



Letter of Request

Please complete this form and return it to the address given for the Registrar of the Company the enquiry concerns

Please print all details in capitals.

Request by Executors or Administrators of a deceased Holder to be placed on the register as Holders in their own right		
Company Name		
Description of Security		
Amount of Stock or number of Stock units or shares or other security (complete both boxes)	Words	Figures
Full Name of Deceased		
<p>I/We the undersigned, being the Personal Representative(s) of the above-named deceased, hereby request you to register me/us in the books of the Company or Corporation as the Holder(s) of the above-mentioned security now registered in the name of the said deceased, subject to the several conditions on which the deceased held the same. Signature(s) of Personal Representative(s):</p> <p>1. _____ 3. _____ 2. _____ 4. _____</p>		
Please insert full name(s) and address(es) in block capital or type		
1. Forename(s) in full _____ Surname _____ (state Title) Address _____ Post Code _____		
2. Forename(s) in full _____ Surname _____ (state Title) Address _____ Post Code _____		
3. Forename(s) in full _____ Surname _____ (state Title) Address _____ Post Code _____		
4. Forename(s) in full _____ Surname _____ (state Title) Address _____ Post Code _____		
<p>Notes</p> <ol style="list-style-type: none"> 1 A separate letter of request must be used for each class of security. 2 The certificate(s) in the name of the deceased must accompany this form unless they are already held by the Registrar. 3 It is not necessary to send the grant of probate/letter of administration if they have already been registered in respect of this holding. 4 If a holding in the above name(s) already exists, the above security will be added to that holding, unless instructions are given to the contrary; both the existing and new holdings must then be given suitable designations. 5 If the dividends on the new holding are to be paid to a bank or other third party, a fresh dividend mandate must be completed omitting the name of the deceased shareholder. 6 No Stamp Duty is payable on this form in the case of a Company registered in England; in the case of a Company registered in Scotland Stamp Duty may be payable. 		<p>Name and address of person lodging this form (to whom the new share/stock certificate will be sent)</p>