**Certificate No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Share Certificate

**INSERT COMPANY NAME LIMITED**

REGISTERED IN ENGLAND, WALES, SCOTLAND (DELETED TWO)

COMPANY NUMBER: INSERT NUMBER HERE

This is to certify subject to the Memorandum and Articles of Association of the Company that

ENTER NAME HERE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of shareholder)

of

ENTER ADDRESS HERE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (address of shareholder)

*is the registered holder of NUMBER OF SHARES*

*fully paid TYPE OF SHARE (I.E. ORDINARY) share(s) of*

*VALUE EACH SHARE (I.E. £1.00) each in the Company*

*Given under the Common Seal of the Company or executed on behalf of the Company by:*

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Signature of Director* | Company Seal |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Signature of Secretary\Director* |

No future transfer of any of the above mentioned shares can be registered until this certificate has been deposited at the office of the registrar of the Company

Share Certificate Instructions

Do not send this form to Companies House. This is for information only. Share certificates are for your personal records.

1. In the share certificate complete the blue sections

 a) Enter company name and number

 b) Delete the two countries that do not apply to your company

c) Enter the shareholders name and address or delete the wording and manually enter these afterwards

d) Enter the number of shares held

e) Enter the value of each share, not the total held.

f) At the top of the form enter the date and the certificate number. This number should follow in sequence from the previous certificate issued. If this is not known delete this section.

g) Convert all text back to black if preferred (under Format, Font).

2. Print the form

3. Get the director and secretary or second director to sign the certificate. You may also want to emboss the certificate with the company seal.

4. Once the completed certificate has been signed issue to the shareholder for them to keep as their own record. You do not need to send these to Companies House. If new shares have been issued, advise Companies House using a form SH01 available FREE from the download section of this website.

5. You should also update the official Company Register. This is normally located at the registered office address. Note – it is a legal requirement to keep and update the company register. These are available for purchase from this website.