

### Link Share Dealing Email Service

The Link Share Dealing Email Service provides an execution-only service for shareholders, listed on a recognised Stock Exchange or regulated market. It is available between the hours of 8:00 a.m. – 4.30 p.m. (UK time, Monday-Friday, excluding English bank holidays). If instructions are received between 4pm and 4.30pm on any business day we will endeavour to execute these for you however we cannot guarantee that your order will be executed until the following day. If your order is received outside of these hours, dealing will be held over until the next business day. If you are resident outside the EEA, the Channel Islands and the Isle of Man, you are not eligible to use this service.

### Selling Shares

Please complete the Link Share Dealing Email Service Application Form and the CREST Transfer Form and scan and email them, together with a scan of your share certificate(s) and a copy of your bank statement to <a href="CED@linkgroup.co.uk">CED@linkgroup.co.uk</a>. We recommend sending emails securely. We will execute your instruction upon receipt of these emailed documents or as soon as reasonably practical thereafter, subject to any price limit. Once we have carried out your instructions, a contract note confirming the transaction will be sent to you. If you are not selling all of your shares, then a certificate for the remaining balance of your shares will normally be sent to you within 10-15 working days after the settlement date by the registrar.

After you have emailed a scanned copy of your instruction, we will contact you once your instruction has been executed. Please do not post any documents to us prior to receiving confirmation that your order has been executed. As soon as we have confirmed that we have executed your transaction, you must immediately send all the documents you have emailed to:

**Link Asset Services** Corporate & Employee Dealing 65 Gresham Street London EC2V 7NQ

We recommend using a secure method of postage, as Link will not be responsible nor be held liable for any documentation that becomes lost in the postal system.

# **Price Limit**

If you do not wish to sell your shares at less than a certain price, you can specify the minimum price at which you wish to sell. Sale price limit instructions will be retained for 30 days from the date of receipt, after which time further instructions will be sought from you. If the price limit box is left blank, we will deal at the best available market price at the time your shares are sold in accordance with our Best Execution Policy which can be found on our website: http://www.linksharedeal.com/media/BestExecutionPolicy.pdf

# Settlement

Where Link is the registrar for the company in which you are selling shares, settlement will usually take place two business days after the date we execute your trade. Where Link is not the registrar, settlement will be at least 10 working days after the date that we execute your trade. Enter your full bank details on the Link Share Dealing Email Dealing Service Application Form. We will release the sale proceeds, in the currency you indicate (net of costs), to this account on the settlement day shown on your contract note provided that Link has received all the required documentation and the underlying transaction has settled with our market counterparty. If this sum is less than the cost of electronically sending you the net sale proceeds, or if you leave this section blank, we will send you a sterling cheque to your registered address. Please note that we may not be able to send proceeds in some currencies, in which case we will send sterling. Please also note that sale proceeds cannot be paid to a third party.

# **Buying Shares**

Complete the Link Share Dealing Email Service Application Form, inserting your title, full name, address, daytime telephone number and email address. Enter the amount of money you wish to invest. The amount you invest, less charges and if applicable, stamp duty reserve tax and PTM Levy, will be used to buy as many shares as possible.

Then email it to us at <a href="mailto:CED@linkgroup.co.uk">CED@linkgroup.co.uk</a>

# **Pre-funding**

Once we have contacted you to confirm receipt of your purchase instruction, you should arrange to send the funds directly from your bank. We will advise you of the account to credit. You should ensure that you

instruct your bank to credit the full agreed amount to our account and debit any bank charges from your account separately. We will purchase the shares after we have received cleared funds to our bank

### **Price Limit**

We do not offer a price limit facility when buying shares and all shares will be purchased at the best available market price at the time your shares are bought in accordance with our Best Execution Policy which can be found on our website: http://www.linksharedeal.com/media/BestExecutionPolicy.pdf

After you have emailed a scanned copy of your instruction, we will contact you to arrange payment of funds. Please do not post any documents to us prior to receiving confirmation that your order has been executed.

As soon as we have confirmed that we have executed your transaction, you must send the instruction form to:

**Link Asset Services Corporate & Employee Dealing** 65 Gresham Street London EC2V 7NQ

Provided that the underlying transaction has settled with our market counterparty, the certificate will be sent to you after settlement. Certificates can take 10-15 working days to arrive. Please note that we will not be able to register your shares in the name of a third party.

