



IMPORTANT INFORMATION

Before using this service, please ensure that your share certificate(s) are valid and have the correct name and address on them. If you are unsure, please contact the company registrar whose details can normally be found on the share certificate.

You must hold a valid share certificate when selling shares through this service. If your certificate is invalid or cannot be used for any reason to settle the trade, we may need to buy back all or some of the shares to settle the trade in the market. If we do this the shares may be repurchased at a higher price. You will be liable for any costs incurred for cancelling or amending the deal.

Step 1

- **Complete the Share Sale Form contained in this pack.** Please ensure you read the Q & A section at the bottom of this page prior to completing the Form.

Step 2

- **Complete a Crest Transfer Form for each stock you wish to sell** - one Form is included in this pack. If you have multiple certificates for the same stock you only need to complete one Transfer Form. Additional Crest Transfer Forms together with an example of **How to complete a Transfer Form** can be found in the FAQ section of the website.

Step 3

- **Send the completed Share Sale Form, signed transfer form(s) and share certificate(s) to: Jarvis Investment Management, 78 Mount Ephraim, Tunbridge Wells, Kent TN4 8BS**

What Happens Next?

- Once we have received your documentation, your shares will be sold as soon as practicable after receipt. You will be sent a Contract Note (either by email or post) for each sale, which will confirm the details of the sale – this should be retained for tax purposes. The settlement date is ten business days following the trade date and, assuming the settlement is successful, the proceeds will be sent directly to your bank account by BACS.

Questions and Answers

Q. How much will it cost to sell my shares?

A. We charge a flat commission of just £25 per holding.

Q. Can payment be made to a third party?

A. No, payment must be made to a bank account in the name of the share-holder(s).

Q. What happens if the details on the share certificate are no longer correct?

A. You will need to contact the Company Registrar and advise them of any change before sending us your completed documentation. If you have got married and the share certificate is still in your maiden name, we suggest that if you request a new certificate from the Registrar prior to sending any documentation to us.



- Q. I have recently moved house and my old address is on the share certificate – is this ok?**
A. That's fine but when completing the Transfer Form, please enter your current address and write 'formerly' followed by your previous address on the Form.
- Q. Can I place a limit order?**
A. No – your shares will be sold at the best Market price available at the time of sale.
- Q. Can I only sell part of my holding?**
A. No – we can only sell your whole holding.
- Q. What types of shares can I sell?**
A. You can sell any UK share, Gilt or bond that is quoted on the London Stock Exchange.
- Q. Can I sell shares that are registered in the name of Executors or Deceased persons?**
A. No – I'm afraid we cannot sell shares in the name of Executors or the Deceased.
- Q. Can I sell shares for someone for whom I have a Power of Attorney?**
A. Yes you can but please ensure the Power of Attorney has been recorded by contacting the Company Registrar prior to posting the documentation to us. You will need to complete our Power of Attorney form and send with the completed sell form.
- Q. Can I sell shares that are held in joint names?**
A. Yes you can – if your share certificate is in joint names, please ensure that each of the named shareholders sign the transfer form.
- Q. Why have I been asked to supply identification documents?**
A. We always attempt to complete ID checks electronically, however sometimes this isn't possible and you'll need to provide valid original or certified documents.

CREST Transfer Form

These must be completed and returned for each stock you are selling i.e. if you have one share certificate for Shell and one share certificate for Barclays you will need to complete two transfer forms (one for each stock). If, however, you have three share certificates for Shell and one certificate for Barclays you still only need to complete two transfer forms - one for the total amount of Shell shares and one for Barclays.

Name of undertaking	The company name (i.e. Barclays or Vodafone)
Description of security	Security description (i.e. ORD GBP1 or ORD USD0.10)
Amount of shares in Words	Write the number of shares in words
Figures	Write the number of shares in figures
In the name(s) of	Please enter your full name, exactly as it appears on your certificate
Please sign here	All of the registered holders of the certificate need to sign the form

You can leave the rest of the form blank and we will complete it for you. If you are still unsure how to complete the transfer form, please look at the following CREST transfer form sample.



