

Guidelines for completion of a CREST transfer form

To transfer share certificates held in your own name into your Dealing account, you will need to complete a CREST transfer form for each different security.

The CREST transfer form can be found within the Useful forms area of the website. The only fields you will need to complete are;

Information required	Detail
Name of Undertaking	Tesco Plc
Description of Security	Ordinary 5p
Amount of shares or other security in words	One Thousand
Figures	1000
In the name(s) of	Your full name as it appears on the share certificate and your address
Please sign here	Your signature

Please note the following when returning your signed transfer(s) and share certificate(s):

- Please include a covering letter detailing your Dealing account number
- If all certificates are for the same security then you only need to fill in one transfer form (unless you have separate designated holdings in which case please complete a transfer form for each separate designation)

Please return your covering letter, signed CREST transfer form(s) and share certificate(s) to the following address:

AJ Bell
Transfers Team
4 Exchange Quay
Salford Quays
Manchester
M5 3EE

Share certificates can be costly to replace so you may wish to consider sending these by registered mail.