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Equities transfer guide



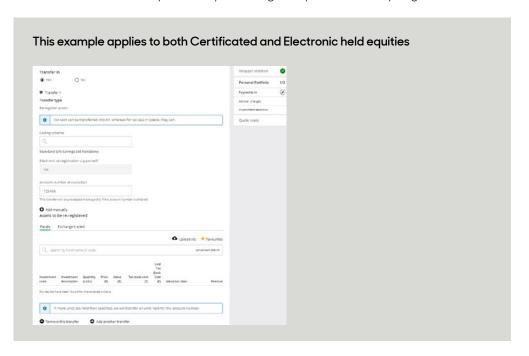
This guide aims to help you with the equities transfer process on Wrap. There are two different processes to follow dependent on whether the shares are **certificated** or are **electronically-held**.

Contact Registrar Are holdings Certificated or Electronic? Check accuracy of details e.g. name, address etc Other checks e.g Anti-money laundering Certificated -Electronically held -Confirm the Sedol code of the holding the holding of physical share shares held in electronic form i.e. certificates there is no share certificate. Details to check (this applies to both Certificated and Electronic processes) · Navigate to Client New · Navigate to Client New Name Business>Payments in Business>Payments in Address Enter equity details on Enter details on platform Postcode platform (custodian (including custodian and Total number of share holdings not required) Account number) **Denomination and share class (this may mean you need** · Tick 'certificated' box • Do NOT tick 'certificated' box - See overleaf for example - See overleaf for example · Continue through Journey Continue through Journey What do I do if the details don't match? At end of New Business · At end of New Business If the client's name and address on the CREST form don't Journey, produce Scrip Journey, produce Client transfer form (CREST form) Instruction Letter form to be the same and have the changes initialled by *Please note some *Please note the details on here the client. counterparties do not accept should match exactly the share If the client has moved house and the share certificates are this letter - instead they require certificate unless otherwise held with the old address, you must check with the registrar their own form to be used - you agreed with Registrar if they have been notified of the new address - if so, check should contact the relevant they will accept the share certificates with the old address. company in the first instance. You must then confirm this in a covering letter to us, so that See overleaf for a list of we can confirm this in our acceptance letter. these companies It is your responsibility to ensure the following criteria are met or the forms will be returned to you. • Anti-Money Laundering - all requirements of the Counterparty must be met before sending the • Power of Attorney/Court of Protection Order - must be registered with the ceding provider before we can request the transfer • Client details - name, address, NINO, DOB and account number MUST match with that held by Counterparty (if they hold a PP and ISA, they will have different account numbers) Account numbers Adviser confirms on platform Adviser sends documentation to abrdn

abrdn actions the re-registration

Entering details on the platform

The New Business Journey will take you through the process when you get to this screen.



Companies that do not accept Client Instruction Letter

The following companies require you to complete their own form. You must contact the relevant company to obtain this form, then once completed, send to abrdn to begin the transfer process.

Counterparty	Name of form	Telephone number
Equiniti	E-form	0871 384 2030
Banco Santander (Equiniti)	E-form (can also be obtained from Santander Shareholder website)	0871 384 2030
Computershare	Uncertificated Withdrawal form	0370 702 0003
IAG (Intercontinental Airlines Group)	Uncertificated Withdrawal form	020 8867 6200
Ocado (Capita)	Transfer Out form	0871 664 0300

Exit fees

Check if there are any Exit fees. If Exit fees apply, please send the cheque to Standard Life Savings – payable to the Registrar. Do not send direct to the Registrar as this will delay the process.

Ensure that the client name, address, postcode, NINO and DOB matches that held with the Counterparty/Fund manager.

Do not send:

- tax vouchers
- statements
- any other documentation from third parties

If you have any queries, please contact us on 0345 279 1001

For more information visit abrdn.com/adviser

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