
LOST SHARE CERTIFICATE INDEMNITY APPLICATION FORM

PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS WHERE NECESSARY

You must give full and true answers to all questions. If you are in any doubt about facts that may be considered material you should disclose them. Material facts are those which are likely to influence the acceptance and assessment of this application.

Name of Applicant in full:

Address including Postcode:

Postcode

Please advise the period of time resident at the address given above:

Email address:

Telephone Number:

Profession or Occupation:

PARTICULARS OF LOST OR DESTROYED SHARE CERTIFICATE

1 Full name of the Company in whom the shares are held:

2 Are shares traded on the U.K or Dublin Stock Exchange?

(Please note that we are only able to offer cover for shares traded on either of the above)

YES NO

Please confirm which Exchange the shares are listed on:

3 Description of shares including number held:

4 Current market value of shares:

£

5 In whose name(s) are the shares held:

6 Please provide a recent dividend voucher to which the lost share certificate relates.

If one is not available please explain why below:

Note. We may request that a Statutory Declaration be provided. A Statutory Declaration must be sworn in the presence of a solicitor and confirm the following:

- your name and address
- name of the company in which the shares are held
- total number of shares held to which the lost/destroyed share certificate relates
- the circumstances surrounding the loss or destruction of the share certificate
- that the shares have not been sold, charged, transferred, assigned or deposited with a third party
- that you are the sole beneficial owner or executor/administrator of the estate

CIRCUMSTANCES SURROUNDING THE LOSS/DESTRUCTION OF THE SHARE CERTIFICATE

1 How long ago was the share certificate last seen?

2 Where, and in whose possession was the share certificate last seen?

3 Where was the share certificate normally kept?

4 In what circumstances was it discovered that the share certificate was missing?

5 If the share certificate has been stolen, please provide details below of the Police Station at which the theft was reported and state the crime reference number and the date on which it was reported.

ESTATE ADMINISTRATION

If the beneficial owner of the share certificate is deceased please complete the following; otherwise please go to the General Section on the next page.

1 Please state below the date of death of the beneficial owner of the shares:

2 Names and addresses of personal representatives together with a copy of the Grant of Probate or Letters of Administration:

3 If anything has come to light in the course of administration of the estate indicating the possibility that the share certificate may have been sold, charged, transferred, assigned or deposited with other persons as security, please provide details below:

GENERAL

1 Has the beneficial owner ever been declared bankrupt or are bankruptcy proceedings pending? YES NO

If "Yes", please give details below:

2 Please give name and address of beneficial owner's present bank:

Postcode

3 If necessary, we may need to contact the bank to verify details - please let us have your authority to do this by completing the statement below:

I/We, _____ hereby authorise Royal and Sun Alliance Insurance plc, its employees or agents to contact my/our bank and verify the details given above.

Signed

Date

Law Applicable

Any dispute concerning this Indemnity shall be governed and construed in accordance with English law and shall be resolved within the jurisdiction of the courts of England and Wales.

Declaration

I/We declare the above statements made by me/us or on my/our behalf are true and complete.

Signature(s)

Date

All Applicants must sign the form

We recommend that you keep a record, including copies of letters and this application form, of all information supplied to us for the purpose of entering into this Indemnity.

Please return the completed application to the following address:

Royal & Sun Alliance Insurance plc
Professional & Financial Risks
Leadenhall Court
1 Leadenhall Street
London
EC3V 1PP

COMPLAINTS PROCEDURE

We aim to provide you with a first class service. If we have not delivered the service that you expect or you are concerned with the service provided we would like the opportunity to put things right.

Our complaints process

Initially please raise your concerns with your usual business contact.

If your complaint is not resolved or you are not happy with our response and the course of action proposed you can progress your complaint to our Customer Relations Office.

A separate investigation will then be carried out in an attempt to resolve your complaint and a final decision issued. However, if resolution is not possible, they will issue a response within 8 weeks of your original complaint.

Customer Relations Contact Details

Customer Relations Manager
Royal & Sun Alliance Insurance plc
Bowling Mill
Dean Clough Industrial Park
Halifax
HX3 5WA

Tel. No: 0800 1076160
Fax No: 01422 325146
Email: halifax.customerrelationsoffice@uk.royalsun.com

What to do if you are still not satisfied

If you are still not satisfied, Royal & Sun Alliance is regulated by the Financial Services Authority whose arbitration service is the Financial Ombudsman Service and you may be able to refer your complaint to them.

Financial Ombudsman Service
South Quay Plaza
183 Marsh Wall
London
E14 9SR

Telephone: 0845 0801800
enquiries@financial-ombudsman.org.uk
www.financial-ombudsman.org.uk

Your rights

Your rights as a customer to take legal action remain unaffected by the existence or use of any complaint procedures referred to above. However, the Financial Ombudsman Service will not adjudicate on any cases where litigation has commenced.

