

**STOCK
TRANSFER
FORM**

(Above this line for Registrars only)

| | |
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| Please enter the amount of Consideration for this transfer | Certificate lodged with the Registrar |
| £ NIL | (For completion by the Registrar/Stock Exchange) |

| | |
|---------------|---------------------|
| Name of Stock | Example Company Ltd |
|---------------|---------------------|

| | |
|---------------------------|-----------------|
| Full description of Stock | Ordinary Shares |
|---------------------------|-----------------|

| | | |
|---|-----------------------|----------------|
| Enter the amount of shares to be transferred in both words and figures. (Please note the amount of stock must be specified. 'ALL' will not be accepted) | Words Five Hundred | Figures 500 |
|---|-----------------------|----------------|

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| 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 (e.g., Executor(s)) of the person(s) making the transfer. | In the name(s) of Mr John Smith 1 Example Street EX1 5TR |
|---|---|

| | | | | | |
|---|------------|----|----|----|---|
| <p>Signature(s) I/We hereby transfer the above security out of the name(s) aforesaid to the person(s) named below.</p> <table border="1" style="width: 100%;"> <tr><td>1. J Smith</td></tr> <tr><td>2.</td></tr> <tr><td>3.</td></tr> <tr><td>4.</td></tr> </table> <p>A body corporate should execute this transfer under its common seal or otherwise in accordance with applicable statutory requirements</p> | 1. J Smith | 2. | 3. | 4. | <p>Please insert the date below. Failure to do will result in the form being rejected and returned to you for completion.</p> <p>Date: 01/01/2025</p> |
| 1. J Smith | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

| | |
|--|---|
| <p>Full name(s) and full postal address(es) (including County or, if applicable, Postal District number) of the person(s) to whom the security is transferred.</p> <p>Please state title, if any, or whether Mr. Mrs. or Miss.</p> | <p>Miss Jane Smith 2 Example Street EX1 5TR</p> |
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I/We request that such entries be made in the register as are necessary to give effect to this transfer.

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| Stamp of Buying Broker(s) or, for transactions which are not stock exchange transactions, of Agent(s), if any, acting for the Transferor | Please provide your contact details here should we need to contact you and the name and address of where the Share Certificate is to be sent. |
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| | |
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| | <p>Telephone: 0121 5851131</p> <p>Email: info@nevilleregistrars.co.uk</p> <p>Address: Neville House Steelpark Road Halesowen B62 8HD</p> |
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Reference to the Registrar in this form means the registrar or registration agent of the undertaking, not the Registrar of Companies at Companies House

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 second 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, Executor)**

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

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 second 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, Executor)**

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

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 <https://www.gov.uk/guidance/stamp-duty-reliefs-and-exemptions-on-paper-shares>