your account using the 'login' link at the top right hand side of the shareDeal active home page. Full details of how to use the online platform are available in the 'Help & Administration' section which you will find once you have logged in.

When will I receive payment for my sale?

Funds may be withdrawn upon settlement of the transaction. You can call shareDeal active on 01892 510515 or you can email payments@jarvisim.co.uk, and they will BACs the money to the bank account details they have on file. Please allow three working days for the money to reach your bank account.

What if the details on my certificate are out of date?

If you have changed your name, or recently moved to a new home you will need to advise the Company registrar before we can sell your shares. The Registrars contact details are commonly found printed on your share certificate.

What if I am selling on behalf of someone else named on the certificate?

If you are acting on behalf of someone else, you will need to provide evidence of what authority you are acting on. Typically, this is when you have a legal Power of Attorney or are an Executor of an estate. In these cases, you will need to notify the company registrar before being able to proceed with a share sale.

What happens if I only sell some of my shares in the auction?

The balance of your order will be carried over to the next auction until your original order has been fulfilled in full or you place new instructions.

Do I need to provide ID?

As part of the EC Money Laundering Directive shareDeal active are required to verify your identity. By submitting your application, you agree that they may undertake a search with Experian for the purposes of verifying your identity. To do so Experian may check the details you supply against any particulars on any database (public or otherwise) to which they have access. They may also use your details in the future to assist other companies for verification purposes. A record of the search will be retained.



Application Form – Nominee Account

APPLICANTS MUST FULLY COMPLETE ALL SECTIONS. IF YOU HAVE ANY QUERIES ABOUT OPENING AN ACCOUNT PLEASE CALL US ON 01892 700834

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		time with information about our financial services, promotions or forthcoming share					
ist Applicant Date 2nd Applicant Date	Signed						
Please return the signed application form to: Jarvis Investment Management Ltd, 78 Mount Ephraim, Tunbridge Wells, Kent TN4 8BS							

shareDeal active is a brand name of Jarvis Investment Management Ltd which is authorised and regulated by the Financial Conduct Authority. Registered Office: 78 Mount Ephraim Tunbridge Wells Kent TN4 8BS Registered No. 1844601 in England. Member of the London Stock Exchange. PP/NOM/SHO 06-17

CREST
TRANSFER

Above this line for Registrar's use

	Counter Location Stamp Barcode or Reference SDRN					
	А	bove this line for completion by the depositing system-		-		
Name of Undertaking.	Consideration Money			Certificate(s) lodged with Registrar (To be completed by Registrar)		
Description of Security						
Please complete form in type or in block capitals.	Amount of shares or other security in words			Figures		
Name(s) of registered holder(s) should be given in full: the address should be given where there is only holder.	In the name(s) of			Designation (if any)		
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			Balan	ce certificate(s) required		
Please Sign Here	 I/We hereby transfer the above security out of the name(s) aforesaid into the name(s) of the system-member set out below and request that the necessary entries be made in the undertaking's own register of members. Signature(s) of 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 Jarvis Investment Management Ltd 78 Mount Ephraim Tunbridge Wells Kent TN4 8BS 842 Date			
Full name(s) of the						
Put hanc(s) of the person(s) to whom the security is transferred Such person(s) must be a system member.	JIM Nominees Limited 78 Mount Ephraim Tunbridge Wells Kent TN4 8BS			Participant ID 842 Member Account ID		
Reference to the Registrar in this form means the registrar of registration agent of the undertaking, <u>not</u> the Registrar of Companies at Companies House.	any extent warrant or represent the validity, genui system-user by delivering this transfer to EUI au transfer for registration. This form should be used only for a transfer of a c a unit held by a CREST member into uncertificate	ering this transfer at the direction and on behalf of the depositing system-user when the ineness or correctness of the transfer instructions contained herein or the genuinen thorises EUI to deliver this transfer to registration and agrees to be deemed for a certificated unit of a security to a CREST member to be held by a CREST member ed form.	ess of the s all purpose in uncertif	ignature(s) of the transferor(s). The depositing s to be the person(s) actually so delivering this icated form. It should not be used for conversion of		

CREST TRANSFER

Above this line for Registrar's use

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Above this line for completion by the depositing system-	-user on	ly.	
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ORD 25P			
Amount of shares or other security in words	Figures		
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In the name(s) of	Desigr	nation (if any)	
MR P. PARKER			
42 SUBNYSIDE ROAD	Balanc	ee certificate(s) required	
KENT.			
TNIIWX			
I/We hereby transfer the above security out of the name(s) aforesaid into the name(s) of the system-member set out below and request that the necessary entries be made in the undertaking's own register of members. Signature(s) of transferor(s)	Jarvis	of depositing system-user s Investment Management Ltd ount Ephraim	
	Tunbridge Wells Kent TN4 8BS		
3.	842	2	
4. A body corporate should execute this transfer under its common seal or otherwise in accordance with applicable statutory requirements.	Date		
JIM Nominees Limited	-	Participant ID	
78 Mount Ephraim Tunbridge Wells		842	
Kent TN4 8BS	-	Member Account ID	
Euroclear UK & Ireland Limited ('EUI') 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 EUI authorises EUI to deliver this transfer to registration and agrees to be deemed for all purposes to be the person(s) actually so delivering this transfer for registration.			
a unit held by a CREST member into uncertificated form. The CREST rules requires 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.			
	Reference SDRN Above this line for completion by the depositing system: Consideration Money BRITISH AMERICAN TOBACCO ORD 25SP Amount of shares or other security in words Two HUNDRED In the name(s) of MRR P. PARKER H2 SUDDISC PAR	Reference SDRNS Above this line for completion by the depositing system-use on Consideration Money Consideration Money Cerr BRITISH AMERICAN TOBACCO Cerr ORD 2SP Amount of shares or other security in words Figure Two Hundberg Page In the name(s) of Design MRR P. PARKER Balance Two BRIDGES WEAKS Balance JMW Nominees Limited Balance The approximation of the system-user where and prove the second provemant with applicable statutory Balance JM Nominees Limited Balance Balance The applicable second provemant set or otherwise in second provemant with applicable statutory Balance JM Nominees Limite	