# **Link Share Dealing Email Service Rates and Charges**

Commission, Government Duties and Levies Rate		
Commission		
- Selling and Purchasing	0.00%	
Stamp Duty Reserve Tax		
- Purchase of UK equities	0.5%	
PTM Levy		
- Charge on UK equity	£1.00	
transactions over £10,000.00		

If you ask us to send your net sale proceeds to an overseas bank account we will charge you £25 to do so. Please be aware that some non-UK banks use a 'correspondent' or intermediary bank to handle funds. This may delay your receipt of the money. Depending on local rules and procedures, correspondent banks may also keep some of your sale proceeds as an additional fee.

International Currency If you are a shareholder resident outside the UK, and wish for your share sale proceeds to be paid in a currency other than sterling, you may be able to use the International Payment Service provided by Link Market Services Limited to request payment in your local currency, either direct to your bank account or by bank draft. However, please note that by using this service your proceeds will be paid by Link Market Services Limited as a third party and you will lose client money protection. Please see the Terms and Conditions for further details. Please contact us if you require further information about the International Payment Service.

Please read the Terms and Conditions enclosed in this document

Section 1: Personal details

Please print all details clearly in block capital letters:

Title:	First Name(s):		Surname:
(Mr/Mrs/Miss/Other)			
Joint Names:			
Home Address:			
		Post Co	ode:
Personal Details:	Date of birth:		
	Country of nationality:		
	Daytime Telephone:	Мо	bile:
	Email:	•	
	Investor Code*		

# Section 2: Sale or Purchase Instruction

# 2.1 Sale Instruction

I have read and agree to the Link Corporate and Employee Dealing Service Terms and Conditions of Business and, in accordance with them, I instruct Link Asset Services to:

Please sell		ordinary shares in:	
			(Company Name)
Price Limit (i	f applicable)		

Please sell my shares but not below:

your instruction or received your instruction in a legible format.

Please note that instantaneous forms of communication such as email do not always work properly. An e-mail confirmation (or other similar document) generated by the electronic / computer device used to send your instruction, does not guarantee that Link Asset Services has received

Dealing will normally take place on a daily basis (the "Dealing Day") and will comprise all orders received up until 4:00pm on the Dealing Day. If instructions are received between 4pm and 4:30pm on any business day we will endeavor to execute these for you however we cannot guarantee that your order will be executed until the following day. Instructions received on a day which is not a Business Day or outside of London Stock Exchange trading hours will be deemed to have arrived on the immediately following Business Day. We reserve the right to deal more or less frequently than stated in these Conditions where in our opinion it would be prudent to do so, such as where extreme volumes of instructions have been received, or a purchaser cannot be found or when in its opinion it is appropriate to deal less frequently as per the volumes involved.

If you are resident outside the EEA, the Channel Islands and the Isle of Man, you are not eligible to use this service.

(Insert Price per share)

<sup>\*</sup>This can be found on your share certificate

# **Section 3: Settlement instructions**

**UK Bank Account Details** 

Sales only: Please ensure you complete your bank details in full so that we have the correct details for the payment of your net sale proceeds. Please note that sale proceeds cannot be paid to a third party bank account.

