



Change of Ownership of a Share

TRANSFER IN THE EVENT OF A SHARE PURCHASED FOR A JUNIOR.

When the junior member reaches the age of 16, the Shareholder should contact the Trust Secretary at the Pompey Study Centre, Anson Road, Portsmouth, PO4 8TB and provide:

- (a) The Share number to be transferred.
- (b) The name and address of the current Shareholder.
- (c) The existing share certificate.
- (d) The name of the new Shareholder.
- (e) Contact details of the new Shareholder:
 - Postal Address.
 - Post Code.
 - Email address.
 - Phone number.

The Shareholder should also supply a copy of the new Shareholder's birth certificate. On receipt of this information, and after checking, the database can be updated and a new share certificate will be issued.

TRANSFER IN THE EVENT OF THE DEATH OF AN EXISTING SHAREHOLDER:

The Trust Secretary should be informed of the death, either by the transferor or the executor;

- (a) They should provide a copy of the death certificate, a copy of a will if there is one or a copy of the letter of probate or letters of administration.
- (b) They should supply the existing share certificate(s).
- (c) They should supply two copies of ID information for the recipient of the share, eg, a recent utility bill and a copy of a passport, driving licence, etc.
- (d) Once approval has been given, the Membership Secretary should be informed and he/she will update the Trust's database and arrange to issue a new share certificate(s).

ANY OTHER TRANSFER:

The Trust Secretary should be contacted.

- (a) The transferor should supply a signed and dated letter indicating intent to transfer the share(s).
- (b) The transferor should supply the existing share certificate(s).
- (c) The transferor should supply two copies of ID information for the recipient of the share, eg, a recent utility bill and a copy of a passport, driving licence, etc.
- (d) Once approval has been given, the Membership Secretary should be informed and he/she will update the Trust's database and arrange to issue a new share certificate(s).