

## **Bank Mandate Form**

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## **Guidance Notes**

**If you require help in completing this form, please contact your Bank or Building Society.**

**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.**

## BANK MANDATE FORM

**KINDLY NOTE:** This ensures that you receive your dividend or interest payment(s) on the payment date to a bank account of your choice. This minimises the risk of misappropriation and means you do not have to worry about lodging a cheque to your bank. 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

Please read the following instructions carefully before completing the form. The numbers below relate to the attached form.

**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. FULL NAME AND ADDRESS OF THE FIRST NAMED HOLDER:**

Clearly print your name and address as it appears on your share certificate, tax voucher or other documentation from the company. If you leave this box blank the form will be rejected.

**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.

**3. FULL NAME(S) OF OTHER HOLDER(S) (INCLUDING DECEASED IF APPLICABLE):**

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. If you are a sole holder, leave this section blank.

**4. 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(s) 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 mandate.

All certified copies for 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.

**5. NAME AND ADDRESS OF BANK, BUILDING SOCIETY OR PERSON:**

Clearly print the name of the institution or person you wish to pay your dividends or interest payments to. If you are paying dividends or interest payments into a bank account for example you should write the address of the branch where the account is held.

**6. STAMP OF BANK OR BUILDING SOCIETY:**

The branch stamp is required to confirm that the signature(s) in box 4 is that of the shareholder(s) and/or Authorised Signatory.

**ADDITIONAL NOTES**

Handwritten information & information entered on this form outside the boxes will not be captured by our data processing department. Please allow at least 5 business days to ensure delivery by the closing date. We do not accept facsimiles. All enquires regarding this form should be addressed to Capita Registrars (Ireland) Limited, P.O. Box 7117, Dublin 2.

**CURRENCY ELECTIONS**

Some companies allow their shareholders to elect to receive their entire dividend or interest payment in a limited number of different currencies. Where the dividend or interest payment paying company offers this facility certificated shareholders (and CREST members, where currency elections are not available via CREST), must complete a DIVIDEND CURRENCY ELECTION FORM, signed by all registered shareholders and return it to Capita Registrars (Ireland) Limited, P.O. Box 7117, Dublin 2, Ireland. The form should be received prior to the currency election closing date of the dividend to which you are applying for a currency election. Your account will be updated and the mandate will stay in place until cancelled or you submit another currency election form or until the facility is withdrawn by the issuing company.

Where currency elections are available in CREST you should follow the instructions available from Euroclear UK and Ireland Limited.

**Capita will not accept any liability from any cash dividend/interest payment currency election instruction being deemed invalid by the misuse of this form or the consequences thereof.**