Sc	rt Code:			Account Number:				
Cu	irrency:							
Ple	ease ensu	re that you include a copy o	of your b	ank statement to suppor	t the bank detail	s you	have supplied.	
<u>Ov</u>	erseas Ba	ink Account Details						
wh fur <u>htt</u> an un	If you wish your net sale proceeds to be paid outside the UK, please complete the details below and indicate the currency in which you wish to be paid. Please note that additional fees are payable and will be deducted from your net sale proceeds. For further details please refer to the Link International Payments Service Terms and Conditions which can be found at. By <a href="http://ips.linkassetservices.com/publications/IPS-booklet.pdf">http://ips.linkassetservices.com/publications/IPS-booklet.pdf</a> . By completing this section you are confirming that you have read and agree to these Terms and Conditions. Please ensure that the details given are clear and accurate, as giving incorrect or unclear information may result in your settlement payment being delayed or sent to the wrong account and we cannot be held accountable for this.							
Ва	ınk Name							
Ва	nk Full Pos	tal Address						
Ac	count Hold	er's Name(s)						
Yo	ur Account	Number						
IBA								
SW	/IFT or Rou	ting Code Number						
Cu	rrency Req	uested						
Ple	ease send y	our original completed Appli	cation Fo	rm, CREST Transfer Form,	Share Certificate	s and	relevant enclosures to	o:
Link Asset Services, Corporate & Employee Dealing, 65 Gresham Street, London EC2V 7NQ								
		nd using a secure method of pointhat becomes lost in the po			sible nor be held li	able f	or any	
		Nationality		National Client Identifier	NCI*	D	ate of Birth	
	*If you are unsure of your NCI, see the NCI help sheet below or visit www.signalshares.com/help-centre/							
<u>Declaration</u>								
By submitting this Application Form, you:								
(	(a) confirm you have read, agree to and have retained a copy of the Link Corporate and Employee Dealing Service Terms and Conditions of Business (enclosed in this application), and that you accept to be bound by these Terms and Conditions and your							
(	status as a retail customer under the rules of the Financial Conduct Authority; (b) authorise us to pay the net sale proceeds due on a sale of your shares to you;							
	(c) Commission charges: Please note that you will be charged 0.00% of the total trade consideration (excluding taxes with a minimum charge of £Nil.					taxes)		
(	(d) confirm that we can deduct the dividend from your sale proceeds for onward payment to the buyer of the shares as outlined in clause 20 and 53 of the Link Corporate and Employee Dealing Service Terms and Conditions of Business;					d in		
	(e) confirm that you instruct us not to publish your limit order to stock market participants.  (f) confirm that you have included a copy of your bank statement to support the bank details you have supplied							
Signature						_	• • • • • • • • • • • • • • • • • • • •	

WARNING: IF YOU HAVE PREVIOUSLY SUBMITTED AN INSTRUCTION AND YOU WISH TO AMEND OR CANCEL IT, OR YOU BELIEVE THE DEAL HAS NOT YET TAKEN PLACE, PLEASE CALL THE CORPORATE AND EMPLOYEE DEALING HELPLINE ON +44 (0)20 7954 9613. PLEASE DO NOT SUBMIT A REVISED INSTRUCTION UNTIL YOU HAVE CONTACTED US. IF MULTIPLE TRANSACTIONS ARE EXECUTED AS A RESULT OF YOU SENDING MULTIPLE INSTRUCTIONS YOU WILL BE LIABLE FOR RECTIFICATION AND BUY BACK COSTS.

# Please complete boxes 1, 2, 3, 4 & 5

CREST TRANSFER		Above this line for Registrars use		
	Counter Location Stamp	Barcode or reference		
		SDRN		
	Above the Consideration Money	I his line for completion by the depositing system-us	ser only.  Certificate(s) lodged with  Registrars	
BOX 1	Name of Undertaking			
BOX 2	Description of Security			
BOX 3	Amount of Shares		Figures	
BOX 4	BLOCK CAPITALS PLEASE Full names:	Designation (if any)		
	Address:		Balance certificate(s) required	
BOX 5	I/We hereby transfer the above security out of the name(s) aforesaid into the name(s) of the system-member set out below and request that the necessary entries be made in the undertaking's own register of members. Signature(s) of transferor(s):-		Stamp of depositing system- user	
Please sign here (All holders should sign.)	1       2       3			
	body corporate should execute this transf with applicable statutory requirements.	er under its common seal or otherwise in accordance	Date	
	Link Market Services Trustees Limited The Registry 34 Beckenham Road		Participant ID  40XCQ	
		eckenham Kent BR3 4TU	Member Account ID	
Reference to the Registrar in this form means the registrar or registration agent of the	herein and does not in any manner or instructions contained herein or the delivering this transfer to CRESTCo Li	ansfer at the direction and on behalf of the depositi to any extent warrant or represent the validity, gen- genuineness of the signature(s) of the transfero imited authorises CRESTCo Limited to deliver this person(s) actually so delivering this transfer for re	uineness or correctness of the transfer r(s). The depositing system-user by transfer for registration and agrees to	
undertaking, not the Registrar of Companies at Companies House		ransfer of a certificated unit of a security to a CR buld not be used for conversion of a unit held by		
		m be used for the transfer of a unit of a certificate from. Any such transfer on this form is exempt from		

# **NCI Help Sheet**

## What does this mean for me?

Under the new MiFID II legislation, organisations are required to confirm their customer's nationality and national client identifier (NCI). This is to enable firms to accurately report deals completed to their local regulator, which for us is the Financial Conduct Authority. For most UK customers, the NCI is your national insurance number. For non-UK and multi-nationality customers there will be a specific NCI per country. For those who act on behalf of other customers, such as Power of Attorney, we will be required to collect the NCI of the person who makes decisions on the account, as well as the underlying account owner.

