

## London to Johannesburg (L – J Removals)

<u>LINK</u>	<u>COMPUTERSHARE</u>
Anglo American	SABMiller
Lonmin	Schroder European Real Estate
Old Mutual	
Capital & Regional	

- **All Stamp Duty Exempt**
- **Fast tracking (express) available with fees – 3 hr processing turnaround (off UK register) from when shares have settled from CREST and correct removal form received**
- **3 day processing turnaround (off UK register) for standard (non Fast Track) items**

1. Equiniti receive a completed L-J removal form via email/fax/post.
2. Check to see whether the removal is a Fast Track (FT) or Standard service. This will be noted on the form and/or in the email. In the case of Citigroup, we have a standing agreement to treat all L-J removals received from them as Fast Track.
3. Check that the form has been completed correctly.
  - Form has been signed with details of authorised signatory, or attached letter included
  - Number of shares on the removal form match the number of shares to be removed showing on UK register
  - Name details on removal form match with name details on UK register and SA address provided
  - If Strate = YES then Strate details are also included on removal form

If there are any errors then the form needs to be rejected back.

4. If no physical share certificate is surrendered, locate the holding on UK share register and check to see if a CREST Stock Withdrawal has completed and the shares are in the certificated holding named on the removal form. If the shares have not settled from CREST or a certificate has not been received by 5 working days, contact the broker to query the whereabouts of the shares.
5. Check that transaction amount agrees with the removal form.
6. Arrange for the share certificate to be pulled.
7. If Fast Track, write this on the top of the form and process the removal within 3 hours. If Standard, process within 3 day turnaround.
8. Complete removal spreadsheet, taking the next L-J reference number and writing this on the removal form. Also note on spreadsheet if the removal is Fast Tack or Standard, the requesting broker and the certificate number.
9. Scan a copy of the numbered L-J removal form and save in the relevant company L-J removal folder.
10. Process the L-J removal form, and transfer the requested number of shares out of the shareholding and into the South African balancing holding (EXCEPTION – Old Mutual does

not use a SA balancing holding – simply remove shares from the shareholding and off the UK register).

11. A copy of the complete L-J removal form is emailed with the L-J reference number to the contacts at the South African Registrar instructing them to update the SA register. Mark email as urgent if Fast Track. (COMPUTERSHARE only – confirm SA, UK and Issued Share Capital figures with each email. LINK only – Removal amounts & refs, SA, UK and Issued Capital figures balanced at month end).
12. Save emails in relevant registrar/company file.
13. Equiniti confirm the L-J reference back to the broker.
14. File paperwork in appropriate folder.
15. Cancel pulled share certificates once received and file with corresponding paperwork.
16. Equiniti invoices the brokers for Fast Track removals on a monthly/quarterly basis.

## **Johannesburg to London (J - L Removals)**

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- **All Stamp Duty Exempt**
- **No Equiniti fees**
- **No Fast tracking**
- **All (correct) forms received before 3.30pm must be done that day**

1. A completed J-L form is received via email from the South African registrar.
2. Add date and details of the J-L removal to the relevant company page on Equiniti removals spreadsheet. Check that the J-L reference number on the form(s) follows on from the previous number. If not, email the contact at the SA registrar to query this.
3. Scan a copy of the J-L removal form and save in the relevant company J-L removal folder.
4. Most J-L removals require the shares to be dematerialised into CREST – check that the shareholder name and CREST ID and Participant details stated on the removal form are correct and match with the UK register.
5. If any details are incorrect, reject the J-L removal form back to the SA registrar for confirmation and, if needs be, a corrected/new form. Note: UK contact details for the broker are stated on the J-L removal form. It is worth trying these broker contacts before rejecting back to the SA register, however, these contact details are not always correct.
6. Process the removal form and transfer the requested number of shares from the South African balancing holding and into the shareholder's certificated holding stated on the form. Open a new holding if necessary. (EXCEPTION – Old Mutual does not use a SA balancing holding – simply add the shares to the shareholding and onto the UK register).
7. If the shares are to be dematerialised into CREST, pull the resulting share certificate for cancellation and demat the shares into the requested CREST holding.

8. If the broker requires a share certificate, arrange for this to be produced and posted out to the address quoted on the J-L form.
9. Note the certificate number on the removals spreadsheet.
10. COMPUTERSHARE only – reply to email and confirm J-L removals processed. Confirm SA, UK and Issued Share Capital figures. Save emails in registrar/company file. LINK only – Removal amounts & refs, SA, UK and Issued Capital figures balanced at month end.
11. File paperwork in relevant folder.
12. Cancel pulled share certificates once received and file with corresponding paperwork.