

Sharestore Gift Transfer

Section 1: Personal Details (all fields must be completed)

Title		Forename(s)	
Surname			
Home address			
Postcode			
Email Address (for queries regarding the form)			
Contact Telephone Number		Share Reference Number	
NI Number		Employee Number	

Section 2:

Please transfer Ordinary shares, out of the Sharestore to the person(s) named below.

*Please insert the **exact** number of shares that you wish to transfer to a Diageo share certificate.

***Signature** _____ **Date:** _____

* I authorise Diageo Employee Shares Nominees Limited ("the Nominee") to arrange with the Registrar to transfer the shares in accordance with my instructions and enter the details contained in section 3 on the Diageo register of members. I understand that a Diageo share certificate will be sent to me by post once the transfer has taken place.

Section 3: Details of person(s) to receive the shares:

Title and Full Name	(1)	(2)
	(3)	(4)
Address (first named holder only)		
Postcode	Account Designation (if any)	

Section 4: The person named in section 1 should sign both A and B below

A: Signature _____ **Date:** _____

B. FORM OF CERTIFICATE REQUIRED WHERE TRANSFER IS EXEMPT FROM AD VALOREM STAMP DUTY AS BELOW THRESHOLD

- I 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.
- I certify that this instrument is otherwise exempt from *ad valorem* Stamp Duty without a claim for relief being made or that no chargeable consideration is given for the transfer for the purpose of Stamp Duty.

Signature _____ **Date:** _____

If the above certificate has been completed, this transfer does not need to be submitted to the Stamp Office but should be sent directly to the Diageo Shares Office. If the above certificate is not completed, this transfer must be submitted to the Stamp Office and duly stamped. For guidance on stamp duty on shares please refer to www.hmrc.gov.uk/sd/shares/sharetransfers.htm

Please scan and email your completed form to: diageoshareplans@diageo.com

Please note due to the current impact of Covid-19 we are only able to accept Sharestore transfer forms electronically at this time.