# Why will I need to confirm this information?

This information is required to ensure the FCA can monitor dealing patterns and identify any market abuse. Firms used to be able to use their own unique client identifier (at Link we used your investor code ('IVC')) when reporting transactions to the FCA. The change to use the NCI will ensure this reporting is consistent across all investing platforms and stockbrokers. Therefore, where this data is outstanding, you will need to provide your NCI, to be able to continue dealing with us. If customers do not provide this information where necessary, it could prevent trading or delay any investments until this information is in place.

# What is my NCI?

The table below shows what NCI information is needed based on your nationality. All registered holders will need to provide this information. If your nationality is not shown on the list below please go to <a href="https://www.signalshares.com/help-centre/">https://www.signalshares.com/help-centre/</a> and select Help followed by MiFID and Expand all.

- If you are dual national, you should provide the nationality which comes first alphabetically under the 'Code' column.
- If you are acting as Power of Attorney you will need to provide the NCI of both the registered holder(s) and of the Power of Attorney.

For deceased holders, only the registered holder information needs to be provided (not the Executor(s) or Representative(s)).

<u>Code</u>	<u>Country</u>	<u>National Client Identifier</u>	
AT	Austria	Not required – leave blank	
BE	Belgium	Belgian National Number (Numéro de registre national – Rijksregisternummer) or if not issued leave blank	
BG	Bulgaria	Bulgarian Personal Number or if not issued leave blank	
CY	Cyprus	National Passport Number or if not issued leave blank	
DE	Germany	Not required – leave blank	
DK	Denmark	Personal identity code 10 digits alphanumerical: DDMMYYXXXX or if not issued leave blank	
ES	Spain	Tax identification number (Código de identificación fiscal)	
FI	Finland	Personal identity code or if not issued leave blank	
FR	France	Not required – leave blank	
GB	United Kingdom	UK National insurance number or if not issued write "Not Issued"	
GR	Greece	10 DSS digit investor share or if not issued leave blank	

Code	Country	National Client Identifier	
HU	Hungary	Not required – leave blank	
IE	Ireland	Not required – leave blank	
IT	Italy	Fiscal code (Codice fiscale)	
LU	Luxembourg	Not required – leave blank	
MT	Malta	National Identification Number or if not issued National Passport Number	
NL	Netherlands	National Passport Number or if not issued National identity card number or if not issued leave blank	
NO	Norway	11 digit personal id (Foedselsnummer) or if not issued leave blank	
PL	Poland	National Identification Number (PESEL) or if not issued Tax Number (Numer identyfikacji podatkowej)	
PT	Portugal	Tax number (Número de Identificação Fiscal) or if not issued National Passport Number or if not issued leave blank	
SE	Sweden	Personal identity number or if not issued leave blank	
SK	Slovakia	Personal number (Rodné cislo) or if not issued National Passport Number or if not issued leave blank	
-	Rest of the world	National Passport Number or if not issued leave write "Not Issued"	



# LINK CORPORATE AND EMPLOYEE EMAIL DEALING SERVICE TERMS AND CONDITIONS OF BUSINESS

### 1. DEFINITIONS AND INTERPRETATION

In these Conditions the following words and expressions have the meanings and interpretation set out below:

"Business Day" means a day on which the London Stock Exchange is open for business, normally Monday to Friday, 8am-4.30pm, excluding UK public and bank holidays:

"Conditions" means these terms and conditions of business:

"Corporate sponsored nominee" means a service provided by Link where we hold Shares electronically on behalf of shareholders;

"CREST" means the centralised system operated by Euroclear UK & Ireland Limited for the settlement of securities in the UK and Republic of Ireland:

