



iDealing.com Limited  
New Broad Street House  
35 New Broad Street  
London  
EC2M 1NH

## Guidance Notes - Transferring Certificated Holdings to your iDealing Standard Account

### Eligible investments & charges

Certificated investments held in your name may be eligible to be transferred into your iDealing account. We are unable to accept unit trusts, or stocks & shares that are in liquidation and/or Crest ineligible.

### No change in beneficial interest

You can only transfer holdings into an iDealing account where there is no change of beneficial ownership. For example, you cannot transfer holdings in a single name account into a joint iDealing account or vice versa. Similarly, holdings being transferred must be held in an account in the same name(s) as your iDealing account.

### The transfer procedure

1. Check that the stock is on the iDealing website.
2. Select the Instrument Search option from the Markets tab.
3. Enter the name of the stock to be transferred and click on Search.
4. If the stock you hold is displayed, then it should be eligible.
5. Repeat steps 1 to 4 for each different holding.
6. Complete the list of your eligible holdings and iDealing account information on the [iDealing Transfer Instruction Form](#) on page 2. (print off page 2 again, as a continuation sheet if required)
7. Sign and complete a separate Crest Transfer Form for each eligible holding. Crest Transfer Forms are available from our website Forms page. If you have more than one certificate for a particular holding, provided all the certificates are in the same name and security description (e.g. Ord. 25p), only one Crest Transfer Form is required. Please refer to the sample Crest Transfer Form on our website Forms page to assist you with the completion of the Crest Transfer Form(s); and
8. Return all forms and a cheque to cover the transfer charges to the above iDealing registered address.

### What happens next

iDealing will deliver the certificates and Crest Transfer Forms to Crest for dematerialisation into our pooled nominee name. The holdings will be reflected on your portfolio once they have been processed by Crest. Holdings cannot be traded until they have been processed.

Should you have any further questions, please email [Admin@iDealing.com](mailto:Admin@iDealing.com)

## iDealing Transfer Instruction Form

Please arrange to transfer the following holdings into my iDealing Standard Account:

Quantity e.g. 100	Stock name Barclays plc	Description Ordinary 25p

### Declaration to iDealing.com Limited

I confirm, having read the attached guidance notes, that the covering certificates, signed Crest Transfer Forms and a cheque to cover the transfer fees are enclosed and that there is no change in beneficial ownership in effecting the above transfer(s).

Your name	
Your signature	
Date	
iDealing account no.	