


## Stock Transfer Form

Consideration Money £ 100000		Certificate Lodged with the Registrar  (For completion by the Registrar/Stock Exchange)
Full name of undertaking (Note 1)	CLEARWATER VEHICLES LIMITED	
Full description of security (Note 2)	CLASS B PREFERENCE SHARE	
Amount of shares or number of stock units or shares or other security (in words) (Note 3)	ONE HUNDRED THOUSAND POUNDS	Figures: 100000  (                      units of                      )
Names(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. (Note 4)	In the name(s) of: TRUSTEES OF THE CARLTON JAMES RETIREMENT FUND, DAWS HOUSE, 33-35 DAWS LANE, LONDON. NW7 4SD	Account Designation (if any)
I/We hereby transfer the above security out of the name(s) of the aforesaid to the person(s) named below:  Signature(s) of transferor(s)  1.  .....  2. ....  3. ....  4. ....		Stamp of selling broker(s) or agent(s), if any, acting for the transferor(s).          Date: (Note 6)
Bodies Corporate should execute under their common seal or otherwise with applicable statutory requirements (Note 5)		
Full name(s) and full postal address(es) (including country or if applicable, postcode) of the person(s) to whom the security is transferred.  Please state title, if any, or whether Mr, Mrs, Ms or Miss. (Note 7)	TRUSTEES OF THE MAGNOLIA TRUSTEE SCHEME DAWS HOUSE 33-35 DAWS LANE LONDON NW7 4SD	
I/We request that such entries be made in the Register of Shareholders as are necessary to give effect to this transfer		
Stamp of buying broker(s) (If any)		Stamp or name and address of person lodging this form (if other than buying broker(s)). (Note 8)

**CERTIFICATE REQUIRED WHERE TRANSFER IS NOT CHARGEABLE  
TO AD VALOREM STAMP DUTY**

**Certificate One (Note 9)**

Complete Certificate One if both of the following apply:

- (i) consideration given for the shares is £1,000 or less; AND
- (ii) the transfer does not form part of a larger transaction or series of transactions where the total exceeds £1,000

	I hereby certify that the transaction effected by the 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 £1000.
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**Certificate Two (Note 10)**

Use Certificate Two in the following situations:

- (i) the transfer is exempt from Stamp Duty, for example, transfers in connection with divorce or the dissolution of a civil partnership
- (ii) the consideration given is not chargeable consideration.

	I hereby 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.
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Signature (s)



Description ( "Transferor", " Solicitor", etc)

TRANSFEROR

Date: 13/9/16.

**Note**

If Certificates One or Two have been completed, this transfer does not need to be submitted to the Stamp Office but should be sent directly to the Company or its Registrars.

## Notes for Completion of Stock Transfer Form

**The form must be completed in block capitals and black ink or typed.**

**Note 1** Name of the company in which the shares are held

**Note 2** Type of shares (for example, 'ordinary' 'preference').  
NB. This form can only be used for fully paid shares

**Note 3** Both boxes must be completed  
Left hand box – number of shares and amount of each unit in words  
Right hand box – as above but in figures

**Note 4** Full name of the registered holder(s) of the shares, i.e. the person(s) transferring the shares.  
Please use the same wording as on the share certificate(s).

If the registered shareholder is deceased, write the full name and address of the deceased, and also the full names of the Personal Representatives.

**Note 5** Signature(s) of the transferor(s). In the case of the company, the form should be executed in this box (sealed and/or signed) in accordance with the articles of the company.

**Note 6** This should be the date on which the stock transfer form is completed.

**Note 7** Full name and title(s) of the person(s) to whom the shares are being transferred. If there is more than one transferee, only the address of the first named needs to be shown.

**Note 8** If the new share certificate is to be sent to someone other than the persons named in the box referred to in Note 7, enter the details here, including any reference.

**Note 9** Certificate One: If the consideration or payment for the transfer is £1,000 or less, the share transfer is exempt from Ad Valorem Stamp Duty, *provided* that Certificate One has been signed.

The Certificate should be signed by the person making the transfer (or their solicitor or agent), and must state the capacity in which they are signing. The date should be the date that the exemption certificate is signed.

If the consideration is more than £1,000, and Certificate Two cannot be completed, stamp duty must be paid. There is a Stamp Office helpline, which can advise the amount of duty payable (see <http://www.hmrc.gov.uk>).

A cheque for the stamp duty should be made out to 'HMRC' and sent with the completed stock transfer form to the Stamp Office. The stock transfer form will be returned after stamping.

**Note 10** Certificate Two: If the transfer is otherwise exempt from stamp duty, OR the consideration given is not a chargeable consideration, complete Certificate Two.

As above, the Certificate should be signed by the person making the transfer (or their solicitor or agent), and must state the capacity in which they are signing. The date should be the date that the exemption certificate is signed.

The form **does not need to be submitted to the Stamp Office**, but should be sent direct to the Company or its registrars, in the following circumstances:-

- (a) Certificate 1 or Certificate 2 have been completed, or
- (b) No consideration is given for the shares (in which case, write 'nil' in the consideration box), it is not necessary to complete either certificate..

If a relief from Stamp Duty is being claimed, the completed stock transfer form, together with details of the relief claimed must be sent to HMRC for stamping.

## **CHECK**

1. Have you signed and dated the form? You will need to sign only once if the transaction is more than £1,000 (on the front) or sign twice if the transaction is £1,000 or under (on the front and back).
2. Have you inserted the amount / number of shares to be transferred in both words and figures?
3. Have you attached all the relevant share certificates?