**"FCA"** means the Financial Conduct Authority, whose current address is 12 Endeavour Square, London, E20 1JN website <a href="www.fca.org.uk">www.fca.org.uk</a>;

"Identification Details" means your name, address including postcode (where applicable), date of birth and shareholder reference/investor code;

"LEI" means Legal Entity Identifier, a 20 character identifier that identifies distinct legal entities that engage in financial transactions and is used for Transaction Reporting under MiFID II;

"Limit Order" means an order pursuant to which you may set a "limit price" (i.e. a target price at which you hope to sell the shares). Placing Limit orders carries additional risk as detailed in Conditions 30-32;

"Link", "we", "us" means Link Market Services Trustees Limited, a company registered in England with company number 2729260 whose registered address is The Registry, 34 Beckenham Road, Beckenham, Kent BR3 4TU. Link is authorised and regulated by the Financial Conduct Authority (see 'FCA' above) with registered number 184113. The main business of Link is the provision of dealing, administration, trustee, and nominee services. Link is authorised to conduct crossborder business within the EEA under the provisions of the EU Markets in Financial Instruments Directive:

"MiFID II" means the Markets in Financial Instruments Directive (2014/65/EU) and all rules and regulations relating to it within the United Kingdom;

"NCI" means National Client Identifier as defined under MiFID II;

"Service" means this Link Corporate and Employee Dealing service as described in full in these Conditions;

"Settlement" this is the date when delivery of your shares to and payment is due from the market in the case of share sales. It is also the date where delivery of your shares from and payment to the market is due in the case of share purchases; and

"Shares" a share is a portion of the capital stock of a company which typically entitles the holder to vote at general meetings, receive income in the form of dividends and to share in the surplus assets of the company in the event of a winding up.

The headings in these Conditions are for convenience only and shall not affect the interpretation or construction of these Conditions.

Reference to any statute, statutory provision or the FCA rules includes a reference to that statute, statutory provision or the FCA rules as from time to time amended, extended or re-enacted.

Any phrase introduced by the terms including, include, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

# The Service

- 2. This Service is an 'execution only' service through which we will receive share dealing orders from you and transmit these orders on your behalf to an authorised broker other entities for execution. It is designed for those with a reasonable understanding of how financial markets operate and the risks involved. The Service is provided by Link Market Services Trustees Limited, trading as Link Asset Services.
- 3. Link reserves the right to terminate the Service or to vary these Conditions, with notice where practicable. Your use of the Service will constitute your agreement to be legally bound by these Conditions.
- 4. The Service is only available to shareholders (including legal

representatives such as executors whose details have been registered with registrars) aged 18 or over (in the case of natural persons), who are resident in the EEA (or any other country confirmed by Link in writing). The Service is normally only available for individual transactions and is conditional on our being able to verify your identity and details of your shareholding.

- We may decline to accept an instruction to sell or buy shares or, having received your instructions, we reserve the right to refuse to act upon them without informing you of our reasons.
- 6. The Service enables you to buy and sell ordinary or preference shares, which are classified under FCA rules as 'non-complex instruments' traded on a regulated market. In providing the Service, Link is not required to assess the appropriateness of the instrument or the service provided or offered to you and, as a result, you will not benefit from the protection of the FCA rules on assessing appropriateness. Therefore we will not assess whether: (i) the Service meets your investment objectives; (ii) you would be able financially to bear the risk of any loss that the Service may cause; or (iii) you have the necessary knowledge and experience to understand the risks involved.
- Link is also not required to assess the suitability for you of any product, service or transaction provided or offered to you in connection with the Service.
- The Service is available on any Business Day by email. Instructions submitted on a day which is not a Business Day or outside of the London Stock Exchange trading hours will be deemed to have arrived on the immediately following Business Day.

### **Customer categorisation**

G. For the purpose of the FCA rules, you will be classified as a retail client on the basis of information available to us. You may request to be treated as a different categorisation of client, meaning that you will receive less regulatory protection, however we have no obligation to accept such a request. The Service is not available to persons or firms who are authorised and regulated by the FCA, their nominee bodies or custodians or other EU regulated persons or firms. Please note, although we will classify you in this way, you may not be eligible to refer to the UK Financial Ombudsman Service of the UK Financial Services Compensation Scheme if you fail to meet their own eligibility criteria.

