

Share Certificate Sales Service

When you've money invested in shares you hold in certificate form and want to realise your investment quickly and easily, 0800 SHARES' Certificate Sales Service, which is operated on our behalf by The Share Centre, is all you need.


Deal direct by post, for ease and convenience (you don't need to open an account)

Low commission, starting at just £22.50

Your contract note will be sent to you within 24 hours

Your cheque will be sent to you on the stock exchange settlement date, normally 3 working days after selling your shares

So whatever your reason for selling... settling a credit card bill, funding a purchase, paying for your next holiday or simply to enjoy the proceeds, the Share Certificate Sales Service provides the simple solution.

Step 1: Complete Sections 1 and 2 of the Sale Instruction Form, remembering to sign in both places marked 
If you want to sell more than one holding just photocopy the form as many times as you need before completing your details.

Step 2: Return this completed form, together with your share certificate(s) and proof of identification (as per the enclosed list) to: **0800 SHARES, PO Box 2000, Aylesbury, Bucks. HP21 8ZB.** (For extra peace of mind you may wish to send your certificates by recorded or registered post.)

One simple and low cost pricing structure

At 0800 SHARES we aim to offer the lowest possible prices without compromising the standard of our service. The Share Certificate Sales Service has a simple pricing structure where the charge is fixed solely according to the value of your transaction. This way you'll always know exactly how much each trade will cost you. The tariff for the Share Certificate Sales Service is as follows:

| Value of Trade | | Commission Charge |
|-------------------|---|-------------------|
| £0 – £2,500 | – | £22.50 |
| £2,501 – £5,000 | – | £35.00 |
| £5,001 – £10,000 | – | £45.00 |
| £10,001 – £60,000 | – | £65.00 |
| £60,000 plus | – | £85.00 |


Remember there will be a delay between posting your instructions and their execution by us; during this period the price of your shares may change which could mean you get back less than you originally invested, but when completing Section 2 of the form you may set a limit price which we will monitor free for 30 days. Your shares will be sold as soon as possible after receipt. Selling your shares may give rise to a Capital Gains liability; if in doubt you should seek independent financial advice.

Turning your share certificates into cash is really that easy!

You can use this service to sell all UK equity ordinary shares which are dealt in sterling and subject to normal Stock Exchange settlement... if you have any questions just call our Dealers on 0800 742 737.

Before completing this form please take a moment to read the accompanying notes.

SECTION 1: About you

In order for us to process your certificate sales request, please ensure that you have completed sections 1 and 2, and have signed in both places indicated  in section 2 and 3.

| | | | | |
|---------------------|----------------------|-----------------------------------|--|--|
| Title | | | Permanent residential address (must be a UK address) | <div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div> |
| Forenames | <input type="text"/> | | | |
| Surname | <input type="text"/> | | | |
| Date of birth | <input type="text"/> | <input type="text"/> | | |
| Nationality | <input type="text"/> | | | |
| Phone Home | <input type="text"/> | | | |
| Other | <input type="text"/> | | | |
| Place of birth Town | <input type="text"/> | Postcode | <input type="text"/> | |
| Country | <input type="text"/> | Customer refrence (if applicable) | <input type="text"/> | |

SECTION 2: About your shares

Name of company Company

Total number of shares to be sold Number Total number of certificates enclosed Number

If the total number of shares on the certificates is more than the number you are selling, we will send you a 'balance certificate' in approximately 10 working days.

Please sell these shares at (tick one box only)

- Best price, **OR**
 a limit price of p per share for days. (if left blank we will monitor the limit for up to 30 days).

Proceeds from this sale will be sent to you at the address above. If you want the proceeds to be credited to your account with us please enter your account number here


I/We hereby instruct 0800 Shares to sell the shares as stated above and on the enclosed certificate(s), according to its terms of business.

| | | | |
|--|----------------------|---|----------------------|
| Signature(s) 1 | <input type="text"/> | 2 | <input type="text"/> |
|  Date | <input type="text"/> | | <input type="text"/> |
| 3 | <input type="text"/> | 4 | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> |

Checklist – Please make sure you can complete all boxes before returning your form

- I have completed all white boxes in sections 1.2 and 3.
- I have signed both sections 2 and 3
- I have enclosed two forms of identification as detailed on page 4.
- I have enclosed all certificates identified in section 2.

