

UNQUOTED SHARE PURCHASE COMPANY FORM

This form should be complete by the Company Secretary, a Director or the Company Accountant. All questions must be answered in full and the relevant documentation returned to the address below.

Name of Company	<input type="text"/>
Registered number	<input type="text"/>
Principle activity of company	<input type="text"/>
Class of share being acquired	<input type="text"/>
Authorised share capital	<input type="text"/>
Issued share capital	<input type="text"/>

Is the main activity of the company 'carrying on of a trade, profession or vocation'? Yes No

MANAGEMENT OF THE SHARE REGISTER

Contact details of the person who will be responsible for the management of the share register:

Name	<input type="text"/>	
Job role	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
Home Telephone	<input type="text"/>	Mobile <input type="text"/>
Email Address	<input type="text"/>	

Please provide the following copy documents in respect of the Company in which the shares are being acquired:

- Certificate of Incorporation
- Latest Annual Return (Companies House Form AR01)
- Personal Due Diligence on all share holders of the Company who own 25% or more of the Company Shares i.e. certified/notarised copy passport and/or driving licence plus a utility bill dated within the last 3 months. Please note that in order to satisfy our AML requirements their details will be passed through an online identity verification software programme which will include a 'soft' credit search.
- A certified valuation of the shares which are being purchased by either the Company accountant or an independent Valuer.
- Copy (or extract) of the memorandum and articles of association allowing purchase by a pension scheme - please highlight the relevant section.
- If applicable, a structure chart that shows any companies that have beneficial interest in the Company.

Please return completed form to:

Hartley Pensions Ltd, 5th Floor, 25 Marsh Street, Bristol, BS1 4AQ. Authorised and regulated by the Financial Conduct Authority 735936 and registered in England and Wales 09469576. T:0117 316 9991 E: admin@hartleysas.co.uk W: www.hartleypensions.com



DECLARATION

I confirm that to the best of my knowledge the above information provided by me is correct and I will inform Hartley Pensions Limited if the answers to any of the above questions change for any reason.

I understand that the Company must provide Hartley Pensions Limited with an independent valuation of the shares each year.

I authorise Hartley Pensions Limited to obtain such further information it deems necessary to satisfy itself of the acceptability of the acquisition as a pensionable investment.

Name

Position in company

Signed

Date

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