# Verifying your Identity

- 10. We reserve the right to require any person(s) using this Service to produce satisfactory evidence of their identity to enable compliance with applicable regulations (e.g. the UK Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017). If we require such evidence, we may use an electronic database(s) to establish your identity. This may include making searches at credit reference agencies which may be recorded by the credit reference agencies. We may check what you have told us and share information with fraud prevention agencies. You must give us accurate information as if you give false or inaccurate data and we suspect fraud, we may record this at the fraud prevention agencies. These records may be used by us and other organisations to help make decisions about you and members of your household for credit and credit related services, to manage your accounts, for debt tracing, fraud prevention and to prevent money laundering.
- 11. If your instruction is received, accompanied by any documentation that requires verifying and/or authenticating this may result in a delay in the execution of the deal. Examples of such documentation may include, but are not restricted to, articles of association, authorised signatory lists, a marriage certificate, death certificate, grant of representation, power of attorney, or court orders. In such circumstances, we will use reasonable endeavours not to cause undue delay in the execution of the instruction to deal. If an instruction to deal be delayed for this reason, we will not be liable for, the fluctuation in the share price and therefore any actual or potential loss or gain in connection with this transaction (or any related transactions that may or may not be disclosed to us) in the time it takes us to verify or authenticate such documentation.

# Selling and buying shares

- 12. Your instructions may not be withdrawn once given, except in the case of a Limit Order that has not been executed. By instructing Link to sell eligible shares through the Service, you undertake, represent and warrant that (a) your shares will be transferred with full title guarantee and free from liens, charges, or other third party rights of any kind; (b) that you and any underlying beneficial owner are entitled to sell the shares and (c) that the use of the Service by you or the sale of the shares pursuant to the Service does not and will not breach any applicable laws.
- 13. If you are selling certificated shares you must have valid share

certificate(s) available at the time you instruct us to place the deal and we may require sight of your certificate(s) before we agree to process your instruction. When buying eligible shares you must be able to pay the total cost of the purchase at the time we accept your order. Shares purchased will be registered into the names of existing shareholders only. When taking instructions to purchase shares, we will only accept valid debit cards issued on an account in your name or in the name of yourself and spouse who is resident at the same address. We may, at our absolute discretion, accept payment in the form of a cheque drawn on a UK clearing bank account. Shares will only be purchased once the cheque has cleared and we are in funds. We will not be liable for any failure by your bank to authenticate and/or authorise a payment.

- 14. Your instruction will only be accepted if the relevant NCI/LEI information is provided to us for all relevant parties. Further information on the relevant NCI/LEI for your trade can be found on <a href="https://www.signalshares.com/help-centre/">www.signalshares.com/help-centre/</a> or by calling (+44) (0) 203 728 5868.
- 15. Dealing will normally take place on a daily basis (the "Dealing Day") and will comprise all orders received up until 3:00pm on the Dealing Day. Instructions received on a day which is not a Business Day or outside of London Stock Exchange trading hours will be deemed to have arrived on the immediately following Business Day. We reserve the right to deal more or less frequently than stated in these Conditions where in our opinion it would be prudent to do so, such as where extreme volumes of instructions have been received, or a purchaser cannot be found or when in its opinion it is appropriate to deal less frequently as per the volumes involved. If the Company is in a close period and you are an Insider, your application will be held until the Company has entered an open period. Please note that the share price may change significantly between you deciding to deal and the deal being executed and we will not be responsible for any changes in the share price between the time you decide to deal and when the deal is executed. We also reserve the right, at our sole discretion, to refuse a request to deal.
- 16. Your order may be aggregated with those of other shareholders for execution. Aggregated orders may result in a large number of shares being dealt in the market which may result in a higher or lower price being obtained or a delay in executing the order in full on the designated market. In the event that it is not possible to fully execute an aggregated order on the day the order is placed, the broker will be instructed by Link to fulfil the order in its entirety, which may take a number of days. Sale proceeds will only be issued after the broker has provided a contract note to Link confirming fulfilment of the order. In placing an aggregated order irrespective of the size of the order and the length of time taken to fulfil the order in the designated market, a more or less favourable price might be achieved than if your order had been executed separately.
- 17. Within one Business Day of the date of a transaction, we will issue you with confirmation setting out details of the transaction and the terms of settlement; by providing us with your email at the point of your transaction you are providing us with your specific consent to communicate with you electronically, otherwise we will issue this to you in writing. This may include changes to our fees and charges, and you will be deemed notified of such changes upon receipt of the email. You should retain your written confirmation for tax purposes. If you do not receive a confirmation or you consider that the confirmation does not match your instructions, or any other details are incorrect, then you should notify us as soon as possible. If you fail to notify us of any error as soon as possible the confirmation will be binding upon you, although this does not affect your right to make a complaint about us.
- 18. Settlement will only take place after we have physically received:
  - (a) in the case of sales involving share certificate(s), a CREST transfer form duly completed and signed by (all) the registered shareholder(s) together with a valid share certificate(s) for all the eligible shares you are selling;
  - (b) in the case of purchases, cleared funds to cover the cost of the purchase including any charges; and
  - (c) any additional documentation we have requested, including evidence to confirm your identity.
- 19. Settlement for the purchase or sale of eligible shares in a company for which Link Market Services is the registrar or where your shares are held in a Corporate Sponsored Nominee administered by Link will normally take two Business Days from the date of the transaction, or up to ten Business Days if you are dealing in eligible shares in a company for which Link Market Services is not the registrar, unless otherwise stated on the contract note.
- 20. In respect of the sale or purchase of Shares, settlement will be

