

# How to complete your CREST Transfer form



This form should be completed when transferring certificated shares into your Vantage Fund and Share Account, or when selling certificated shares.

You should complete a separate Crest Transfer form for each stock/company that you are transferring (or selling).

If you hold multiple share certificates for the same company, you only need to complete one CREST transfer form, indicating the total number of shares you are transferring (or selling).

If you are transferring shares into your Vantage Fund & Share Account, please also complete a [Vantage Fund & Share Account Transfer Form](#) that you can download from our website. Please ensure you have read and agree to our [Terms and Conditions](#) and [Key Features](#) before you return your form.

- 1** Enter the name of the stock being transferred, e.g. **BT Group**
- 2** Enter the type of shares being transferred, e.g. **Ordinary shares of 5p**. This should be stated on your share certificate.
- 3** State the number of shares being transferred, first in words (**3a**), then in figures (**3b**)
- 4** Enter the name(s) of all shareholders. If the shares are held in a sole name, please also enter the address that the registrar holds for you.
- 5** If the share certificates contain a designation after the registered name, enter the designation here.
- 6** If you are only transferring part of your holding, please enter the number of shares you wish to remain in certificated form. A new certificate for this number of shares will be sent to you once received from the registrar.
- 7** All shareholders as named on the certificate must sign in this box.

<p><b>CREST TRANSFER</b></p> <p>Counter Location Stamp</p> <p>Barcode or reference</p> <p style="text-align: center;"><b>SDRN</b></p> <p style="text-align: center;"><small>Above this line for completion by the depositing system-user only.</small></p> <p>Consideration Money</p> <p>Name of Undertaking.</p> <p>Description of Security.</p> <p><small>Please complete form in type or in block capitals.</small></p> <p>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.</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Please Sign Here</b> →</p> <p>Full name(s) of the person(s) to whom the security is transferred.</p> <p>Such person(s) must be a system-member</p> <p><small>Reference to the Registrar in this form means the registrar or registration agent of the undertaking, <b>not</b> the Registrar of Companies at Companies House.</small></p>	<small>Above this line for Registrar's use</small>		
	<b>1 BT Group</b>		
	<b>2 Ordinary shares of 5p</b>		
	<b>3a One Hundred Shares</b>		
	<b>3b 100</b>		
	<b>4 Andrew Paul Example Street Town County Postcode</b>		
	<b>5</b>		
	<b>6</b>		
	<p>I/We hereby transfer the above security out of the name(s) aforesaid into the name(s) of the system-member set out below and request that the necessary entries be made in the undertaking's own register of member.</p> <p>Signature(s) of transferor(s)</p> <p>1. <b>7</b> <i>A.P. Example</i></p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p> <p><small>A body corporate should execute this transfer under its common seal or otherwise in accordance with applicable statutory requirements.</small></p>		<p>Certificate(s) lodged with Registrar <small>(To be completed by Registrar)</small></p> <p>Figures</p> <p>Designation (if any)</p> <p>Balance certificate(s) required</p> <p>Stamp of depositing system-user</p> <p style="text-align: center;"><b>Hargreaves Lansdown</b> One College Square South Anchor Road, BS1 5HL <b>335</b></p> <p>Date</p>
	<b>Hargreaves Lansdown Nominees Limited</b>		<p>Participant ID</p> <p style="text-align: center;"><b>335</b></p> <p>Member Account ID</p> <p style="text-align: center;"><b>HLNOM</b></p>
<p><small>CRESTCo Limited is delivering this transfer at the discretion and on behalf of the depositing system-user whose stamp appears herein and does not in any manner or to any extent warrant or represent the validity, genuineness or correctness of the transfer instructions contained herein or the genuineness of the signature(s) of the transferor(s). The depositing system-user by delivering this transfer to CRESTCo Limited authorises CRESTCo Limited to deliver this transfer for registration and agrees to be deemed for all purposes to be the person(s) actually so delivering the transfer for registration.</small></p> <p><small>This form should be used only for a transfer of a certificated unit of a security to a CREST member to be held by a CREST member in uncertificated form. It should not be used for conversion of a unit held by a CREST member into uncertificated form.</small></p> <p><small>The CREST rules require that this form be used for the transfer of a unit of a certificated security to a CREST member to be held by that member in uncertificated form. Any such transfer on this form is exempt from stamp duty.</small></p>			

## What to do with this form?

Once you have completed your form please return it to Hargreaves Lansdown at the below address. Please ensure you remember to enclose your original share certificate(s) – we cannot accept photocopies. You might wish to return your form and certificates by registered mail.

**Hargreaves Lansdown, One College Square South, Anchor Road, Bristol, BS1 5HL**

**CREST  
TRANSFER**

Above this line for Registrar's use

Counter Location Stamp	Barcode or reference  <b>SDRN</b>
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Above this line for completion by the depositing system-user only.

Consideration Money	Certificate(s) lodged with Registrar (To be completed by Registrar)
Name of Undertaking.	
Description of Security.	Figures
Amount of shares or other security in words	
In the name(s) of  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.	Designation (if any)
	Balance certificate(s) required
I/We hereby transfer the above security out of the name(s) aforesaid into the name(s) of the system-member set out below and request that the necessary entries be made in the undertaking's own register of member.  Signature(s) of transferor(s)  1. .... 2. .... 3. .... 4. ....  A body corporate should execute this transfer under its common seal or otherwise in accordance with applicable statutory requirements.	Stamp of depositing system-user  <b>Hargreaves Lansdown</b> One College Square South Anchor Road, BS1 5HL <b>335</b>
	Date

**Please Sign Here** →

Full name(s) of the person(s) to whom the security is transferred.

Such person(s) must be a system-member

Reference to the Registrar in this form means the registrar or registration agent of the undertaking, **not** the Registrar of Companies at Companies House.

<b>Hargreaves Lansdown Nominees Limited</b>	Participant ID
	<b>335</b>
	Member Account ID
	<b>HLNOM</b>

CRESTCo Limited is delivering this transfer at the discretion and on behalf of the depositing system-user whose stamp appears herein and does not in any manner or to any extent warrant or represent the validity, genuineness or correctness of the transfer instructions contained herein or the genuineness of the signature(s) of the transferor(s). The depositing system-user by delivering this transfer to CRESTCo Limited authorises CRESTCo Limited to deliver this transfer for registration and agrees to be deemed for all purposes to be the person(s) actually so delivering the transfer for registration.

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