

VCT share buyback form

How to complete this form

- 1 Please complete this form in BLOCK CAPITALS using BLACK INK.
- 2 Leave boxes blank where they don't apply to you.
- 3 Once completed please send to:

Octopus Investments Limited
PO Box 10847
Chelmsford
CM99 2BU

How to complete this buyback form

Please make sure you answer all the questions marked with an '*'. Leave blank any boxes that don't apply to you. Once completed, please send this form – along with your completed CREST transfer form (not applicable for VCT ISA holders) and share certificate(s) – to: **Octopus Investments Limited, PO Box 10847, Chelmsford CM99 2BU.**

Section 1 – About the investor

* Title (Mr/Mrs/Miss/Ms/Other)	
* First name(s)	
* Last name	
* Country of birth	
* Country(ies) of citizenship	
* Nationality	
* Date of birth DD MM YYYY	* National Insurance number
* Telephone numbers	Country code Telephone number
Primary:	
Secondary:	
* Email address	
* Address line 1	
Address line 2	
* Town/City	County
* Country	* Postcode

Section 2 – Instructions to sell

* Share title (as it appears on the share certificate e.g. Octopus Titan VCT shares)
* Number of shares to be sold
<p>If you wish to sell fewer shares than the total amount of shares on your certificate(s), then a certificate for the remaining shares will be subsequently issued to you.</p> <p>The board intends to buyback shares at up to a 5% discount to the net asset value. All buybacks are subject to the VCT having sufficient funds available and are at the discretion of the board. There may be closed periods during a year where the VCT will be prohibited from buying back shares which may include the periods of up to four months after its financial year end and up to three months after its half year end. These closed periods are listed in our Selling your VCT shares guide.</p>

Section 3 – Bank details (please complete the bank details for payment to be made)

*** Please give us details of the bank account you would like the withdrawal to be paid into**
(Please note that we can only make payments to a named investor of this portfolio. Third party payments are not possible.)

Account name

Bank or building society name

Account number

Sort code

Reference to be quoted

Branch address

Postcode

Section 4 – Tax residency status

*** 4.1** We are legally required to collect information about the tax residency and classifications of each investor. This information may be shared with HMRC, and may be transferred to the government of another territory in accordance with relevant agreements. For further information, please visit [octopusinvestments.com/reportingforms](https://www.octopusinvestments.com/reportingforms).

Are you a tax resident, or do you complete tax returns in any country other than the UK?

No – tick this box and please go straight to **Section 5**.

If your country of birth or country of citizenship is outside of the UK, please send us a certified copy of a valid UK ID, such as a UK driving licence or passport, or a certified letter from HMRC, to confirm your UK tax residency status.

Yes – tick this box and please complete the table below.

4.2 Please list the country(ies), other than the UK, in which you are resident for tax purposes. Please provide the Taxpayer Identification Number (TIN) or functional equivalent for each country, or tick the relevant box if the country does not provide a TIN.

Country	Taxpayer Identification Number (TIN)	TIN not available

Section 5 – Investor declaration

By signing this form, I HEREBY DECLARE THAT:

1. I am instructing you to sell the number of shares stated above.
2. I agree to the terms set out in the Octopus VCT Nominee Service Terms and Conditions.
3. I understand that the sale of the shares may not immediately take place due to closed periods when the accounts are being finalised.
4. I have provided accurate information, to the best of my knowledge.
5. I consent to Octopus taking a £25 commission for managing the buyback process.

*** Investor name**

*** Investor signature**

*** Date signed**
DD MM YYYY



Before sending your form, please review the quick checklist below to help us process your request:

You have completed and signed the VCT buyback form and CREST transfer form. Please note if you'd like to sell shares in the Octopus VCT ISA you do not need to complete the CREST transfer form.

You have completed your bank details in **Section 3**.

You have enclosed your VCT share certificate.

Once complete, please send your VCT share buyback form to:

Octopus Investments Limited
PO Box 10847
Chelmsford
CM99 2BU

What happens next?

- 1 We will open an account in your name and arrange for your shares to be deposited into the account. This will be held in our nominee account however you will remain the legal owner until the buyback is completed. Please note this process is not applicable to those who hold shares in the Octopus VCT ISA as we already hold your shares in a named account.
- 2 Once the buyback date has been agreed we will facilitate the buyback with the corporate broker. This is currently Panmure Gordon.
- 3 The buyback price will be agreed. In normal market conditions the aim is to buyback shares at a 5% discount to NAV.
- 4 The commission to complete this is £25 and this will be reflected in your contract note.
- 5 On completion of the buyback we send you a contract note to confirm that this has been completed.
- 6 On the settlement date we will transfer the funds as per your instructions in the buyback form.

Got a question?

We don't offer financial or tax advice, which is why we always recommend talking to a qualified financial adviser before making any investment decisions. However, if you have any other questions, please call us on **0800 316 2295**. We're always happy to hear from you.



0800 316 2295
investorsupport@octopusinvestments.com
[octopusinvestments.com](https://www.octopusinvestments.com)



Send completed form to:

Octopus Investments
PO Box 10847
Chelmsford CM99 2BU