

# Guidelines for completion of a CREST transfer form

To transfer share certificates held in your own name into your Dealing account, you will need to complete a CREST transfer form for each different security.

The CREST transfer form can be found within the Useful forms area of the website. All information needed to complete the form can be found on your certificate. The only fields you will need to complete are;

Information required	Detail
Name of Undertaking	Name of Company as written on the certificate e.g. Tesco Plc
Description of Security	Type of share e.g. Ordinary 5p
Amount of shares or other security in words	One Thousand
Figures	1000
In the name(s) of	Your full name as it appears on the share certificate and your address
Please sign here	Your signature

<b>CREST TRANSFER</b>		Above this line for Registrars' Use	
Counter Location Stamp		Licence or Reference <b>SDRN</b>	
Above this line for completion by the depositing system-user only			
Name of Undertaking	Consideration Money £		Certificate(s) Lodged with Registrar (To be completed by Registrar)
	Tesco Plc		
	Description of Security	Ordinary 5p	
		Amount of shares or other security in words	
Please complete form in type or in Block Capitals	One Thousand		Figures 1000
	In the name(s) of		Designation (if any)
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.	Mr A Sample 123 The Street Anytown Country AB1 2CD		Balance Certificate(s) Required  100
	I/we hereby transfer the above security out of the name(s) aforesaid into the name(s) of the system-member set out below and request that the necessary entries be made in the undertaking's own register of members.		
<b>PLEASE SIGN HERE</b>	Signature (s) of Transferor(s)		Stamp of depositing system-user <b>A J Bell Securities Ltd 446</b> 4 Exchange Quay Salford Quays Manchester M5 3EE  Member of The London Stock Exchange Authorised & regulated by The Financial Services Authority
	1. All owner's signatures		
	2. ....		
	3. ....		
Full name(s) of the person(s) to whom the security is transferred.	A body corporate should execute this transfer under its common seal or otherwise in accordance with applicable statutory requirements.		Date
	LAWSHARE NOMINEES LIMITED		Participant ID 446
Such person(s) must be a system user.			Member Account ID DEALING
<p>Encircle UK &amp; 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 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 EUI authorises EUI 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.</p> <p>This form should be used only for a transfer of a certificated unit of a 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.</p> <p>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>			

Please note the following when returning your signed transfer(s) and share certificate(s):

- Please include a covering letter detailing your Dealing account number and any additional instructions
- If all certificates are for the same security then you only need to fill in one transfer form (unless you have separate designated holdings in which case please complete a transfer form for each separate designation)
- If you would like some of the shares returned to you as a certificate, please write the number of shares you would like returned in the Balance certificate(s) requested box
- Please ensure that you use blue or black pen as we need your wet signature. If you make a mistake please cross it through and initial rather than use correction fluid
- If you are acting as a Power Of Attorney you will need to register this with the registrar before we can process the certificates
- Please let us know in the covering letter if your shares hold your previous address
- If the shares are not in your name please contact us at [help@ajbell.co.uk](mailto:help@ajbell.co.uk) and we will let you know how to make any changes needed

Please return your covering letter, signed CREST transfer form(s) and share certificate(s) to the following address:

AJ Bell  
Market Settlements Team  
4 Exchange Quay  
Salford Quays  
Manchester  
M5 3EE

Share certificates can be costly to replace so you may wish to consider sending these by registered mail.