CREST TRANSFER

Above this line for Registrar's use

Counter Location Stamp	Barcode or Reference SDRN
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Above this line for completion by the depositing system-user only.

Name of Undertaking.

Consideration Money	Certificate(s) lodged with Registrar (To be completed by Registrar)
LONDON MINING	

Description of Security

ORD GBPO.002

Please complete form in type or in block capitals.

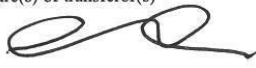
Amount of shares or other security in words	Figures
TWO HUNDRED	200

Name(s) of registered holder(s) should be given in full: the address should be given where there is only holder.

In the name(s) of	Designation (if any)
MR ANDREW JONES 27 THE RISE SOUTH BOROUGHT KENT TB1 6BZ	
Balance certificate(s) required	

If the transfer is not made by the registered holder(s) insert also the name(s) and capacity (e.g. executor(s) of the person(s) making the transfer

Please Sign Here →

I/We hereby transfer the above security out of the name(s) aforesaid into the name(s) of the system-member set out below and request that the necessary entries be made in the undertaking's own register of members. Signature(s) of transferor(s)	Stamp of depositing system-user
1. 	Jarvis Investment Management Ltd 78 Mount Ephraim Tunbridge Wells Kent TN4 8BS
2.	842
3.	Date
4.	
A body corporate should execute this transfer under its common seal or otherwise in accordance with applicable statutory requirements.	

Full name(s) of the person(s) to whom the security is transferred
Such person(s) must be a system member.

JIM Nominees Limited 78 Mount Ephraim Tunbridge Wells Kent TN4 8BS	Participant ID 842
	Member Account ID

Reference to the Registrar in this form means the registrar of registration agent of the undertaking, not the Registrar of Companies at Companies House.

Euroclear UK & Ireland Limited ("EUI") is delivering this transfer at the direction and on behalf of the depositing system-user whose stamp appears herein and does not in any manner or to any extent warrant or represent the validity, genuineness or correctness of the transfer instructions contained herein or the genuineness of the signature(s) of the transferor(s). The depositing system-user by delivering this transfer to EUI authorises EUI to deliver this transfer to registration and agrees to be deemed for all purposes to be the person(s) actually so delivering this transfer for registration.

This form should be used only for a transfer of a certificated unit of a security to a CREST member to be held by a CREST member in uncertificated form. It should not be used for conversion of a unit held by a CREST member into uncertificated form.

The CREST rules requires that this form be used for the transfer of a unit of a certificated security to a CREST member to be held by that member in uncertificated form. Any such transfer on this form is exempt from stamp duty.

Share Sale Form

Please complete this form and return it together with the share certificate(s) and signed transfer form(s) to: **Jarvis Investment Management Ltd, 78 Mount Ephraim, Tunbridge Wells, Kent TN4 8BS.** If your form is incomplete or incorrect, Jarvis reserve the right to refuse your instructions

1 st named holder	2 nd named holder
Title (Mr/Mrs/Miss/Ms) <input type="text"/>	Title (Mr/Mrs/Miss/Ms) <input type="text"/>
Surname <input type="text"/>	Surname <input type="text"/>
Forename(s) <input type="text"/>	Forename(s) <input type="text"/>
Address* <input type="text"/>	Address* <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/> Postcode <input type="text"/>	<input type="text"/> Postcode <input type="text"/>
Contact telephone number <input type="text"/>	Contact telephone number <input type="text"/>
Date of birth <input type="text"/>	Date of birth <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>
Place of birth (Town) <input type="text"/>	Place of birth (Town) <input type="text"/>
Country of birth <input type="text"/>	Country of birth <input type="text"/>
Country of residence <input type="text"/>	Country of residence <input type="text"/>
Country of taxation <input type="text"/>	Country of taxation <input type="text"/>
Nationality <input type="text"/>	Nationality <input type="text"/>
National Insurance Number/National Identifier <input type="text"/>	National Insurance Number/National Identifier <input type="text"/>
<small>If you have more than one nationality please list on a separate sheet together with the relevant national identifier for that nationality. If you require further information regarding National Identifiers, please call our offices.</small>	<small>If you have more than one nationality please list on a separate sheet together with the relevant national identifier for that nationality. If you require further information regarding National Identifiers, please call our offices.</small>
<small>*If you have lived at the above address for less than 2 years please provide your previous address</small>	<small>*If you have lived at the above address for less than 2 years please provide your previous address</small>
<input type="text"/>	<input type="text"/>
<input type="text"/> Postcode <input type="text"/>	<input type="text"/> Postcode <input type="text"/>

