

How to complete the form:		Transfer Fee
Existing owner (or their legal representative)	Complete Step 1 and complete and sign Step 2a	FREE (as at 30 Oct 2017) Subject to change – please check latest Terms and Conditions at www.shareview.co.uk/info/csn
Joint owner	Complete and sign Step 2b	
Legal representative of existing owner(s)	Complete and sign Step 3	
New owner (or their legal representative)	Complete and sign Step 4a	
New joint owner	Complete and sign Step 4b	
Legal representative of new owner(s)	Complete and sign Step 5	
Additional joint owners	Complete and sign copy of Appendix 1a	
Additional legal representatives	Complete and sign copy of Appendix 1b	

All parties must complete and sign. Completed form (including any appendices) should be sent to the address in Step 6.

IMPORTANT: National Client Identifiers (NCI) / Legal Entity Identifiers (LEI) (Mandatory)

For regulatory purposes, National Client Identifiers (if signing as private individuals) or Legal Entity Identifiers (if signing on behalf of a company, trust or charity etc) of the parties involved (including legal representatives as appropriate) must be provided in order to transfer the shares. For further information please see Guidance Notes.

Step 1 Shares being transferred (mandatory)

Company	Stock
BT Group plc	Ordinary Shares of 5p
Number of shares to transfer (Words)	(Figures)
Consideration money passing (If applicable) [See Guidance Notes]	Designation (if any)
£	

Step 2a Existing owner details (mandatory)

- ✓ This step must be completed in all cases by the owner or their legal representative
- ✓ If signing as a legal representative please provide your details (and sign) separately in Step 3



Declaration: I/We hereby request transfer within EasyShare (as defined in the EasyShare Terms and Conditions) of the shares detailed in this form out of my/our names(s) to the person(s) named in this form. I/We request Equiniti Financial Services Limited to make such entries in EasyShare as are necessary to give effect to this transfer of beneficial ownership.

Existing Shareholder Reference (This can be found on nominee statements or dividend confirmations)

	Contact number (for enquiries only)
Full Name/Company (including title if any)	Date of birth (dd/mm/yyyy) (if a private individual)
Signature	Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006.
	Stamp of agent(s), if any, acting in this transaction
Address	

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes]

Country (1)	Primary NCI for Country (1) Place an 'X' in the box if you do not hold this
Country (2)	Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this
Country (3)	If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

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...continued

Step 2b Existing joint owner of shares (mandatory if shares held in joint names)

✓ **Additional joint owners must complete Appendix 1a and send this with the completed form**

Existing Shareholder Reference (This can be found on nominee statements or dividend confirmations)

Full Name/Company (including title if any)

Signature

Contact number (for enquiries only)

Date of birth (dd/mm/yyyy) (if a private individual)

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006.

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes]

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

Step 3 Legal representative signing on behalf of existing owner(s) (if applicable)

✓ **Additional legal representatives must complete a copy of Appendix 1b and send this with the completed form**



Declaration: I/We hereby request transfer within EasyShare (as defined in the EasyShare Terms and Conditions) of the shares detailed in this form out of my/our names(s) to the person(s) named in this form. I/We request Equiniti Financial Services Limited to make such entries in EasyShare as are necessary to give effect to this transfer of beneficial ownership.

Full Name/Company (including title if any)

Contact number (for enquiries only)

Signature

Date of birth (dd/mm/yyyy) (if a private individual)

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006.

Address

Stamp of agent(s), if any, acting in this transaction

Signing as:

Power of attorney

✓ Please provide your NCI or LEI details below

Executor / administrator of a deceased estate

✗ You do **NOT** need to provide your NCI or LEI details below

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes]

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

Step 4a New owner details (mandatory)

- ✓ **This step must be completed in all cases by the owner or their legal representative**
- ✓ **If signing as a legal representative please provide your details (and sign) separately in Step 5**



Declaration: In signing this form, I/We agree that my/our shares will be held by Equiniti Financial Services Limited (Equiniti) in the name of Equiniti Corporate Nominees Limited as bare trustee on my/our behalf in accordance with the EasyShare Terms and Conditions.

Shareholder Reference of EasyShare holding receiving shares (if applicable - can be found on EasyShare statements or dividend confirmations)

Full Name/Company (including title if any)

Signature

Address

Contact number (for enquiries only)

Date of birth (dd/mm/yyyy) (if a private individual)

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006.

