

A guide to transferring your shares

Please complete the blank Stock Transfer Form overleaf and send it to us with the share certificate(s) for the shares being transferred.

We will process the transfer and send a new share certificate to the new shareholder.

If you make a mistake on the form, simply put a line through the incorrect information, make the change in ink and initial the form next to the change. Please do not use correction fluid or adhesive labels.

If you do not have the share certificate(s) or have any queries, please contact us on the telephone number which appears on the enclosed correspondence.

IMPORTANT

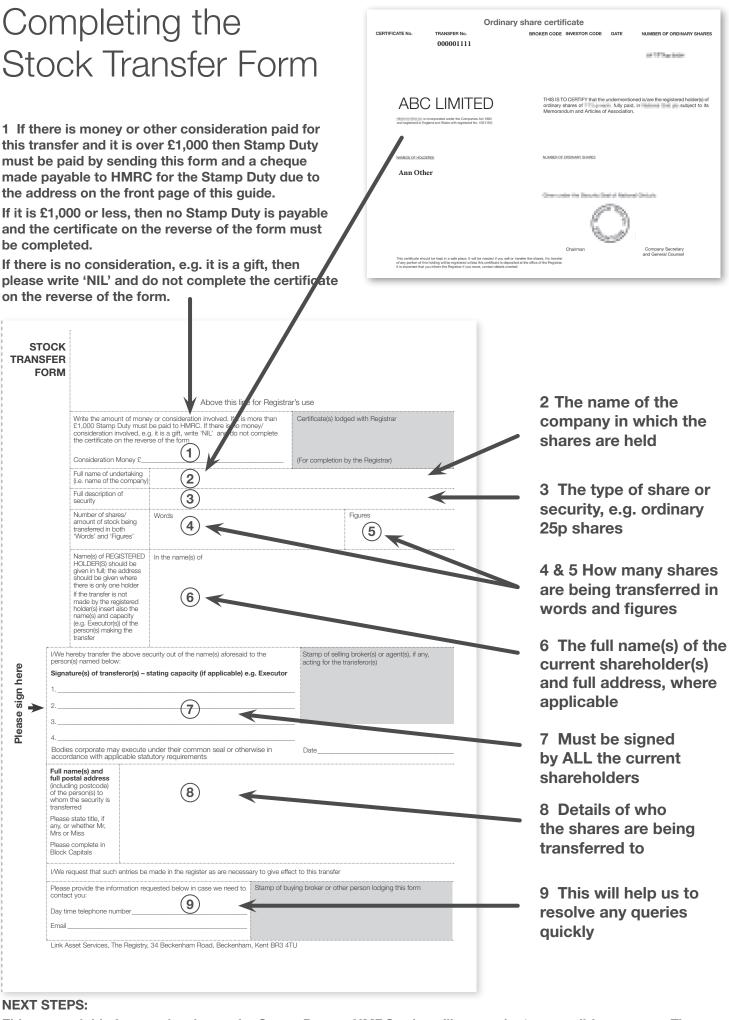
YOU MUST ENCLOSE THE SHARE CERTIFICATE(S)
WHEN RETURNING THE STOCK TRANSFER FORM TO LINK ASSET SERVICES, OR WE WILL NOT BE ABLE TO PROCESS THE TRANSFER.

If you need any further information about Stamp Duty and whether or not it needs to be paid for the transfer you want to do, you can refer to the HM Revenue & Customs (HMRC) website below:

www.hmrc.gov.uk/sd/shares/sharetransfers.htm

The address for Stamp Duty payments and enquiries is:

HM Revenue & Customs
Birmingham Stamp Office
9th Floor
City Centre House
30 Union Street
Birmingham B2 4AR



Either - send this form and a cheque for Stamp Duty to HMRC, who will return the 'stamped' form to you. Then send the stamped form and the share certificate(s) to Link Asset Services.

Or - if there is no Stamp Duty payable, send the form and the share certificate(s) to Link Asset Services.

TRANSFER FORM

Above this line for Registrar's use

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Link Asset Services, The Registry, 34 Beckenham Road, Beckenham, Kent BR3 4TU

FORM OF CERTIFICATE REQUIRED – TRANSFERS NOT CHARGEABLE WITH *AD VALOREM* STAMP DUTY

Complete Certificate 1 if:

 The consideration you give for the shares is £1,000 or less and the transfer is not part of a larger transaction or series of transactions (as referred to in Certificate 1).

Complete Certificate 2 if:

- The transfer is otherwise exempt from Stamp Duty and you are not claiming a relief, or
- The consideration given is not chargeable consideration.

Certificate 1	
Please delete as appropriate	I/We certify that the transaction effected by this instrument does not form part of a larger transaction or series of transactions in respect of which the amount or value, or aggregate amount or value, of the consideration exceeds £1,000.
**Delete this sentence if certificate is given by transferor	I/We* confirm that I/we* have been authorised by the transferor to sign this certificate and that I/we* am/are* aware of all the facts of the transaction. **
Signature(s)	Description ("Transferor", "Solicitor", etc.)
Date	

Certificate 2	
Please delete as appropriate	I/We certify that this instrument is otherwise exempt from ad valorem Stamp Duty without a claim for relief being made or that no chargeable consideration is given for the transfer for the purposes of Stamp Duty.
Delete this sentence if certificate is given by transferor	I/We* confirm that I/we* have been authorised by the transferor to sign this certificate and that I/we* am/are* aware of all the facts of the transaction.
Signature(s)	Description ("Transferor", "Solicitor", etc.)
Date	

NOTES

- (1) You don't need to send this form to HM Revenue & Customs (HMRC) if you have completed either Certificate 1 or 2, or the consideration for the transfer is nil (in which case you must write 'NIL' in the consideration box on the front of the form). In these situations send the form to the company or its registrar.
- (2) In all other cases including where relief from Stamp Duty is claimed send the transfer form to HMRC to be stamped.
- (3) Information on Stamp Duty reliefs and exemptions and how to claim them can be found on the HMRC website at www.hmrc.gov.uk/sd/shares/sharetransfers.htm