Share Certificate Details – I / we enclose the following certificates:

Company Name – as shown on the certificate	No. of Certificates	Total number of shares to sell
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please continue overleaf if necessary

Payment – sale proceeds will be paid by electronic transfer to your nominated bank/building society account

Name of Bank or Building Society **

Sort code - - Account number

** I confirm that this bank/building society account belongs to the named holder

Important Information

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Declaration

I/we authorise Jarvis Investment Management to sell the shares as detailed above in accordance with the Terms and Conditions.

I/we authorise Jarvis Investment Management to undertake a search with Experian for the purposes of verifying my identity. To do so Experian may check the details I supply against particulars on any database (public or otherwise) to which they have access. Experian may also use my details in the future to assist other companies for verification purposes. A record of the search will be retained.

I/we confirm that the information is true and complete.

I/we have read, understood, and agree to be bound by the Terms and Conditions of the service.

I/we confirm that I/we am/are a UK resident and am/are liable to UK tax.

Signed Ist Holder Date

Signed 2nd Holder Date

**CREST
TRANSFER**

Above this line for Registrar's use

Counter Location Stamp	Barcode or Reference SDRN
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Above this line for completion by the depositing system-user only.

Name of Undertaking.

Description of Security

Please complete form in type or in block capitals.

Name(s) of registered holder(s) should be given in full: the address should be given where there is only holder.

If the transfer is not made by the registered holder(s) insert also the name(s) and capacity (e.g. executor(s) of the person(s) making the transfer

Please Sign Here →

Consideration Money	Certificate(s) lodged with Registrar (To be completed by Registrar)
Name of Undertaking.	
Description of Security	Figures
Amount of shares or other security in words	
In the name(s) of	Designation (if any)
	Balance certificate(s) required
<p>I/We hereby transfer the above security out of the name(s) aforesaid into the name(s) of the system-member set out below and request that the necessary entries be made in the undertaking's own register of members.</p> <p>Signature(s) of transferor(s)</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>A body corporate should execute this transfer under its common seal or otherwise in accordance with applicable statutory requirements.</p>	<p>Stamp of depositing system-user</p> <p>Jarvis Investment Management Ltd 78 Mount Ephraim Tunbridge Wells Kent TN4 8BS</p> <p>842</p> <p>Date</p>

Full name(s) of the person(s) to whom the security is transferred

Such person(s) must be a system member.

<p>JIM Nominees Limited 78 Mount Ephraim Tunbridge Wells Kent TN4 8BS</p>	Participant ID
	842
	Member Account ID

Reference to the Registrar in this form means the registrar of registration agent of the undertaking, not the Registrar of Companies at Companies House.

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sellmysharecertificates.com

General Terms and Conditions

1 Introduction

1.1 This Agreement is between you, as our client, and us, Jarvis Investment Management Ltd ("Jarvis"), registered in England with company number 1844601 registered office 78 Mount Ephraim, Tunbridge Wells, Kent TN4 8BS, and in this Agreement **we, us** and **our** has that meaning.

You means a person who has opened an account with us and is the named legal owner of the Account, and **your** has the corresponding meaning. In the case of joint Accounts, **you** and **your** refer to all named owners of the Account.

1.2 This Agreement incorporates these Terms and Conditions, literature provided to you on the website and/or by post, which describes our policies, your Account and how it works in more detail, and the Account Charges. Together, they are the Agreement which sets out the basis upon which we will provide you with an Account. This Agreement supersedes any previous agreement between you and us.

