

## Request for payment of interest or dividends **guidance notes**

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

Enter the name of the company you have invested in and your investor code, 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.**

### **2 Full name and address of the first named holder**

Clearly print your name and address as it appears on the share certificate, tax voucher or other documentation from the company. **If you leave this box blank the form will have to be rejected.**

#### **Account Designation (if any)**

Enter the designation you have given your a/c or leave blank.

### **3 Full name(s) of other holders (including deceased if applicable)**

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 a sole holder, leave this section blank.**

### **4 Signatures of shareholder(s)**

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.

#### **OR**

When completed on behalf of a corporate body each signatory should state their representative capacity e.g. Company Secretary, Director.

### **5 Name and address of bank, building society or person**

Clearly print the name of the institution or person you wish to pay your dividends to. If you are paying dividends into a bank account for example you should write the address of the branch where the account is held.

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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 state 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.

## Request for payment of interest or dividends

Please complete in BLOCK CAPITALS with **either blue or black ink** and return to the address below.

### 1 Name of the company in which the shares are held

Investor code (e.g. 00000999999)

This can be found on your share certificate or tax voucher

### 2 Full name and address of the first named holder (See note 2)

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.

Address




Post code

Account designation (if any)

Maximum of 8 digits

Daytime telephone number

(In the event of a query)

### 3 Full name(s) of other holders (including deceased if applicable)





### 4 Signatures of shareholder(s) (The registrar reserves the right to require additional confirmation of the signature(s))





In the case of corporate bodies, signatories should state their representative capacity (e.g. Director)

### 5 Name and address of bank, building society or person

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









Post code

Building society reference/roll number (if applicable)

Payment in accordance with these instructions discharges the company and registrar from any further liability.

**Return form to: Corporate Actions, Central Square, 29 Wellington Street, Leeds, LS1 4DL**