- effected by means of a delivery versus payment transaction (commonly referred to as DvP) within CREST. In order to effect a delivery versus payment transaction, your shares/ monies (as applicable) will not benefit from the protection provided under the FCA client money and custody rules. We will hold your shares/ monies outside of such protection for no longer than the duration provided for, and in accordance with, the rules of the FCA.
- 21. If we are unable to settle your transaction for any reason, including (without limitation) if you:
  - (a) do not have a valid holding; or
  - (b) are trying to sell eligible shares which you do not own; or
  - (c) do not have the authority to sell any of the eligible shares; or
  - (d) fail to arrange for the registration of your grant of probate, letters of administration or other applicable evidence of authority with the company's registrar (where you are an executor or hold an equivalent office), before giving us an instruction; or
  - (e) have not provided us with your share certificate(s) or returned or correctly completed any documentation we have requested (or provided satisfactory evidence of your identity) within seven Business Days of the transaction date as shown on the advice we send you; or
  - (f) do not have funds available to pay for any purchases of shares, we may at our discretion, then or at any time afterwards, take any action we reasonably consider appropriate, including buying or selling shares at the then prevailing market price to satisfy your delivery obligations. You will be responsible for any loss, cost, liability and expense we may reasonably incur, including (without limitation), making good any dividends or benefits associated with the eligible shares sold, reasonable associated dealing costs, administration charges and legal fees which we have to pay.
- 22. You hereby consent to your orders being executed outside a trading venue, such as a regulated market or multilateral trading facility, in the unlikely event that we deem this appropriate.

### **Payments**

- 23. Sale proceeds will normally be sent as soon as practicable after we receive the settlement proceeds from our broker, provided we have received all the relevant documentation to settle the trade. The proceeds of settled sale transactions will normally be sent in the form of a sterling, or euro denominated cheque (depending on the currency in which we deal). In exceptional circumstances, we may at our discretion make payment by wire transfer provided you are able to provide evidence that the bank account to be used is held in your name. If you are resident outside the UK, you may be able to use the International Payment Service provided by Link Market Services Limited to request payment in your local currency either direct to your bank account or by bank draft. Please contact us if you require further information about the International Payment Service. Please note, if you receive your sale proceeds through the International Payment Service, you will lose the full protection of the UK client money regulations, as described in Conditions 48-51 while the proceeds are despatched by our local payment processor. If you wish for your sale proceeds to remain protected by the client money rules, please contact us urgently and we will arrange for you to receive a sterling cheque drawn on a UK bank account. If payment made by our payment processor is rejected by your bank. we will deduct any bank charges incurred from your sale proceeds before they are re-sent.
- 24. All cheques will be sent to the registered address appearing on the share register and the cheque will only be made payable to the named shareholder(s). Where holdings are registered in joint names, settlement cheques will be made payable to all registered holders. Cheques will not be made payable to any other third party except at our reasonable discretion. Where the shareholder is deceased, settlement cheques can only be made payable to the deceased and their representatives, as registered with the registrar. Cheques cannot be made payable to another party unless we are in receipt of written instructions to that effect signed by all registered holders. In the case of a purchase or sale of a part holding, we will send you a share certificate as soon as practicable after we have received it from the registrar of the relevant company. If you hold shares through a Corporate sponsored nominee service you will not receive a share certificate.
- 25. If any payment is not received by us on the due date for payment then, without limitation of any other rights which we may have, we will be entitled to charge interest on the overdue amount (both before and after judgment) at the rate of 1% above the sterling base rate of Link's main UK bank from the due date until the actual date of payment.