1.3 All communication will be in English.

2 Appointment – key points to note

2.1 Our Agreement with you is a legal contract.

Please read these Terms and Conditions and any other literature delivered or made available to you by us. **You may wish to seek legal advice before submitting your Application Form to us, and before instructing us to undertake a Transaction.**

2.2 You agree that we may take up references concerning you at any time. If any reference proves to be unsatisfactory, we may suspend your Account and refuse to undertake any Transaction instructed by you.

2.3 You appoint us to act on your behalf to conduct stockbroking Transactions on an Execution Only basis.

2.4 Share dealing is not appropriate for everyone. You agree that you fully understand the risks associated with investing in the Market.

2.5 We would particularly draw your attention to those clauses of these Terms and Conditions which are set out in **bold type**.

2.6 You agree that, in the event that there is a conflict between any document and our Terms and Conditions, then the Terms and Conditions prevailing at the time of any Transaction will prevail.

2.7 If there is any conflict between this Agreement and the FCA Rules, then the FCA Rules will prevail.

2.8 Sometimes circumstances may arise where our duties to customers differ from what is best for us or for another client. This is a conflict of interest.

Jarvis is committed to identifying and managing

Jarvis Investment Management Ltd is authorised and regulated by the Financial Conduct Authority, a member of the London Stock Exchange and an HMRC authorised ISA manager. Registered office: 78 Mount Ephraim, Tunbridge Wells, Kent, TN4 8BS.

Registered in England no. 1844601. VAT registration no. 680 0400 74.

the risk of a conflict of interest to make sure that we treat our customers fairly and comply with the law and regulations. A full version of our Conflicts of Interest Policy is available on our website.

2.9 You should note that you have obligations to us to pay for the Service and for Transactions.

2.10 In the case of joint Accounts, all of your obligations are joint and several. This means that all Account holders are individually and collectively responsible for ensuring that you all abide by the Agreement and pay all sums due.

3 Authorisation

3.1 We are authorised and regulated in the conduct of our investment business by the Financial Conduct Authority, whose address is 12 Endeavour Square, London E20 1JN. Our reference number is 116413.

3.2 We will provide Account management and administration in accordance with the relevant FCA Rules and ISA Regulations and otherwise as set out in this Agreement.

3.3 You confirm that you are not a USA Person and that you are not acting for, or on behalf of, a USA Person. Should information come to our attention which gives us reasonable cause to believe you are a US person, we will give you notice and close your Account.

4 Investment objectives

4.1 For the purposes of client categorisation required by the FCA Rules, we will treat you as a retail client in relation to our Services unless otherwise indicated in writing to you that we will treat you as an eligible counterparty or professional client. You may request a different categorisation. If we categorise you as an eligible counterparty or a professional client then you will not benefit from certain protections under the FCA rules (for example relating to Client Money) and you may not have rights in relation under the Financial Ombudsman Service or under the Financial Services Compensation Scheme. We will notify you in writing of the loss of protections and you will be required to acknowledge our notification before we provide any Services to you. Our written notification and your acknowledgment will modify these General Terms and Conditions as they apply to you and us accordingly.

4.2 Your investment objective is to enter into Transactions which you have selected which are executed and administered by us in accordance with the applicable FCA Rules and otherwise as set out in this Agreement.

4.3 You agree that there are no restrictions on the Market on which Transactions may be affected.

4.4 We do not give you advice on which Transactions to select.

4.5 In order to use the Service, you must:

i) be aged 18 or over;



- ii) hold a UK sterling bank or building society account;
- iii) complete and return to us a copy of the signed Application Form, or open your Account by other means we agree; and
- iv) satisfy our anti-money laundering and 'know your customer' requirements.

5 Ownership

You warrant that investments you instruct us to sell are owned by you, free from any lien, charge, encumbrance, interest or other thirdparty rights and that you are fully entitled to sell them.

6 Monies held by us

6.1 Account Money accepted by us from you, or for you from a third party, in connection with the Service will be treated as Client Money in accordance with the FCA rules, which means that it will be segregated from our other monies and held in trust in a pooled designated client bank account with monies from other clients at National Westminster Bank plc (or at any other authorised deposit taking institution that we may from time to time nominate).

