



Global Nominee Application Form

Spouse / Civil Partner

To open an Equiniti Global Nominee Account, please complete and sign this application form and post it to the address given in the form, or alternatively, please email the form to **nominee@equiniti.com**. Please read this form in conjunction with our Global Nominee Terms and Conditions. If you have any questions about this form, please call the Customer Experience Centre on **+44 (0) 330 1230 059**.

Please complete all fields (where applicable) in block capitals.

Section A Your Personal Details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First Name(s)

Middle Name(s) (if any)

Last Name(s)

Company whose shares you will hold in this account

Permanent Home Address (including House Number/Name and Street Name)
Postcode/Zip Code

Country of Residence

Email Address

Telephone (including country code)

Date of Birth Gender

Mother's Maiden Name

Town of Birth Country of Birth

Tax Residence Details:

Country of Tax Residence

National Insurance Number / Tax Identification Number I have no National Insurance Number / Tax Identification number ☐

If you do not have a National Insurance Number / Tax Identification Number, please indicate why:

Additional Country of Tax Residence (1) (2)

Taxpayer Identification Number (1) (2)

Do you hold US citizenship, residency or a Green Card? Yes ☐ No ☐

(if you indicate Yes, we will also require you to provide us with IRS form W9, which can be downloaded from www.irs.gov/w9)

As you are applying as a spouse/civil partner of a current employee, please provide your spouse's/civil partner's Global Nominee Account Number

Section A Your Personal Details (continued)

Nationality Details:

Please disclose your nationality details, by completing the country of each (up to three) in the boxes below.

--	--	--

Primary Nationality Details:

If you have **sole UK Nationality**, you do not need to complete this part. For all other customers, you will need to establish your Primary Nationality and complete the relevant National Identifier & National ID Code for this in the box below, according to the instructions in the **Appendix** (at the end of the form) or using www.nationalitycalculator.co.uk.

	National Identifier	National ID Code	Tick if unable to provide
First Priority		1	☒
Second Priority		2	☒

Section B Banking details

Full name of Bank			
Address Details (including country)			
Name of Account Holder			
Bank Account Number or IBAN			
Sort Code/Routing Number/Bank Code			
SWIFT/BIC Code (mandatory for non-UK banks only)			
Bank Account Type	Current/Checking ☐	Savings ☐	Other
ABA/ACH Routing Number (if applicable)			
For further credit to			

Section C Income and Currency Preferences

Please indicate how you would like us to treat dividend income from your shares by choosing **one** of the following three options:

1. Pay dividend cash to the bank account detailed in Section B or as previously supplied ☒ (Minimum dividend withdrawal is £100)

Preferred currency for remittance and valuations – unless GBP is chosen, a currency conversion fee will apply

or

2. Reinvest dividend cash in shares in my company ☒ (Fees apply and are viewable in the documentation provided to you)
Please note this option is not available to all participants, please review your documentation to check this option is available to you prior to selecting. If you select this option and it is not available to you, dividend income will be held as cash in your Global Nominee account until an alternative instruction is received.

or

3. Hold dividend cash in my Global Nominee account; ☒
 - I understand that interest is not paid on cash balances in the account;*
 - I understand that if Section C is not fully completed, then my dividends will be held as cash in my Global Nominee account until I give alternate instructions.*

Section D Required documentation

For anti-fraud and identify information purposes, we are required to view additional documentation prior to opening a Spouse/Civil Partner Global Nominee account. This may involve using the data search agency “Tracesmart” as part of our identification procedure. We will be unable to open your Global Nominee account until the documentation is received and we have verified your identity.

Please review the list below and provide us with the required number of document(s) depending on resident status.

