

Buying Shares through The Share Centre – Off-line

To buy shares through The Share Centre, you will need to open an account. This is relatively straightforward and you will not incur any charges until you start using your account to deal.

If you already have a stockbroker, you may be able to buy through them. Please contact them for further information.

To buy offline, simply call The Share Centre Customer Services Team on 01296 41 41 41 and request a Buyers Pack for the company in which you are interested.

The Share Centre Customer Services Team will send out all the information and paperwork you need within 3 working days.

If you intend to make a purchase immediately please complete the purchase order authority, remembering to state a limit price (the maximum price you are prepared to pay per share) and send a cheque for the amount of the purchase. If you would like share price information before placing your order, visit the Traded Company Information section of the Sharemark website. Alternatively call The Share Centre on 01296 41 42 43

Complete and return the application forms and purchase authority along with your proof of identification.

When The Share Centre receives your application forms they will be checked to ensure that the address matches that which is given on your identification and that a limit price has been entered.

Providing all the forms are completed correctly the Customer Services Team processes the application, and your account is opened. You will then receive a letter containing your account details. If you have requested a PIN to allow you to deal online, this will be sent under separate cover for security purposes.

N.B. You can amend your limit price up until the cut-off before the auction. Remember you will only buy your shares if you are willing to pay the same as or more than the indicative price and if there are enough sellers offering enough shares. To amend your price, you will need to call the Dealing Team on 01296 41 42 43.

Your order will be entered in the next auction and will show on the Sharemark website anonymously.