Stamp of agent(s), if any, acting in this transaction

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes]

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

Place an 'X' in this box if you do not wish to receive notices about other products and services from Equiniti

Step 4b New joint owner of shares (mandatory if shares to be held in joint names)

- ✓ **Additional joint owners must complete Appendix 1a and send this with the completed form**

Shareholder Reference of EasyShare holding receiving shares (if applicable - can be found on EasyShare statements or dividend confirmations)

Full Name/Company (including title if any)

Signature

Contact number (for enquiries only)

Date of birth (dd/mm/yyyy) (if a private individual)

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006.

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes]

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

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Step 5 Legal representative signing on behalf of new owner(s) (if applicable)

✓ **Additional legal representatives must complete a copy of Appendix 1b and send this with the completed form**



Declaration: In signing this form, I/We agree that my/our shares will be held by Equiniti Financial Services Limited (Equiniti) in the name of Equiniti Corporate Nominees Limited as bare trustee on my/our behalf in accordance with the EasyShare Terms and Conditions.

Full Name/Company (including title if any)

Contact number (for enquiries only)

Signature

Date of birth (dd/mm/yyyy) (if a private individual)

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006.

Address

Stamp of agent(s), if any, acting in this transaction

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes]

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

Step 6 Send the completed form to Equiniti Financial Services Limited

- ✓ Any incomplete or incorrect forms will be returned without the instruction being processed.
- ✓ Completed forms (including any appendices as required) must be sent to:

Corporate Sponsored Nominee Team

Equiniti Financial Services Limited, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA United Kingdom

Contacting Equiniti Financial Services Limited



ONLINE

Further guidance on identifying the correct National Client Identifiers (NCIs) required is available from www.nationalitycalculator.co.uk

If you have any queries please visit help.shareview.co.uk (from here you will be able to email your query securely)



TELEPHONE

Freefone 0808 100 4141
(+44 121 415 7178 if calling from outside the UK)

Lines open 8.30am to 5.30pm (UK time), Monday to Friday (excluding public holidays in England and Wales)



POST

Equiniti Financial Services Limited, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA United Kingdom

CONSIDERATION MONEY PASSING

If a payment is involved in transferring the shares, enter this in the 'Consideration Money Passing' box provided. If the payment is greater than £1,000 the existing owner(s) or their legal representative(s) should telephone the Stamp Office helpline on **0300 200 3510** to obtain advice on the Stamp Duty payable. The completed transfer form must then be sent with a cheque or postal order, made out to "HM Revenue & Customs Only" for the sum advised to the **Birmingham Stamp Office, 9th Floor, City Centre House, 30 Union Street, Birmingham, B2 4AR United Kingdom**. Once the stamped form is returned, it should be forwarded to Equiniti Financial Services Limited for the transfer to be actioned.

IMPORTANT: NATIONAL CLIENT IDENTIFIERS/LEGAL ENTITY IDENTIFIERS (MANDATORY)

For regulatory purposes, National Client Identifiers (if signing as private individuals) or Legal Entity Identifiers (if signing on behalf of a company, trust or charity etc) of the parties involved (including legal representatives as appropriate) must be provided in order to transfer the shares. For example if you are solely a UK citizen, please enter your UK National Insurance Number in the Primary NCI for Country (1) box.

LEGAL REPRESENTATIVES

Legal representatives must provide their details (including any relevant NCI/LEI details) separately by completing and signing Step 3/5 as appropriate.

ADDITIONAL OWNERS/LEGAL REPRESENTATIVES

Please complete Appendix 1a/1b as appropriate and send with the completed form.

All owners and legal representatives must complete and sign.

TRANSFERRING INTO AN EXISTING HOLDING (STEP 4)

If the shares are being transferred into an existing EasyShare holding, please provide the relevant Shareholder Reference for the holding receiving the shares. This can be found on EasyShare statements and previous tax vouchers/dividend confirmations.

POWER OF ATTORNEY

If acting as Power of Attorney on behalf of any owner and have not previously recorded the Power of Attorney document with Equiniti, please include either the original document or a photocopy with this form. If sending a photocopy, please make sure every page is signed with an original signature, either by the person granting the Power or by a solicitor or stockbroker, to confirm that it is a true and complete copy of the original.

