

How to complete the Small Estates Declaration & Indemnity form (“Small Estates Package”) – UK Companies

In order for the death of the deceased shareholder to be updated on the Register of Members, in respect of a sole shareholding, it is required that you forward on to us the original Grant of Representation, an official sealed copy by the Probate Office or a scanned image where the holding is less than £20,000.

If you do not intend to apply for a Grant of Representation, you may register the shareholder’s death using our Small Estates Package, provided that the total value of the shares held is not more than £30,000.

If you would like to use our Small Estates Package, please complete the Small Estates Declaration and Indemnity form and return to us completed and signed. You are also required to enclose the following document:

- the death certificate (any photocopies will not be returned).

If you would like to transfer the shares after the death of the shareholder has been registered, please complete a Stock Transfer Form. Our Stock Transfer Form and guidance notes can be found on our website www.linkgroup.eu and should be completed and returned back to us along with the relevant share certificate(s).

Please be aware that only after the death of the shareholder has been noted on the Register can any documents be amended to note the capacity of the personal representative(s) or the shares be transferred/sold.

Please note that you are under no obligation to use our Small Estates Package and, as an alternative, you can send us a Grant of Representation and we will register the shareholder’s death free of charge.

If you are in possession of the share certificates and wish to have them reissued in a new name, please send these into us with a completed stock transfer form, and we will replace them. Please be aware, however, that any existing share certificates do remain valid.

If you do not have the original share certificate(s) for the total holding and wish to obtain a replacement(s), please send us a signed request for a Letter of Indemnity. Alternatively, please call us on 0800 181 4702 to complete a Letter of Indemnity request over the phone.

Further information regarding our Letter of Indemnity procedures and fees can be found on our website, www.linkgroup.eu.

Completing the Small Estates Declaration & Indemnity form

Please read the following instructions carefully before completing the Small Estates Declaration and Indemnity form.

The numbers below relate to the attached form.

1. To the Directors of

Please enter the name of the company that the shares are held in.

Please note that you must complete a separate form for each company in which shares are held.

2. Name, address, date of bereavement and value of shares

Please complete this section in full including the value of the shares as at the date of death. These values can be obtained from the London Stock Exchange (Website: www.londonstockexchange.com; Tel: +44 (0) 207 797 1000) or a stockbroker.

Please note that, as Registrars, we are not regulated to provide share valuations.

3. Full name(s) and signature(s) of Personal Representative(s)

Please enter the full name, address and signature of all Personal Representative(s) that you require to be added to the account.

4. Date

Please enter the date of completion of this form.

5. Mandate details (UK accounts only)

Please complete your bank details to enable future dividends to be paid directly into your nominated account.

Fees

Please note a fee is charged for each individual small estates form completed. For further information on our fees please visit our website at www.linkgroup.eu/bereavement.

Small Estates Declaration & Indemnity form ("Small estates package")

To the Directors of	
Name of Deceased	
Address	
Total Shareholding	
Date of Bereavement	

I/We do solemnly and sincerely declare that I am/We are the only person(s) entitled to deal with the estate of the said deceased.

The total value of the above shareholding is not more than £30,000. There is no liability to capital transfer tax or estate duty in respect of the deceased's estate. No inheritance tax is payable on the deceased's estate.

I/We do not intend nor, to the best of my/our knowledge, does any other person intend to apply for a grant of probate or letters of administration or a certificate of confirmation, in respect of the deceased's estate.

IN CONSIDERATION of you agreeing to place my/our name(s) upon the share register as personal representative(s) without extracting a grant of representation of the Estate,

I/We (jointly and severally) agree:

- To indemnify you against all claims, demands, liabilities, costs, charges and expenses that may be brought against you or incurred by you or arising out of or in connection with your so doing, including in particular payments of entitlements and costs and expenses to another applicant if any of the statements are incorrect.
- In the event of legal proceedings against you in connection with any such claim, from time to time upon demand to provide you with any funds you may require to defend such proceedings, and in default of my/our so doing you shall be entitled to admit or settle such proceedings on such terms as you may think fit to recourse to me/us. I/We undertake to obtain and produce a grant of representation of the estate of the deceased if the Company needs one in the future.

Full Name(s) of Representative(s)			
Address		Post Code	
<p>Mandate details Please forward until further notice all dividends that may from time to time become due to me/us in respect of any shares held in the above company. Your compliance with this request will discharge the company's liability in respect of such dividends. The Registrar cannot accept responsibility in the event that the sort code or account number given by you is incorrect.</p>			
YOUR FULL NAME (NAME ON YOUR BANK ACCOUNT)			
SORT CODE		ACCOUNT NUMBER	
BUILDING SOCIETY REFERENCE OR ROLL NUMBER (IF APPLICABLE)			
Signature 1		Signature 3	
Signature 2		Signature 4	
Date			