Resident Status	List A – Name / Identity Number of documents required	List B – Address Number of documents required
UK National living in the UK	One	One
UK National living abroad	One	Two
EU national living in the UK	One	Two
EU national living in home country	One	Two
Other foreign national living in the UK	Two	Two
Other foreign national living elsewhere	Two	Two

Please tick the relevant boxes with the documents provided

List A: Proof of name and identity (scanned certified copy):

- Signed Passport ☒
- National identity card with photograph ☒
- UK or EU driving licence with photograph ☒
- Any verifiable current government document containing a photograph ☒

List B: Proof of address (scanned copy):

- Current council tax or utility bill ☒
- Current bank or building society statement containing current address ☒
- Current mortgage statement or rent book ☒
- Driving licence (if not used to confirm identity and if none of the above can be obtained) ☒

Proof of name and identity documents must be certified and the person undertaking the certification must provide the following:

‘Certified to be a true copy of the original seen by me’
- Signature and date
- Name under signature
- Occupation
- Address and phone number

Certification can only be undertaken by:
A government department
An entity authorised or regulated by the Financial Conduct Authority (e.g. a bank)
A member of a professional body (such as an Accountant)
A legal professional (including a notary)
A board member of a listed entity (including the Company Secretary)

Section E

Declaration

I declare that:

- I wish to open a Global Nominee Account as indicated in this Application Form;
- I am at least 18 years of age;
- I agree to be bound by the Global Nominee Terms and Conditions and Privacy Policy which form part of this Application Form;
- I agree to Equiniti Limited to verify my identity with a data search agency for anti-fraud purposes;
- I have retained a copy of the Terms and Conditions; and
- I am permitted to use this service under the laws of the jurisdiction(s) to which I am subject, and I will instruct you to remove the shares from the service if this situation changes.
- For participants resident in China only – I instruct Equiniti Financial Services Limited (“Equiniti FS”) to pay all sale proceeds, dividend or other income payments due to me from the Global Nominee Service to my employer’s bank account or SAFE registered account. In so doing, I accept that, where applicable, Equiniti FS has discharged its duty under the Financial Conduct Authority’s Client Money rules and that any funds transferred in accordance with this instruction will no longer be protected as Client Money.

Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Next steps

Please return this form by email to nominee@equiniti.com or by post to:

Global Nominee Team
PO Box 4982
Lancing
BN99 8SQ
United Kingdom

US citizens, residents and Green Card holders only: Please send us a signed W9 form. You may return the W9 form by email, provided that you also send a paper form by post. We are required to hold an original W9 form for all US Persons.

Appendix National Identifier Instructions

Below, you will find a table that lists the countries of the European Economic Area (EEA), including a section for any non EEA countries, and details of each country's requested National Identifier. Following the instructions and using the information provided in the table below, please establish your **Primary Nationality** & complete the relevant **National Identifier** details in Section A, for all account applicants. Alternatively you can refer to www.nationalitycalculator.co.uk.

You are **not** required to complete the National Identifier details in Section A if you are a UK National **only**.

Using the table

1. Establishing your Primary Nationality

Referring to the table below and the **Country column**, whichever of your nationalities is listed **highest** will be your **Primary Nationality**. (Please note, the countries are ordered alphabetically according to the National ID Code). *E.g. if you are a national of the United Kingdom and Spain, as Spain is listed higher than the UK in the Country column list, your Primary Nationality will be Spain.*

2. Identifying your National Identifier

Once you have established your **Primary Nationality**, you must provide us with the details of a relevant **National Identifier** as requested in the table below, in the order of priority as indicated in each field. Please refer to the country specific instructions in the table for further guidance. *E.g. using the same example as above, if your country of Primary Nationality is Spain, you will need to complete your Spanish Tax Identification Number & the National ID Code (ES1) in Section A.*

Please note:

- If you are unable to provide a National Identifier as requested, please complete the National ID Code & **tick the box** in Section A to confirm that you are unable to provide the details.
- You will need to provide **one** National Identifier **in the order of priority** listed in each field. E.g. if you have established that your country of Primary Nationality is Czech Republic, you should only provide us with your Czech Republic National Passport Number if you are unable to provide your National Identification Number in the first instance **and tick** to confirm you are unable to provide the first priority National Identifier.
- *If you have established your **Primary Nationality** as one of the following countries, **Estonia, Spain, Iceland, Italy, Malta or Poland** and you are unable to provide a National Identifier as requested, **trading rules will prevent us from accepting your instruction to trade or transfer.**

Please contact the Customer Experience Centre if you have any questions regarding this table and/or completing the relevant details in Section A.

