

Change of Address Form

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Guidance Notes

If you require help in completing this form, please contact Capita Registrars (Ireland) Limited.

Kindly note that if any part of the form is completed incorrectly it will be rejected, any amendments that are made must be initialled.

The form will be rejected if correction fluid or adhesive labels are used.

Proof of posting will not be accepted by the registrar and documents are sent to and from the registrar at the shareholders' risk.

CHANGE OF ADDRESS FORM

KINDLY NOTE: This form can be used if you wish to change the address on the register of members. One form should be completed per shareholding and it must be signed by the first named shareholder to be effective. The Company and Capita Registrars (Ireland) Limited accept no liability for any instruction that does not comply with these conditions.

HOW TO COMPLETE THIS FORM

We provide an online shareholder service that allows private shareholders, who have fully registered for online services, to change their address on line for a particular company.

Alternatively private and corporate shareholders can advise of a change of address by post. Please complete the attached form and return by post to Capita Registrars (Ireland) Limited, P.O. Box 7117, Dublin 2, Ireland.

1. NAME OF THE COMPANY IN WHICH THE SHARES ARE HELD:

Enter the name of the company you have invested in as stated on your share certificate, tax voucher or other documentation from the company. If you leave this box blank, the form will be rejected.

2. INVESTOR CODE (IVC):

Enter your investor code, an eleven digit number as stated on your share certificate, tax voucher or other documentation from the company.

3. SHAREHOLDERS NAMES:

Clearly print your full name as it appears on your share certificate, tax voucher or other documentation from the company. If you leave this box blank the form may be rejected. Please note that initials are not acceptable.

Account Designation (if any): If you have an account designation, this will be shown on your certificate, tax voucher or any other documentation from the company as a series of up to eight characters after the sole or first name holder. E.g. John Smith A/C 1.

If your shares are held jointly, state the second and any subsequent names as they appear on your share certificate, tax voucher or any other documentation from the company. Please note that initials are not acceptable.

4. NEW ADDRESS:

Enter the new postal address, in full, in block capitals together with the postcode (if applicable). If there is more than one shareholder only the address of the first shareholder needs to be shown.

5. OLD ADDRESS:

Enter the last registered postal address, in full, in block capitals, together with the postcode (if applicable). If there is more than one shareholder only the address of the first shareholder needs to be shown.

6. DAYTIME TELEPHONE NUMBER:

This box is optional, and is not required if you do not wish us to contact you by telephone.

7. SIGNATURE(S) OF SHAREHOLDER(S):

All holders must sign here. If you hold Power of Attorney for the registered holder, or are a personal representative please sign here stating your capacity.

N.B. If the legal documentation that allows you to sign on behalf of the shareholder has not already been submitted to the registrar, it must be included with the form.

All certified copies of a Power of Attorney must be certified under the Powers of Attorney Act 1996. The document must be certified in ink on every page by the donor, or by a solicitor or stockbroker, to state that it is a true and complete copy of the original. Capita Registrars (Ireland) Limited can not accept a photocopy that has not been certified in ink on every page.

Companies: The form should be sealed or signed by two authorised signatories of the Company, whose representative capacity (e.g. Director and Company Secretary) must be stated.

Change of Address Form

PLEASE COMPLETE IN BLOCK CAPITALS

1	Name of Company in which shares are held	
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2	Investor Code (IVC) e.g. 00000099999										
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3	Shareholder(s) Name(s) & Account Designations (If Any)	First Named Shareholder & Account Designation (If Any)
		Second Named Shareholder
		Third Named Shareholder
		Fourth Named Shareholder

4	New Address:	5	Last Registered Address:
	Post Code		Post Code

6	Daytime Telephone Number (in case of a query):
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7	Signed: (The first named shareholder can affect by signing the below)	
	First Named Shareholder:	Second Named Shareholder (Optional)
	Third Named Shareholder (Optional)	Fourth Named Shareholders (Optional)

NB:	1. Executor(s) or Administrator(s) must also insert the name of the deceased holder.
	2. A body corporate should sign by means of Authorised Signatories, whose capacity must be stated.
	3. We do NOT amend share certificates when changing an address. Please do not send any share certificates with this form.

ADDITIONAL NOTES:	
<ul style="list-style-type: none"> Kindly note that if any part of the form is completed incorrectly it may be rejected, any amendments that are made must be initialled. The form will be rejected if correction fluid or adhesive labels are used. Proof of posting will not be accepted by the registrar and documents are sent to and from the registrar at the shareholders' risk. YOU CAN CHANGE YOUR ADDRESS ONLINE, PLEASE VISIT www.capitaregistrars.ie AND FOLLOW THE LINKS. 	