

## **CREST TRANSFER FORM** INSTRUCTIONS & CHECK LIST



## COMPLETE YOUR E\*TRADE APPLICATION IN THREE EASY STEPS

The Crest Transfer Form Instructions & Check List you requested begins on the following page.

To complete your application, simply:

1. SCROLL DOWN AND FILL OUT EACH FIELD BY TYPING IN THE APPROPRIATE INFORMATION.

If you'd like to complete the application by hand, skip this step and move on to Step 2.

- 2. ONCE YOU HAVE PROVIDED THE REQUESTED INFORMATION, REVIEW YOUR APPLICATION TO ENSURE IT IS COMPLETE AND PRINT IT BY CLICKING THE 
  BUTTON ON THE TOP TOOLBAR.
- 3. SIGN AND DATE YOUR APPLICATION, AND MAIL IT TO THE APPROPRIATE ADDRESS:

By overnight mail: E\*TRADE Securities LLC Harborside Financial Center 501 Plaza 2 34 Exchange Place Jersey City, NJ 07311 General Fax Number: 1-866-650-0003 From Outside the US: +1-678-624-6950 By regular mail: E\*TRADE Securities LLC P.O. Box 484 Jersey City, NJ 07303-0484 General Fax Number: 1-866-650-0003 From Outside the US: +1-678-624-6950

Note: Please include a Fax Cover Sheet when submitting documents by facsimile.

\*Notarized documents, Stock Certificates, and other forms for which the original document is needed cannot be submitted by facsimile.



## PLEASE READ BEFORE COMPLETING THE FORM

- Foreign stock certificates and transfers must be accompanied by a Crest Transfer Form in order for E\*TRADE Clearing LLC to
  process your request.
- If you hold <u>more than one</u> certificate for the same company/security you only need to complete <u>ONE</u> Crest Transfer Form for all of the certificates held in your name.
- If the shares are in different account holder's names, then <u>ONE</u> Crest Transfer Form will need to be filled out <u>per</u> account holder.

## \*\*Only fill out the fields listed below in the corresponding rows on the following page\*\*

Name of Undertaking	This is the name of the Company who issued the shares (e.g. British Airways)
Description of Security	Full name of shares as written on certificate including share class (e.g. Ordinary Shares GBP 0.25)
Amount of Shares or other security in words	Enter the number of shares to be transferred into E*TRADE Clearing LLC, in <b>words</b> (e.g. Three Thousand Ninety Four)
Figures	Enter the numeric number of shares to be transferred into E*TRADE Clearing LLC (e.g. 3,094)
In the name(s) of	Please follow the written instructions on the form. <b>Note:</b> the address listed in this space must match the address that is on file with the Transfer Agent. If not, the Transfer Agent will reject the deposit.
Please Sign Here	Signature(s) of person(s) transferring the shares into E*TRADE Clearing LLC.

If you have any questions, please call us at **1-800-ETRADE-1** (1-0-87-2331) from 7 a.m. to midnight ET, seven days a week. Or log on to your account and send us a Secure Message through the Online Service Center.

CREST TRANSFER	Above this line for Registrar's use		
	Counter Location Stamp	Barcode or Reference	
		SDRN	
	Above this line for completion by the depositing system-user only.		
	Consideration Money		Certificate(s) lodged with Registrar
Name of Undertaking.			(To be completed by Registrar)
Description of Security			
Please complete form in type or in block capitals.	Amount of shares or other se	curity in words	Figures
Name(s) of registered	In the name(s) of		Designation (if any)
holder(s) should be given in full: the address should be given where there is only holder.			
If the transfer is not made by the registered holders) insert also the name(s) and capacity (e.g. executor(s) of the person(s) making the transfer			Balance certificate(s) required
	into the name(s) of the system	ove security out of the name(s) aforesaid m-member set out below and request that ade in the undertaking's own register of	Stamp of depositing system-user
Please Sign Here			
		ecute this transfer under its common seal ith applicable statutory requirements.	Date
Full name(s) of the person(s) to whom the security is transferred Such person(s) must be			Participant ID
a system member.			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.	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, genuine ness 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.		
	held by a CREST member in CREST member into uncertin The CREST rules requires t	hat this form be used for the transfer of a	I for conversion of a unit held by a unit of a certificated security to a
	CREST member to be held exempt from stamp duty.	I by that member in uncertificated form.	Any such transfer on this form is