6.2 Cash transfers will only be made for amounts of more than £5.00.

6.3 Payments and Cash transfers will only be made if the Account has a cleared credit balance after deductions for any amounts relating to purchases pending settlement

6.4 Cash payments and transfers cannot be made to Third Parties.

7 Investments

7.1 Where certificates in respect of securities within the Account are held by us and any such certificate is lost or destroyed, you will be liable to meet all costs of obtaining a replacement save when we have acted fraudulently, in willful default, negligently or in breach of any FCA Rules.

7.2 Where any certificate is lost or destroyed whilst in transit, from us to the Registrar, from Registrar to us or from us to you, you will be liable to meet all costs of obtaining a replacement, save when we have acted fraudulently, in willful default, negligently or in breach of any FCA Rules.

7.3 Where, as a result of any corporate action, the denomination, type, issuer or any other characteristic of any security shall be altered in any way, we shall not be responsible for any suspension of trading of such securities nor a refusal registration of any Transaction in such securities.

7.4 Where you have disposed of any security with a right to receive dividends in respect of such security, you shall ensure that any dividend payment received by you, and which is properly the property of the purchaser of such security, is

forthwith forwarded to us with an indication that the funds are due to the purchaser.

8 Transaction instructions

8.1 We will carry out all Transactions on an Execution Only basis.

Accordingly, **we will not -**

i) advise on merits of a Transaction or its consequences (including tax consequences), or

ii) be under any obligation to assess whether the Transaction is suitable for you.

iii) You will therefore not benefit from the protections provided by the FCA Rules for advised Transactions

A particular investment will not be suitable for all investors. If you are in doubt about the merits of selling investments or the consequences of doing so (including tax consequences) you should consult a suitably qualified professional advisor.

8.2 Transaction instructions will be accepted in writing by us on an Execution Only basis. **We will not accept Transaction instructions via voicemail, email or text messages.**

8.3 Transaction instructions will be executed as soon as reasonably practicable on the same dealing day provided the relevant Market is trading within our business hours.

8.4 Transaction instructions for the sale of different investments will be treated as separate Transaction instructions.

8.5 We may (in our absolute discretion) refuse to accept any Transaction instruction or any instruction relating to it, or having accepted an instruction, refuse to act on it without informing you of our reasons for doing so or accept responsibility for any loss you may incur through our actions. Once we have accepted a Transaction instruction for immediate execution it cannot be amended or cancelled.

8.6 We are under an obligation to execute transaction instructions so as to achieve the best possible result, taking into account all relevant factors (such as price, costs and speed of execution). We have drawn up an order execution policy to obtain the best possible result. The order execution policy is published on our website and is available on request. We shall execute transaction instructions in accordance with our order execution policy, unless you specifically instruct us to execute your transaction instruction in another way. Our order execution policy provides for the possibility that transactions may be executed outside a trading venue ("over the counter"). Our Order Execution Policy has been provided to you and is available on our website. In placing



your order, you acknowledge that you have read and agree to the Policy.

8.7 We shall have a lien over all and any securities obtained as a result of any Transaction until such time that we are paid in full in respect of any Transaction and all and any sums due to us from you in relation to the Account.

8.8 We will only aggregate your Transaction instructions with those of other customers if it is unlikely that aggregation will work overall to your disadvantage. However, there may be occasions when aggregation does not work to your advantage in respect of a particular Transaction.

8.9 Contract Notes will be issued for all Transactions by the end of the next Business Day following the Transaction. **If you do not receive a Contract Note following the placing of an instruction, or if do not agree with the details on the Contract Note, you must notify us promptly. If you do not do so within 7 days, we may not be able to protect any claim you may have.**

Where a Transaction involves the sale of securities within the Account and the party buying such securities does not, for any reason, pay the relevant settlement monies on the appropriate settlement date, we may, in our absolute discretion, buy back the securities in question, and we will not be liable for any losses or costs you may incur on your account as a result of this.

