

## 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.

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 (01) 553 0050. If you are outside the Republic of Ireland, please call +353 (0) 1 553 0050.**

### IMPORTANT

**YOU MUST ENCLOSE THE SHARE CERTIFICATE(S) WHEN RETURNING THE STOCK TRANSFER FORM TO CAPITA 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 should address your queries to the Revenue Commissioners.**

National Stamp Duty Office  
Cross Block  
Upper Castle Yard  
Dublin Castle  
Dublin 2  
D02 F342

LoCall: 1890 48 25 82  
Email: [dublinstamp@revenue.ie](mailto:dublinstamp@revenue.ie)  
Website: [www.revenue.ie](http://www.revenue.ie)

If you are applying for an exemption from stamp duty, please complete Section 10 of this form.

# Completing the Stock Transfer Form

1. If the shares are being transferred in exchange for cash, please write in the amount of money being paid. If no money is being paid, please write 'NIL'.



**STOCK TRANSFER FORM**

Above this line for Registrar's use

Certificate(s) lodged with Registrar	
Consideration Money €	(For completion by the Registrar)
Full name of undertaking (i.e. name of the company)	
Full description of security	
Number of shares/ amount of stock being transferred in both "Words" and "Figures"	Words: _____ Figures: _____
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 _____
I/We hereby transfer the above security out of the name(s) aforesaid to the person(s) named below:	
Signature(s) of transferor(s) – stating capacity (if applicable) e.g. Executor	
Stamp of selling broker(s) or agent(s), if any, acting for the transferor(s)	
1. _____	
2. _____	
3. _____	
4. _____	
Bodies corporate may execute under their common seal or otherwise in accordance with applicable statutory requirements	
Date _____	
Full name(s) and full postal address (including postcode) of the person(s) to whom the security is transferred	
Please state title, if any, or whether Mr, Mrs or Miss	
Please complete in Block Capitals	
I/We request that such entries be made in the register as are necessary to give effect to this transfer	
Please provide the information requested below in case we need to contact you:	
Stamp of buying broker or other person lodging this form	
Day time telephone number _____	
Email _____	

Capita Asset Services, Shareholder solutions, PO Box 7117, Dublin 2, Ireland. Tel. + 353 (0)1 553 0050

- 2 The name of the company in which the shares are held
- 3 The type of share or security, e.g. ordinary 25c shares
- 4 & 5 How many shares are being transferred in words and figures
- 6 The full name(s) of the current shareholder(s) and full address, where applicable
- 7 Must be signed by ALL the current shareholders
- 8 Details of who the shares are being transferred to
- 9 This will help us to resolve any queries quickly

Please sign here

# STOCK TRANSFER FORM

Above this line for Registrar's use

		Certificate(s) lodged with Registrar
Consideration Money € _____ [1]		(For completion by the Registrar)

Full name of undertaking (i.e. name of the company)	[2]
---	-----

Full description of security	[3]
------------------------------	-----

Number of shares/ amount of stock being transferred in both 'Words' and 'Figures'	Words	Figures
	[4]	[5]

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	[6]
---	-------------------	-----

I/We hereby transfer the above security out of the name(s) aforesaid to the person(s) named below: <b>Signature(s) of transferor(s) – stating capacity (if applicable) e.g. Executor</b> 1. _____ 2. _____ 3. _____ 4. _____ [7]	Stamp of selling broker(s) or agent(s), if any, acting for the transferor(s)
---	--

Please sign here →

Bodies corporate may execute under their common seal or otherwise in accordance with applicable statutory requirements Date \_\_\_\_\_

Full name(s) and full postal address (including eircode/postcode) of the person(s) to whom the security is transferred Please state title, if any, or whether Mr, Mrs or Miss Please complete in Block Capitals	[8]
---	-----

I/We request that such entries be made in the register as are necessary to give effect to this transfer

Please provide the information requested below in case we need to contact you: Day time telephone number _____ Email _____ [9]	Stamp of buying broker or other person lodging this form
--	--

# DECLARATION OF EXEMPTION FROM AD VALOREM STAMP DUTY

The Irish rate of stamp duty is 1% (the resultant duty is rounded to the nearest € and where the duty so calculated is less than €1 it is rounded up to €1).

If you are applying for an exemption from stamp duty, please enter details in the relevant boxes below indicating the appropriate declaration. This must be signed and stamped where appropriate below. For enquires on Stamp Duty/payment of Stamp Duty, please contact the Revenue Commissioners.

## Complete Section 1 OR Section 2

### Section 1 - Nil rate for the following:

- (a) Change of trustee
- (b) Nominee to beneficial holder
- (c) Beneficial holder to nominee
- (d) Nominee to nominee where the beneficial holder remains the same
- (e) Executor/Administrator to Beneficial Holder
- (f) 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

"It is certified that the instrument is a conveyance or transfer on any occasion, not being a sale or mortgage"

Please enter appropriate letter

Signature(s)	Description ("Transferor", "Solicitor", etc.)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Date

## OR

**Section 2 - Nil rate between live spouses/civil partners:** A declaration below must be signed by both spouses/civil partners as follows:

Please tick relevant box.

- Exemption under Section 96 of the Stamp Duties Consolidation Act 1999, applies by virtue of the fact that the parties to this instrument are spouses/civil partners.
- Exemption under Section 97 of the Stamp Duties Consolidation Act 1999, applies to the transfers of securities pursuant to an order by either or both of the spouses/civil partners to either or both of them.

I/We hereby certify that this instrument falls within the details entered above.

Spouse/Civil partner Signature

Spouse/Civil partner Signature

Date

Notes:  
 (1) If the above certificate is not completed, this transfer must be submitted to the Stamp Office and duly stamped or submitted Online where you will receive a Stamp Certificate. Affix the Stamp Duty Certificate to the Transfer Form.  
 (2) Transfers by means of a gift are NOT exempt from Stamp Duty under Irish Law.  
 (3) If the above transfer is exempt under section 96/97 of the Stamp Duties Consolidation Act, the signatures of both spouses are required.  
 (4) The original valid share certificate(s) must be submitted with this form.