National Client Identifiers (NCIs) – Private individuals only

WARNING: Current trading restrictions mean that citizens of **Estonia, Iceland, Italy, Malta, Poland, or Spain** who do not provide their National Client Identifier (NCI) will be unable to trade their shares in the future until this information has been provided.

[Example from National Client Identifier (NCI) Guide]

ISO Code (order)	Country	Primary National Identifier	Secondary National Identifier
5 CZ	Czech Republic	National identification number (Rodné číslo)	National Passport Number
12 GB	United Kingdom	National Insurance Number	-

Country (1), (2), and (3)

This refers to the country of nationality **not** residency. If more than one nationality is held, list the countries (up to three) in the order they appear on the National Client Identifier (NCI) Guide enclosed.

Example: Solely United Kingdom citizen/national

Country (1) will be United Kingdom.

Example: Dual citizenship/nationality with the United Kingdom and the Czech Republic

Country (1) will be the Czech Republic and Country (2) is United Kingdom as the Czech Republic appears before United Kingdom in the National Client Identifier (NCI) Guide.

Primary National Identifier (required for Country (1) only)

The Primary National Identifier should always be provided unless unavailable, in which case an X should be placed in the relevant box.

Example: Solely United Kingdom citizen/national

Primary National Identifier will be their UK National Insurance Number.

Example: Dual citizenship/nationality with United Kingdom and the Czech Republic

Primary National Identifier will be National Identification Number (Rodné číslo) for the Czech Republic.

Secondary National Identifier (required for Country (1) only where Primary National Identifier is unavailable)

If the Primary National Identifier is unavailable then the Secondary National Identifier listed for Country (1) should be provided.

If Country (1) does not have a Secondary National Identifier, or is unavailable, an X should be placed in the relevant box.

Example: Solely United Kingdom citizen/national

As there is no Secondary National Identifier for United Kingdom, if a UK National Insurance Number is unavailable, an 'X' should be placed in the relevant Secondary National Identifier box.

Example: Dual citizenship/nationality with the United Kingdom and the Czech Republic

If the National Identification Number (Rodné číslo) for the Czech Republic is unavailable, the National Passport Number for the Czech Republic should be provided. If this is unavailable then an 'X' should be placed in the relevant Secondary National Identifier box.

Legal Entity Identifier (LEI) – Companies, trusts and charities etc.

WARNING: Companies, trusts etc. will be unable to trade shares in the future until the LEI information has been provided.

The 20 digit alphanumeric Legal Entity Identifiers (LEIs) must be provided if signing as a company, trust, charity etc.

National Client Identifier (NCI) Guide

Country (1) will always be the first country to appear in the list (in ISO Code order)

ISO Code (order)	Country	Primary National Identifier	Secondary National Identifier	
1	AT	Austria	No further information is required	-
2	BE	Belgium	Belgian National Number (Numéro de registre national – Rijksregisternummer)	-
3	BG	Bulgaria	Bulgarian Personal Number	-
4	CY	Cyprus	National Passport Number	-
5	CZ	Czech Republic	National identification number (Rodné číslo)	National Passport Number
6	DE	Germany	No further information is required	-
7	DK	Denmark	Personal Identity Code	-
8	EE	Estonia	Estonian Personal Identification Code (Isikukood)	-
9	ES	Spain	Tax identification number (Número de identificación fiscal)	-
10	FI	Finland	Personal Identity Code	-
11	FR	France	No further information is required	-
12	GB	United Kingdom	National Insurance Number	-
13	GR	Greece	10 DSS digit Investor share	-
14	HR	Croatia	Personal Identification Number (Osobni identifikacijski broj)	-
15	HU	Hungary	No further information is required	-
16	IE	Ireland	No further information is required	-

