



## BF&M Limited Shareholder Services

### Transferring Shares

#### CERTIFICATED SHARES

BF&M facilitates the transfer of shares held in certificate form. Requested documents can be sent via email to [shareholder@bfm.bm](mailto:shareholder@bfm.bm) or dropped off at BF&M, 112 Pitts Bay Road, Hamilton, Bermuda to the attention of Shareholder Services.

From	Required documents	Notes
Transferor(s) & transferee(s)	<b>Share Transfer Form</b>	<ul style="list-style-type: none"> <li>• Provided by BF&amp;M</li> <li>• Dated, and signed with a witnessed</li> </ul>
Transferor(s) The current Shareholder	<b>Copy of valid photo ID</b>	
	<b>Original Share Certificate(s)</b>	If lost, contact BF&M for a replacement Indemnity document
Transferee(s) Recipient(s) of the shares	<b>Shareholder Details Form</b>	Provided by BF&M
	Compliance documents:	
	a. <b>Copy of valid photo ID</b> b. <b>Proof of residency</b> within the last three months c. <b>Proof of nationality</b>	I.e. Drivers License or passport Copy of utility bill with physical address. P.O. Boxes will not be accepted. I.e. Valid passport or Immigration letter

#### Additional Document Requirements

**In addition** the above, accounts which fall within the below categories must also send the below.

Trust	a. Resolution to transfer the shares b. Copy of the Signatory document c. Document confirming beneficiaries d. Compliance documents from <b>all beneficiaries</b>
Company	a. Resolution to transfer the shares b. Copy of the Signatory document

Estate	<ul style="list-style-type: none"> <li>a. Copy of probate</li> <li>b. Copy of death certificate</li> <li>c. Photo ID of the late shareholder</li> <li>d. Copy of will: <ul style="list-style-type: none"> <li>i. Initial page</li> <li>ii. Section pertaining to the shares or general estate if not specified</li> <li>iii. Signatory page</li> </ul> </li> <li>e. Original share certificates</li> </ul>	
	<table border="1"> <tr> <td style="text-align: center;"><b>Executor</b></td> <td> <ul style="list-style-type: none"> <li>a. Copy of photo ID.</li> <li>b. Signs the Share Transfer Form on behalf of the estate</li> </ul> </td> </tr> </table>	<b>Executor</b>
<b>Executor</b>	<ul style="list-style-type: none"> <li>a. Copy of photo ID.</li> <li>b. Signs the Share Transfer Form on behalf of the estate</li> </ul>	
Power of Attorney	<ul style="list-style-type: none"> <li>a. Document granting the Power of Attorney</li> <li>b. Copy of valid photo ID</li> </ul>	

## SHARE TRANSFER NOTES

Joint share registrations	<ul style="list-style-type: none"> <li>• “And” accounts require signatures of <u>all</u> shareholders for any changes or sales i.e., John and Jane Doe.</li> <li>• “And/or” accounts require the signature of <u>either</u> shareholder changes or sales i.e., John and/or Jane Doe.</li> </ul>
Minors Shareholders under 21	<ul style="list-style-type: none"> <li>• Shares must be registered “As Guardian For” i.e. “Adult Name(s) A/G/F Child(rens) name(s)”.</li> <li>• Once the minor is of signatory age (21), the guardian automatically has <b>NO</b> signing rights and therefore cannot make any changes to the account.</li> <li>• Statement from the guardian confirming it is understood they are managing the account until such time the child turns 21. Provided by BF&amp;M.</li> </ul>

## DEMATERIALIZED SHARES

Dematerialized shares are listed on the Bermuda Stock Exchange and can only be transferred by a Broker. A shareholder statement can be provided by BF&M as proof of ownership for the Transferor(s).