8.10 In the event that an incorrect bargain price is reported to you when the Contract Note is issued, we shall, as agent, be entitled to issue a revised Contract Note at the correct price. **You undertake immediately to pay or reimburse us the amount of any deficit and we shall repay or reimburse the amount of any overpayment in such circumstances.**

8.11 **Whilst we will notify you of the intended settlement date on the contract note, it is possible that actual settlement may not occur due to circumstances outside of our control eg. if the shares you have requested us to sell are not accepted by, and paid for by, the purchaser.**

8.12 **Where you hold a joint Account, all of you agree that we may act on the instructions of either:**

- i) the person nominated to do so on behalf of you all as stated on the Application Form; or**
- ii) all of you, confirmed to us in such way as we may require.**

8.13 We are entitled to assume that any Transaction instruction, which we fairly and reasonably believe to have come from you, or to have been given with your authority, has been so given and we will act on these instructions. **We will not be liable for any loss, cost, liability or exposure**

which may arise in acting on instructions which are subsequently discovered not to have been given by you or with your authority.

9 FX rates

9.1 Where applicable, currencies may be converted to sterling based on the house rate at the time of execution.

9.2 The house rate is based on the currency market when entered by us, and will include a spread, or charge, which can vary from time to time.

9.3 The rate achieved for each individual trade is confirmed on the Contract Note once the Transaction has been completed.

10 Terms of payment

You will at all times remain responsible for paying any and all monies that may be due from you to us as a result of us dealing with your Transaction instructions.

11 Providing necessary documents

11.1 You will at all times remain responsible for forwarding to us any or all of the documents that we require (including, without limitation, the relevant share certificate(s) and completed Transfer Form(s)) in order to complete the Transaction made in accordance with your instructions.

11.2 **If we receive documents on or after the Settlement Date, you may be charged a late document delivery charge in accordance with our Account Charges.**

11.3 We request that any relevant share certificates are provided by you before a Transaction instruction is accepted.

11.4 If you:

have an insufficient number or incorrect type of investments in your Account at the Settlement Date to settle a Transaction; or

i) if you fail to forward to us such documents as we require to settle a Transaction, in time or at all, you will be liable for:

- a. all losses, charges, costs, fines and penalties, you or we may incur as a result of such failure;
- b. any fines or charges payable by us to CREST in respect of a failure to settle the Transaction on the Settlement Date;
- c. making good any dividends or benefits associated with the securities sold; and
- d. any losses incurred by us in purchasing securities to meet the shortfall.

In addition, you will be liable to pay a late document delivery charge, in accordance with our Account Charges.

11.5 Where clause 11.4 applies, we reserve the



right to purchase replacement investments in connection with such Transaction to discharge our obligations under the sale Transaction entered into on your behalf and the following will apply:

- i) if such investments are purchased for a lower value than the amount of monies relating to the sale Transaction, we shall be entitled to retain for our benefit this additional value. We shall not be required to apply it against any other monies or liability that you may have to us:
- ii) if such investments are purchased for a higher value than the amount of monies relating to the sale then the difference between the sale and purchase price shall become a debt due from you to us and shall be payable immediately. In addition, our Account Charges and the costs of making any such replacement shall apply.

12 Account Charges and expenses

12.1 You will pay Account Charges for our services in accordance with our published rates which are available on our website.

12.2 All Account Charges will be debited to your Account when they are due. **Where there are insufficient funds available in your Account, we will require you to pay any shortfall immediately.**

12.3 **We shall have a lien over all and any investments in your Account until such time that we are paid in full all and any sums due to us from you in relation to the Account however arising.**

12.4 Unless we agree otherwise, you authorise us to deduct any Account Charges owing to us out of any cash we hold for you.

13 Conflicts of Interest, including payments and benefits received from third parties

We are under a duty to implement a policy to manage conflicts of interest between you and us and between you and other clients ("conflicts of interest policy"). A copy of our conflicts of interest policy is published on our website. Our conflicts of interest policy also sets out how we deal with payments and non-monetary benefits received from third parties.

14 Liability

14.1 **You agree that you will be liable to us in respect of all obligations and liabilities arising from instructions given to us.**

14.2 **We shall not be responsible for any loss or damage or depreciation in value of the Account or for its failing to produce a return on capital invested howsoever arising except insofar as the loss, damage or depreciation**

results directly from the fraud or willful default or neglect of Jarvis or by reason of breach of any FCA Rules.