ISO Code (order)	Country	Primary National Identifier	Secondary National Identifier	
17	IS	Iceland	Personal Identity Code (Kennitala)	-
18	IT	Italy	Fiscal code (Codice fiscale)	-
19	LI	Liechtenstein	National Passport Number	National Identity Card Number
20	LT	Lithuania	Personal code (Asmens kodas)	National Passport Number
21	LU	Luxembourg	No further information is required	-
22	LV	Latvia	Personal code (Personas kods)	-
23	MT	Malta	National Identification Number	National Passport Number
24	NL	Netherlands	National Passport Number	National identity card number
25	NO	Norway	11 digit Personal ID (Foedselsnummer)	-
26	PL	Poland	National Identification Number (PESEL)	Tax Number (Numer identyfikacji podatkowej)
27	PT	Portugal	Tax number (Número de Identificação Fiscal)	National Passport Number
28	RO	Romania	National Identification Number (Cod Numeric Personal)	National Passport Number
29	SE	Sweden	Personal Identity Number	-
30	SI	Slovenia	Personal Identification Number (EMŠO: Enotna Matična Številka Občana)	-
31	SK	Slovakia	Personal number (Rodné číslo)	National Passport Number
32	All other countries* (Including Crown dependencies such as Jersey, Guernsey, Isle of Man, etc.)		National Passport Number	-

*If you are listing two or more countries on the form that are not in the list above (i.e. two or more countries from 'All other countries') you will need to list them in order of their **ISO Country Code**. For further information visit www.nationalitycalculator.co.uk or contact Equiniti using the details below.

Contacting Equiniti Financial Services Limited



ONLINE

Further guidance on identifying the correct National Client Identifiers (NCIs) required is available from www.nationalitycalculator.co.uk

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POST

Equiniti Financial Services Limited, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA United Kingdom

Shareholder Reference for shares being transferred

This can be found on EasyShare statements or dividend confirmations

Declaration: Person(s) transferring shares



I/We hereby request transfer within EasyShare (as defined in the EasyShare Terms and Conditions) of the shares detailed in this form out of my/our names(s) to the person(s) named in this form. I/We request Equiniti Financial Services Limited to make such entries in EasyShare as are necessary to give effect to this transfer of beneficial ownership.

Declaration: Person(s) receiving the shares



In signing this form, I/We agree that my/our shares will be held by Equiniti Financial Services Limited (Equiniti) in the name of Equiniti Corporate Nominees Limited as bare trustee on my/our behalf in accordance with the EasyShare Terms and Conditions.

3rd Joint owner

Please place an 'X' in box below to confirm:

You jointly own the shares

You will be a new joint owner of the shares once transferred

Full Name/Company (including title if any)

Date of birth (dd/mm/yyyy) (if applicable)

Signature

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006.

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes]

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

4th Joint owner

Please place an 'X' in box below to confirm:

You jointly own the shares

You will be a new joint owner of the shares once transferred

Full Name/Company (including title if any)

Date of birth (dd/mm/yyyy) (if applicable)

Signature

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006.

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes]

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]

Shareholder Reference for shares being transferred

This can be found on EasyShare statements or dividend confirmations

Declaration: Person(s) transferring shares



I/We hereby request transfer within EasyShare (as defined in the EasyShare Terms and Conditions) of the shares detailed in this form out of my/our names(s) to the person(s) named in this form. I/We request Equiniti Financial Services Limited to make such entries in EasyShare as are necessary to give effect to this transfer of beneficial ownership.

Declaration: Person(s) receiving the shares



In signing this form, I/We agree that my/our shares will be held by Equiniti Financial Services Limited (Equiniti) in the name of Equiniti Corporate Nominees Limited as bare trustee on my/our behalf in accordance with the EasyShare Terms and Conditions.

Additional legal representative

Please place an 'X' in box below to confirm:

You represent the existing owners

You represent the new owners

Full Name/Company (including title if any)

Date of birth (dd/mm/yyyy) (if applicable)

Signature

Bodies corporate should execute under their common seal or in accordance with section 44 of the Companies Act 2006.

Signing as:

Power of attorney

✓ Please provide your NCI or LEI details below

Executor / administrator of a deceased estate

✗ You do **NOT** need to provide your NCI or LEI details below

National Client Identifier (NCI) (if signing as a private individual) [See Guidance Notes]

Country (1)

Primary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (2)

Secondary NCI for Country (1) Place an 'X' in the box if you do not hold this

Country (3)

If you do not hold the Primary NCI for Country (1) please provide the Secondary NCI as requested if available

Legal Entity Identifier (LEI) (if signing as company, trust or charity) [See Guidance Notes]