Stock transfer form

[Note: This form has legal and tax consequences: it transfers ownership of the shares. Check the company's articles and any shareholders' agreement first, as they may give other shareholders pre-emption rights or require the directors' approval, and take advice before relying on it.]

[Note: The form follows the layout of the stock transfer form in Schedule 1 to the Stock Transfer Act 1963. Use it only for fully paid shares; partly paid shares need a transfer signed by both parties. Some registrars insist on their own printed form.]

Consideration money	[Consideration (the price paid)]
Certificate lodged with the registrar	(for completion by the registrar)

The shares

Full name of undertaking	[Your company name] (company number [Your company number])
Full description of security	[Class and nominal value of the shares]
Number or amount of shares, stock or other security	[Number of shares] ([Number of shares, in words])
Name of registered holder	[Shareholder name]
Address of registered holder	[Shareholder's address]

[Note: If the consideration is a gift, enter 0 and write NIL against "Consideration money". If the transfer is not made by the registered holder (for example by executors), add the name and capacity of the person making the transfer under the holder's name.]

Transfer

I/We hereby transfer the above security out of the name(s) aforesaid to the person(s) named below.

Signature of transferor

Signature _____

Name _____

A body corporate should execute this transfer in accordance with the statutory requirements that apply to it

Date _____

Transferee

Full name of the person to whom the security is transferred	[Other party name]
Full postal address, including postcode	[Other party address]

I/We request that such entries be made in the register as are necessary to give effect to this transfer.

Stamp, or name and address, of the person lodging this form (if not the transferee)	[Person lodging the form]

Stamp duty certificates

Complete the certificate that applies, if any. If neither applies, this form must be sent to HMRC for stamping and the duty paid before the company can register the transfer.

Certificate 1: consideration of £1,000 or less. I/We certify that the transaction effected by this instrument does not form part of a larger transaction or series of transactions in respect of which the amount or value, or aggregate amount or value, of the consideration exceeds £1,000: ☐

Certificate 2: gift. I/We certify that this instrument falls within category L in the Schedule to the Stamp Duty (Exempt Instruments) Regulations 1987 (a transfer by way of gift for no consideration in money or money's worth): ☐

[Note: Duty on a sale for more than £1,000 is 0.5% of the price, rounded up to the nearest £5. Email a scan of the signed and dated form to HMRC's Stamp Duty mailbox (post it only if you cannot email it) and pay the duty by bank transfer within 30 days, or interest and a penalty may be charged. HMRC no longer stamps the form: it sends a letter confirming the duty is paid, with a verification code, and the company registers the transfer only when it has that letter. If certificate 1 applies, or the shares are a gift for no consideration, no duty is due and the form need not be sent to HMRC: HMRC's guidance says a transfer for NIL consideration needs neither certificate, so certificate 2 is optional for a gift. A certificate

must be signed by the transferor or their solicitor or agent who knows the facts; the transferor's signature on this form covers the certificate they tick.]

[Note: Stamp duty on shares is being replaced. In July 2026 the government published draft legislation for a Securities Transfer Tax, a single self-assessed digital tax in place of stamp duty and stamp duty reserve tax, for Finance Bill 2026-27, and on 28 October 2026 it said the new tax will start in late 2027. No commencement date has been set and the draft is not yet law. Until it starts, the stamp duty rules and HMRC process described above apply; check HMRC's guidance before using this form after 2027.]

Transferee's confirmation

I confirm that my name and address above are correct, and I agree to become a member of the company and to be entered in its register of members as the holder of these shares: ☐

Signed by or for the transferee

Signature _____

Name _____

Position, if signing for a company _____

Date _____

For the company's use

1. The directors approved the registration of this transfer on (date): _____
2. Entered in the register of members on (date): _____
3. New share certificate number issued: _____

[Note: The company must register the transfer, or give the transferee notice of refusal with reasons, within two months. If the transfer changes who has significant control of the company, update the register of people with significant control and tell Companies House.]

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/share-transfer-form