

**TRANSFER FORM** (TRANSFERORS and TRANSFEREES TO SIGN)

**J10**

Consideration £		(For completion by the Registrar/Stock Exchange)
Full name of Undertaking		
Full description of Security		
Number or amount of Shares, Stock or other security and, in figures column only, number and denomination of units, if any.	Words	Figures  (            units of            )

**Transferor(s)**

Full name(s) and full postal address(es) (including County or, if applicable, Postal District number) of the person(s) from whom the security is being transferred.

**Transferee(s)**

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 being transferred.

For the consideration stated the named transferor(s) hereby transfer the above security to the named transferee(s) who hereby agree to take such security subject to the terms and conditions on which the transferor(s) have held the same. We request that such entries be made in the register as are necessary to give effect to this transfer. In witness whereof this transfer is executed below.

Dated: \_\_\_\_\_

Signed sealed and delivered by all transferor(s) and transferees(s)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

	Lodged by
--	-----------

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.\*\*

<i>Signature(s)</i>	<i>Description ("Transferor", "Solicitor", etc)</i>
.....	.....
.....	.....
.....	.....

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.\*\*

<i>Signature(s)</i>	<i>Description ("Transferor", "Solicitor", etc)</i>
.....	.....
.....	.....
.....	.....

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 [hmrc.gov.uk/sd](http://hmrc.gov.uk/sd).