SECTION 3: Crest form

| | | |
|---|---|---|
| <p>709</p> <p>SDRN</p> <p>Please complete this form in type or in BLOCK CAPITALS</p> | Above this line for registrar's use only | |
| | COUNTER LOCATION STAMP | BARCODE OR REFERENCE |
| <p>Name of Undertaking</p> <p>Description of Security</p> | CONSIDERATION MONEY | |
| | | |
| | | |
| | Number of shares or other security in words | |
| <p>Name(s) of registered holder(s) should be given in full: the address should be given where there is only one holder.</p> <p>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.</p> | In the name(s) of | <p>Certificate lodged with Registrar</p> <p>(for completion by the Registrar/Stock Exchange)</p> <p>Amount of shares or other security in figures</p> <p>Account designation (if any)</p> <p>Balance Certificate(s)</p> |
| | <p>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.</p> <p>Signature(s) of the Transferor(s):</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>A body corporate should execute this transfer under its common seal or otherwise in accordance with applicable statutory requirements.</p> | |
| <p>PLEASE SIGN HERE</p>  | <p>Full name(s) of the person(s) to whom the security is to be transferred.</p> <p>Such person(s) must be a system member.</p> | |
| | <p>Share Nominees Limited</p> | |
| <p>Reference to the Registrar in this form means the registrar or registration agent of the undertaking, NOT the Registrar of Companies at Companies House.</p> | | <p>Participant ID: 709</p> <p>Member Account ID: Certs</p> |
| <p>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.</p> | | |

0800 SHARES Identification Requirements

Thank you for enquiring about our services. Sharedealing, like most other financial services, can be used by criminals as a way of laundering the proceeds of crime, so we are required by the UK's anti-money laundering regulations to confirm your identity. These checks also protect your interests too, for they help prevent identity theft and fraud being committed against you.

We want you to start enjoying the benefits of our service as soon as possible, so please help us by following these guidelines on providing documentation confirming your identity.

Who do I need to provide documentation for?

Please let us have proof of identity for each person named on the completed application form or, where you are using our Certificate Sales service, for each person named on the share certificate(s).

In some circumstances, such as opening an account for a Limited Company, or acting on behalf of an Estate, we

will require identification documentation for those signing the form: you'll see more details about this on the relevant application form. Please ring us on 0800 742 737 so we can send you the correct form.

If you already have a personal account with 0800 Shares you will not, in general, need to provide further evidence of your identity.

However, we are required under the anti money laundering regulations to re-verify your identity from time to time, especially if you have not used your account in the last 18 months. If you feel this might apply, to avoid disappointment, do please call us to find out whether we will need further ID from you.

What do I need to provide?

In order to safeguard against financial crime, we are required by the UK's anti-money laundering regulations to confirm your identity. Please provide us with two original forms of identification, as specified below:

Simply post to us: A bank or building society account statement showing entries within the last six months.

AND one of the following:

- Council tax bill (for the current year)
- Utility bill: gas, electricity, water or home/mobile phone
- Benefits Agency letter confirming the right to benefits or the state pension e.g. child benefit or working families tax credit
- HM Revenue and Customs correspondence or tax notification e.g. statement of account, tax assessment, tax code notification

Each document MUST:

- Be the original (no photocopies or internet printouts – remember, you can request an original statement from your bank if needed)
- Be less than six months old
- Show your title (Mr/Mrs etc.), initials, surname and permanent residential address

What do I do if I have any questions?

If you are not sure whether your available documents are suitable, or if you are having trouble providing those documents listed below, do please call us.

Our Customer Service team will be pleased to advise on the suitability of the documents you plan to send us, and can discuss whether or not alternative forms of ID will be acceptable. Call us on 0800 742 737, from 08.00 to 18.00 Monday to Friday (excluding bank holidays). Please note: we reserve the right, at our discretion, to request additional proof of your identity.

Where incomplete documentation is provided it is possible we may be able to verify your identity by consulting a credit or mutual reference agency, which may retain a record of our enquiry. Failing this, we will be unable to provide the service you have requested until we have been able to confirm your identity to our satisfaction: this could lead to a delay in processing your request or to our declining to provide the service requested.