

Request for Payment of Interest or Dividends

Please complete in BLOCK CAPITALS using black ink and return to the Registrar unless box G applies

A	Name of Company in which shares are held	<i>Registrars look after many companies. Enter the name of the company you have invested in as stated on your share certificate, tax voucher or other documentation from the company. If you leave this box blank, the form will have to be rejected.</i>	Shareholder Reference Number (if known)
			<i>This is your unique reference which will be stated on your certificates or tax vouchers</i>

B	Full name and address of the first named holder (see note 1 below)	<i>Clearly print your name and address as it appears on your share certificate, tax voucher or other documentation from the company. If you leave this box blank, the form will have to be rejected.</i>	Account Designation (if any)
			<i>If applicable, enter the designation you have given your account, otherwise leave blank.</i>
			Daytime Telephone Number
			<i>Instead of rejecting your request we may be able to resolve a query using the telephone.</i>

C	Full name(s) of any other holders (Including Deceased if applicable)	<i>If your shares are held jointly, state the second and any subsequent names as they appear on your share certificate, tax voucher or any other documentation from the company. If you are the sole holder, leave this section blank.</i>
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D	Signatures This form must be signed by ALL the registered holders, executors or administrators	<i>You must sign and date the form. If you are signing on behalf of someone else: using a Power of Attorney, for example, you must ensure that the registrar has seen and noted your authority in its records.</i>
	<p>When completed on behalf of a corporate body, each signatory should state the representative capacity e.g. Company Secretary, Director.</p> <p>_____ Date </p>	

Please pay future interest or dividends for the above company directly to the following or to any other bank or building society which that organisation may instruct

E	Name of Bank, Building Society or person	<i>Clearly print the name of the institution or person you wish to pay your dividends to.</i>
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F	Full address, including postcode	<i>Clearly print the full address. If you are paying dividends into a bank account for example, you should write the address of the branch where the account is held.</i>
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Notes

1. Where shares are in the name of a deceased holder, instructions signed by the executor(s) or administrator(s) should indicate the name of the deceased.
2. Payment in accordance with these instructions discharges the company and registrar from any further liability.
3. The registrar reserves the right to require additional confirmation of the signature.

Branch sort code		<i>This is a six digit number, often separated by two dashes into three groups of two figures. It will be printed on your cheques or on a recent bank/building society statement.</i>
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Account number		<i>Your account number will consist of up to 8 numbers and will be printed on your cheques, debit card or on a recent bank/building society</i>
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Building Society Reference or Roll Number (if applicable)		<i>If applicable, this will be printed on a recent building society statement.</i>
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G	Stamp of Bank/Building Society	If the holder is a corporate body the stamp of the bank or building society is required. For personal shareholders the stamp is required where payment is being made other than to the sole or first named holder. The branch stamp is required, to confirm that the signature(s) in box D is that of the shareholder(s) or an authorised signatory, before returning to the registrar.	
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