14.3 **We shall not be responsible for any loss or damage or depreciation in value of the Account resulting from matters beyond our reasonable control** including, but not limited to, the failure, malfunction or breakdown of telecommunications, the internet, computer systems (internally and externally) or our website, equipment or software used by us, any clearing or settlement system used in connection with the Services provided under this Agreement, or the action or inaction of any third party.

14.4 **Save to the extent as may be otherwise prohibited by law and/or the FCA Rules, we shall not be responsible for any loss or damage resulting from the loss or destruction of certificates in respect of securities within the Account which are physically held by us unless due to our negligence.**

14.5 We are members of the **Financial Services Compensation Scheme**. If we cannot meet our liabilities to you, you may be entitled to compensation from the Financial Services Compensation Scheme, which can be contacted at PO Box 300, Mitcheldean, GL17 1DY.

15 Changes in your Status

If we become aware of a dispute or disagreement such as, but not limited to, divorce proceedings, between joint account holders or there is a disagreement between any of you as to the running of the Account, we may, but are not obliged to, freeze your Account or resort to joint authorisation for each instruction on your Account.

16 Death

If you have a joint Account and one of you dies, the investments and the responsibility for any obligations connected with the Account will automatically transfer to the survivors, subject to receipt of an original or certified copy of the death certificate. The Terms will remain in force between us and the survivors. Unless you have notified us otherwise, we will be entitled to treat that person as the only person with any interest in the Account. This may not be suitable or appropriate for your particular circumstances so you may wish to take professional advice before making a joint application.

17 Records of your Account

We shall maintain all records relating to your Account, make such returns to HMRC for the purposes of taxation as we are required to do by HMRC, and make all other returns as may be required from time to time by the Authorities.

18 Complaints

18.1 If you wish to make a formal complaint, please contact us setting out the precise nature of your



grievance. If we are unable to resolve any complaints to your satisfaction, you may contact the Financial Ombudsman Service at Exchange Tower, London E14 9SR.

18.2 If you wish to verify information regarding a complaint, you may request a copy of our recordings or electronic files of telephone conversations between you and us on payment of a fee. This charge will be reimbursed to you if we are found to be at fault.

19 Data Protection and confidential ity

19.1 By entering this Agreement you agree that we may use, store or otherwise process personal information provided by you in connection with the provision of the Service for the purposes of providing the Service, administering your Account or for purposes ancillary thereto, including, without limitation, for the purposes of credit enquiries or assessments. We shall retain your personal information for a period of 5 years following closure of your Account. In the UK, we operate, and have made all appropriate notifications in accordance with, applicable data protection legislation.

19.2 The information that we hold about you is confidential and will not be used for any purpose other than in connection with the provision of the Service. Information of a confidential nature will be treated as such provided that such information is not already in the public domain. You agree that we may disclose your information to third parties in the following circumstances:

- i) where required by law or if requested by any regulatory authority or exchange having control or jurisdiction over us;
- ii) to investigate or prevent fraud or other illegal activity in connection with our provision of Service to you;
- iii) for purposes ancillary to the provision of the Services or the administration of your Account, including, without limitation, for the purposes of credit enquiries or assessments;
- iv) if it is in the public interest to disclose such information;
- v) at your request or with your consent.

19.3 We will not sell, rent or trade your personal information to third parties for marketing purposes without your express consent.

19.4 When you speak to us on the telephone, you consent to the monitoring or recording of those calls. These recordings will be our sole property and may be used as evidence in the event of a dispute.

19.5 Jarvis has a Cookie Policy and a Privacy Policy which are published on our website.

19.6 If you have any questions about how we use or store your personal data, or wish to retrieve your

personal data, you may contact our data protection officer at our registered office.

20 Money Laundering

20.1 In accordance with the Money Laundering Regulations 2017 and the Proceeds of Crime Act 2002 we may require verification of your identity and obtain information related to the use, or intended use, of your Account, and we may use agents do so.

20.2 We will not be responsible for any loss that may result from any delay whilst your identity is verified or other information is obtained.

