

Equiniti (EQ) Small Estates Form – Employee Shares Only

Criteria to use the Small Estate Service

You can use the Equiniti (EQ) Small Estates Service if **all** the following criteria are met:

- The value of the holding(s) in each company was £50,000 or less at the date of death. (The value is the shares as well as any outstanding payments.)
 - You can find share prices online or you can use our Share Valuation Service.
Visit www.shareview.co.uk, navigate to 'Manage My Shares' and click on 'Get a share valuation'.
- No inheritance tax is payable on the deceased's UK estate. Visit www.gov.uk/inheritance-tax for further guidance.
- You are the Next of Kin(s), or Executor(s) named in the will. There is a precedence in the UK for Next of Kin(s). Please visit <https://www.gov.uk/inherits-someone-dies-without-will> for more information.
- No Grant of Probate has been issued and there is no intention to obtain one.

Instructions

Ensure to:

- Read the guidance to reduce the risk of mistakes and related processing delays.
- Complete the form using BLOCK capitals.
- Avoid correction fluid or sticky labels when completing the form. Just cross out the error and initial the amendment.
- Return the form (pages 1 to 4) and any supporting documentation detailed in the Checklist on page 4 to **Equiniti, Highdown House, Yeoman Way, Worthing, West Sussex, BN99 6DA, UK**

Small Estates Declaration

By completing and signing this form, I/We do solemnly and sincerely declare, to Equiniti (EQ) and the company/companies listed, the following:

- I/We are entitled to administer the Estate of the deceased in the United Kingdom.
- There is no intention to apply for an UK Grant of Probate and as far as we are aware, no one else intends to apply for one.
- That the total value of the estate of the deceased in the United Kingdom does not exceed the Inheritance Tax limit.
- That the total value of each holding, as of the date of death, does not exceed £50,000 and understand that the total value of each holding is made up of shares held in the company, employee schemes and any payments that are outstanding.

I/We (jointly and severally) agree:

- To indemnify you from and against all claims, demands, losses, damages, costs and expenses, which you may suffer, incur or be liable for as a result of acting on my/our instructions. I/We undertake to produce a Grant of Representation if required in the future.
- In the event of a claim against you, I/we, upon request, will provide you with the sufficient funds required to defend such proceedings and agree that if I/we fail to do so you shall be entitled to admit or settle as you consider fit with the legal right to demand compensation or payment from me/us.

Step 1: Deceased shareholder and holdings details

The full name and address of the deceased shareholder should match the records on the share register. Please include the Shareholder Reference(s)/Account Number(s) if known. You can find this on any paper share certificates, or statements for electronically held shares, and any previous correspondence. If there are more than 5 companies in which shares are held, please include the extra details in a covering letter.

Full name of deceased shareholder:
Full address of deceased shareholder:

Companies in which shares are held	Shareholder Reference/Account Number (Shown as 8 or 11 digits on shareholder documentation)

Step 2: Next of Kin(s) / Executor(s) details

Check page 5 for the information and supporting evidence we may need from you.

If there are more than four Next of Kin(s) or Executors, please send us a covering letter listing the remaining Next of Kin(s) or Executor(s) providing the same details as below. Only the first named Next of Kin/Executor will receive future correspondence for the shareholding.

1	Title and full name of the first named or sole Next of Kin or Executor:		
	Address & postcode:		
	Date of Birth: D D / M M / Y Y Y Y	Contact Telephone Number:	Email Address:
	Signature*:		Date:
2	Title and full name of the second named or sole Next of Kin or Executor:		
	Address & postcode:		
	Date of Birth: D D / M M / Y Y Y Y	Contact Telephone Number:	Email Address:
	Signature*:		Date:
3	Title and full name of the third named or sole Next of Kin or Executor:		
	Address & postcode:		
	Date of Birth: D D / M M / Y Y Y Y	Contact Telephone Number:	Email Address:
	Signature*:		Date:
4	Title and full name of the fourth named or sole Next of Kin or Executor:		
	Address & postcode:		
	Date of Birth: D D / M M / Y Y Y Y	Contact Telephone Number:	Email Address:
	Signature*:		Date:

*If signing as an attorney, please provide the LPA access code in a covering letter so we can view the Power of Attorney on the government website. There are additional requirements for Power of Attorneys obtained outside of the UK. Please check www.shareview.info/shareview/powerofattorney or contact Equiniti for further details.

*If signing on behalf of a corporate body, please state the capacity of the signatory and enclose a copy of your authorised signatory list.