Country	National Identifier	National ID Code	Country specific instructions for completing Section A
Austria	No additional data required	AT1	Leave the National Identifier & National ID Code boxes blank.
Belgium	Belgian National Number (Numéro de register national – Rijksregisternummer)	BE1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.
Bulgaria	Bulgarian Personal Number	BG1	
Cyprus	National Passport Number	CY1	
Czech Republic	First Priority: National Identification Number (Rodné číslo)	CZ1	Enter the National Identifier & National ID Code details in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details or tick to confirm you do not have it.
	Second Priority: National Passport Number	CZ2	
Germany	No additional data required	DE1	Leave the National Identifier & National ID Code boxes blank.
Denmark	Personal Identity Code	DK1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have it.
*Estonia	Estonian Personal Identification Code (Isikukood)	EE1	
*Spain	Tax Identification Number (Código de identificación fiscal)	ES1	
Finland	Personal Identity Code	FI1	Leave the National Identifier & National ID Code boxes blank.
France	No additional data required	FR1	
United Kingdom	UK National Insurance Number	GB1	
Greece	10 DSS Digit Investor Share	GR1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.
Croatia	Peronsla Identification Number (OIB – Osobni identifikacijski broj)	HR1	

Country	National Identifier	National ID Code	Country specific instructions for completing Section A
Hungary	No additional data required	HU1	Leave the National Identifier & National ID Code boxes blank.
Ireland	No additional data required	IR1	
*Iceland	Personal Identity Code	IS1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.
*Italy	Fiscal code (Codice Fiscale)	IT1	
Liechtenstein	First Priority: National Passport Number	LI1	Enter the National Identifier & National ID Code details in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details or tick to confirm you do not have it.
	Second Priority: National Identity Card Number	LI2	
Lithuania	First Priority: Personal code (Asmens Kodas)	LT1	
	Second Priority: National Passport Number	LT2	
Luxembourg	No additional data required	LU1	Leave the National Identifier & National ID Code boxes blank.
Latvia	Personal Code (Personas Kods)	LV1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.
*Malta	First Priority: National Identification Number	MT1	Enter the National Identifier & National ID Code details in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details or tick to confirm you do not have it.
	Second Priority: National Passport Number	MT2	
Netherlands	First Priority: National Passport Number	NL1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.
	Second Priority: National Identity Card Number	NL2	
Norway	11 digit Personal ID (Foedselsnummer)	NO1	Enter the National Identifier and National ID Code in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details or tick to confirm you do not have it.
*Poland	First Priority: National Identification Number (PESEL)	PL1	
	Second Priority: Tax Number (Numer Identyfikacji podatkowej)	PL2	
Portugal	First Priority: Tax Number (Número de Identificação Fiscal)	PT1	
	Second Priority: National Passport Number	PT2	
Romania	First Priority: National Identification Number (Cod Numeric Personal)	RO1	
	Second Priority: National Passport Number	RO2	
Sweden	Personal Identity Number	SE1	Enter the requested National Identifier and National ID Code details or tick to confirm if you do not have this.
Slovenia	Peronsla Identification Number (EMŠO: Enotna Matična Številka Občana)	SL1	
Slovakia	First Priority: Personal Number (Rodné číslo)	SK1	Enter the National Identifier and National ID Code in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details or tick to confirm you do not have it.
	Second Priority: National Passport Number	SK2	
All other Countries (including Crown Dependencies such as Jersey, Guernsey, Isle of Man etc)	National Passport Number	XX1	Enter the requested National Identifier and National ID Code or tick to confirm you do not have it. If you are a national of more than one non-EEA country, please refer to www.nationalitycalculator.co.uk or contact our Customer Experience Centre to assist in establishing your Primary Nationality.