

Bereavement and shareholdings

Providing **help** in difficult times

Capita Trust Company Limited

One of Capita Registrar's sister companies, Capita Trust Company Limited, offers a wide range of estate, investment and financial planning services to both corporate and private clients.

For further information please contact by telephone:

020 7800 4188 or by email info@capitatrust.co.uk or visit their website at www.capitatrust.co.uk

Probate and inheritance tax

For help & guidance on probate and inheritance tax you may find the following helpline and websites useful:

Probate and inheritance tax helpline: 0845 3020900

www.hmrc.gov.uk

www.hmcourts-service.gov.uk

www.direct.gov.uk

This guide has been designed to offer help when dealing with the shares of a person who has died. It also explains how to change ownership of the shares quickly and efficiently.

For more help and information, you can call our shareholder helpline on:

0871 664 0300

Calls cost 10p per minute plus network extras.

Lines are open 9.00am to 5.30pm Monday to Friday.

(+44 20 8639 2157 from outside the UK)

Textphone: 0208 639 2062

Or, you can get in touch with us by email or post:

ssd@capitaregistrars.com

www.capitaregistrars.com/shareholders/information

Capita Registrars
The Registry
34 Beckenham Road
Beckenham
Kent
BR3 4TU

Frequently asked questions

1. What do I do now?

When a shareholder has died, anything they owned or owed has to be calculated – this is known as the estate. The estate includes any shares and uncashed dividend payments. The people appointed to deal with the estate are called executors, administrators or personal representatives.

As a personal representative, you will need to know how much the shares are worth. We will be able to tell you the details of the shareholding, but we cannot provide a valuation. You can get up-to-date share prices from the internet, a bank or stockbroker, newspapers with a financial section, or on teletext.

If the total value of shares is less than £15,000 and the total estate is less than £20,000, you could deal with the shares using a 'Small Estates' package.

If you would like to do this, let us know and we will send you the information you need.

But, if the value of the estate or the shares is over those amounts, you may need to get a 'UK grant of representation' which includes the following legal documents:

- Probate
- Letters of Administration
- Scottish Confirmation.

You can apply to your local probate office, registry office (or in Scotland, the Sheriff Court), for these documents. The contact details you will need are given in this leaflet.

If the shareholder who has died had shares in a company whose register is held in the Channel Islands, please get in touch with us as the documents we need will be different. Our Small Estates package also has different limits for shareholders in the Channel Islands.

2. What do I need to send to Capita Registrars?

UK grant of representation

When you have a UK grant of representation please send us the original or an official copy which has been sealed by the court.

We also need you to send us the following:

- The share certificate(s)
- Any uncashed dividend cheques
- If you would like to transfer the shares, a filled in stock transfer form

3. What do I do if I can't find the share certificate(s)?

If you can't find the share certificate(s) please get in touch with us and we will let you know what you need to do.

4. Are there any outstanding payments?

When you get in touch with us we will be able to let you know the amounts of any outstanding payments.

5. How do I transfer the shares?

The shares cannot be transferred until the grant of representation has been registered. Once this has been done, we will send you a stock transfer form.

6. How can I sell the shares?

If you wish to sell the shares, you will need to contact a stockbroker, financial adviser or Capita Share Dealing Services. To contact Capita Share Dealing Services, for more information, phone 0871 664 0448 (calls cost 10p per minute plus network extras). Lines are open Monday-Friday 8am-4.30pm. From outside of the UK dial +44 203 367 2709.

7. What do I do if shares are held in joint names?

If the shares are held in joint names, we will remove the name of the shareholder who has died and the shares will be kept in the name of the other joint holder or holders. So that we can do this, please send us the following:

- The original death certificate
- All share certificates
- Any outstanding dividend cheques.

8. Will you need me to pay a fee?

We may need a fee for some of the services mentioned in this leaflet – please get in touch with us for more information.