Options 1 and 2: Paying the Fees (Bank Transfer only)

If you have elected to pay fees via bank transfer, please enter below the details of this payment.

Fee payment amount:	Date the fee was paid:										
£	<table border="1"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		
Name of your bank:											
Name on your bank account:											
Your bank account details (sort code and account number):											
Reference you quoted in the bank transfer:											

Step 5: Automatic closure of Employee Scheme(s)

The schemes that can be dealt with in this Small Estate Form are:

- **Save As You Earn Scheme (SAYE) and Sharesave Schemes:** With these schemes you can either Exercise the Option(s) or have the savings repaid.
- **Share Incentive Plan (SIP):** With this scheme you can either sell all the shares, transfer all the shares, or sell some and transfer the remainder.

When the company advised us of the death a form would have been sent outlining the schemes held and how they can be closed. This form should be completed and sent with the Small Estates form for the scheme(s) to be closed. If you are not in possession of it, please let us know and we will arrange for a duplicate to be sent.

Please indicate below which schemes you are enclosing form(s) for:

☒	Save As You Earn Scheme (SAYE) and Sharesave Schemes	☒	Share Incentive Plan (SIP)
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Keeping the shares? If you have selected to keep the shares these will be issued in the deceased shareholder's name. We encourage you to arrange either the sale, transfer, or donation of the shares. Further information on this and the forms to complete can be found by visiting our 'Bereavement Support' section at www.shareview.co.uk

CHECKLIST

When returning the Small Estate Form, please ensure you have:

☒	Enclosed a copy of the death certificate as evidence of the death, if not previously supplied. (This will not be returned.)
☒	Paid the fee(s), if required.
☒	Enclosed the forms to close the Save as You Earn (SAYE) and Sharesave Schemes and/or Share Incentive Plan (SIP).
☒	For step 3, if relevant, the Overseas Payment Form(s) if you want to provide an Overseas bank account.

Equiniti (EQ) Small Estates Service Guidance

Verification of Information (step 2)

In this step, please complete the name and address of each Next of Kin(s) or Executor(s), along with their contact information. We use these details if we need to make contact about the form(s).

For values between £20,000 to £50,000

To comply with UK Money Laundering Regulations, we need to confirm the identify of each Next of Kin or Executor listed in step 2, including any attorneys signing on their behalf:

Resident	Additional Information Required	Identification Process
UK addresses	- Date of birth: please complete this in step 2. (If you are signing as attorney, please provide your date of birth in a covering letter)	Using the name, address, and date of birth, we will validate the identities of all Next of Kin(s) and Executor(s) using an external agency. We will keep a record of this search. If we need further details, we will contact you.
Non-UK addresses	- Date of birth: please complete this in step 2.	Within 5 days of receiving the Small Estate form, a link will be provided to you. This link will allow you to verify your identity by uploading a photo and any supporting photographic evidence. The link will be provided to you by text and/or email. It is valid for 48 hours. You will receive a separate email confirming that this action needs to be completed.

Fees Payable (step 4)

A fee may be payable to use our Small Estate Service. This covers Equiniti (EQ) for the risks associated with accepting the Small Estate declaration and re-registering the holding as an alternative to obtaining a Grant of Representation.

Depending on the value of the shares, EQ may charge:

- an Administration Fee (to cover the work to process the Small Estates)
- a Countersignature Waived Fee (the **countersignature** protects the company if you are unable to meet the requirements of the indemnity, outlined in the declaration and takes on a possible liability.)



Scan the QR code to learn more about our fees.

Can't access the website? You can contact our bereavement team on +44 (0)371 384 2793.

Please use the country code when calling from outside the UK. Our lines are open from 8.30am to 5.30pm (UK time) Monday to Friday, excluding public holidays in England and Wales.

Paying the fees

Fees can be paid by bank transfer (the easiest option) or cheque:

Bank Transfer	Reference to use: 'SE' followed by the only/first shareholder reference number details in step 1. Ex. SE123456789	
	Account Name	Equiniti (EQ) Limited (Re Small Estate Fees)
	Sort Code and Account Number	30-12-99 10950560
	For Overseas Bank Accounts only: BIC/SWIFT Code: LOYDGB21642 IBAN: GB06LOYD30129910950560	
	Following payment, to enable us to locate this in the above account, please enter the information on page 4.	
Cheque	Sterling cheques should be made payable to 'Equiniti Limited', signed, dated, with the fee given in both words and figures. NOTE: We can only accept cheques from chequebooks issued since 2000 and without any alterations.	