20.3 We reserve the right to refuse any application to open an Account without giving reason for doing so.

21 Notices

21.1 Any notice or other communication (including Contract Notes and share certificates) to be given to you by us under or in relation to this Agreement shall be sent in writing to the address or email address stated on the Application Form. Any notice shall be deemed to have been received by you 2 days after we post it to you, immediately upon sending if it is sent to you by fax or when it is received by your Internet service provider. We shall be entitled to contact you otherwise than in writing for the purposes of obtaining instructions in relation to the Account.

21.2 All notices given by you to us under this Agreement must be in writing and delivered or sent by post to Jarvis Investment Management Ltd, 78 Mount Ephraim, Tunbridge Wells, Kent, TN4 8BS or such address as we may specify and we may act and rely on any instruction that appears to be signed by you.

22 Entire agreement and changes to the Agreement

22.1 Except where the FCA Rules and the law requires otherwise, no other terms and conditions shall apply to this Agreement.

22.2 If we amend this Agreement for valid reasons that are not specified in these Terms and Conditions, and you are not happy with those changes, you must notify us in writing that you wish to close your Account within 30 days of receipt of the Change Notice. We will waive any Account transfer/closure fee in such circumstances.

22.3 We will not make changes to this Agreement which would have the effect of changing our obligations to you or your obligations to us (including Account Charges) in respect of a Transaction after you have given a Transaction instruction.

22.4 Any amendment which is made to reflect a change of applicable law or regulation may take effect immediately or otherwise as we may specify.

23 English Law

This agreement shall be governed by English



Law and shall be subject to the jurisdiction of the English Courts.

24 Glossary

The definitions contained in this clause apply in these Terms and Conditions as well as in all the other documents comprised in the Agreement, unless the context does not permit them to.

24.1 Account means a share dealing account.

24.2 Account Charges means, in respect of this Agreement, our commission, expenses, fees and other charges, foreign currency negotiation costs, stamp duty, PTM levy, late document delivery charges, and value added tax incurred by us in connection with all investments and the administration of your Account, as published from time to time.

24.3 Account Money means funds due to or from you which are recorded in your Account. This may be a positive or negative amount.

24.4 Agreement means the agreement between you and us as set out in these Terms & Conditions and the Documents.

24.5 Application Form means an application form for an Account.

24.6 Authorities includes all regulatory, judicial, administrative and law enforcement body with jurisdiction over us, including the FCA, HMRC and the Financial Ombudsman Service.

24.7 Business Day means any day, other than a Saturday, Sunday or UK Bank Holiday, on which banks are open in London.

24.8 Client Money means money of any currency we receive or hold for you in the course of, or in connection with, the provision of our Services in respect of which we are required to account to you in accordance with FCA Rules.

24.9 Documents means these Terms and Conditions, literature provided to you on the website and/or by post, which describes our policies, your Account and how it works in more detail, the Account Charges and Application Form.

24.10 Execution Only means that you have given a Transaction instruction to us without receiving our advice.

24.11 FCA means the Financial Conduct Authority or its successor.

24.12 FCA Rules means the rules of the FCA as amended from time to time.

24.13 HMRC means Her Majesty's Revenue and Customs

24.14 Market means the London Stock Exchange plc or such other recognised stock exchange or regulated market on which an investment is quoted.

24.15 Service is described in more detail on our website

24.16 Settlement Date means the date by which cleared Settlement Monies are to be received by us following the Transaction, specified in the

Contract Note. Unless otherwise requested at the time of placing your instruction, all Settlement Dates will be in accordance with the London Stock Exchange rolling settlement period. Once dealt, a Settlement Date cannot be changed as this is a binding term of the Transaction that has then been executed on your behalf.

24.17 Settlement Monies means the payment from you of sufficient monies to us to pay for the Transaction specified in the Contract Note together with all Account Charges due from you. Settlement Monies must be in Cleared Funds.

24.18 Sellmysharecertificates.com is a trading name of Jarvis Investment Management Limited.

24.19 Terms and Conditions means these terms and conditions, which may be updated from time to time.

24.20 Transaction means the sale of investments in connection with an Account.