### Fees & charges

- 26. Commission and charges due to us for use of the Service will be payable at the rates prevailing at the time your order is accepted. We reserve the right to impose additional reasonable charges for late delivery of valid stock transfer forms and/or share certificates (where applicable) and for arranging duplicate documentation or settlement cheques. Details of our commission and charges are detailed in the schedule within the application form. Other fees, levies and taxes may exist which are not imposed or collected by Link and we will not be liable for informing you of any such costs. Registrars normally charge for the provision of a duplicate share certificate(s) but we will not be responsible for collecting or informing you of their costs.
- 27. If you need to conduct multiple transactions, for example due to a transaction limit on your debit card, you will be charged a commission for each transaction and this may work out more expensive than if you had conducted a single transaction.
- 28. An administration fee of £20.00 (€30.00 in the Republic of Ireland) will be payable to reflect any costs incurred in the event we are required to buy-back shares due to your failure to deliver valid share certificate(s).
- 29. Link may charge an administration fee for re-issuing a cheque to you at its then prevailing rate, which is (including value added tax) currently £16.50 (€20.00 in the Republic of Ireland), to reasonably reflect the costs we will incur in cancelling the original cheque. We may also levy an administration fee of £9.50 (€12.00) where we receive written instructions, prior to payment being made, to issue the cheque to a third party other than the registered shareholder. Any cheque sent to us should be made payable to 'Link Market Services Trustees Limited'.
- 30. You can place Limit Orders using this Service. You should note however that there are special risks and considerations that apply to Limit Orders. If you place a Limit Order to sell eligible shares, we will use our reasonable endeavors to execute the order in accordance with its terms but do not guarantee to do so. It will be your responsibility to monitor the order by calling us to check progress and we give no assurance that Limit Orders will be executed, even if the limit price is met, in full or at all, for the reasons given in Condition 31 below. We will execute a Limit Order to the extent we are reasonably able. You may amend or cancel any Limit Order placed with us up to the time of execution. You can instruct us to remove your Limit Order by calling us. Sometimes we get an improved price from the market so the trade may execute at a better price than the trigger value you have set. By agreeing to this service you are providing your express consent not to have your limit order published. You may choose to advise us otherwise and we will publish information on your Limit Order. This information does not contain any personal details.
- 31. Your Limit Order could fail as a result of:
  - (a) market conditions at the time (such as a "fast market" where the market is so volatile that prices quoted by market makers are only indicative rather than guaranteed or where we are unable to access market prices);
  - (b) other clients having placed similar Limit Orders, and having an earlier time priority than your order (and so being executed in priority to your order);
  - (c) other factors outside of our control. For example, if the maximum size of order that can be traded online has changed since you placed the order or where we have been unable to verify your identity. Verification of your identity will only occur at the point at which your Limit Order attempts to execute and not at the point when the Limit Order is first submitted.
- 32. Where a corporate action (e.g. a takeover or a rights issue) affects the price of the shares in question we will endeavor to delete your Limit Order as soon as we receive notification of this.

# Best Execution

33. We will comply with our regulatory obligation to act in your best interests when receiving orders from you and transmitting them to brokers on your behalf for execution. We do not execute orders but will place the order with a broker. We reserve the right to instruct other brokers from time to time and will rely on these brokers to take all sufficient steps to obtain, when executing orders, the best possible result, in accordance with the FCA rules. The main factors normally used to determine the best possible result will be price and the costs related to execution. We will also check that each broker has in place a policy and procedures designed to obtain the best possible result, subject to and taking into account the nature of your order(s) and the market in question. Link will monitor these brokers and review their performance at least once a year. If we are required to execute your order or the aggregated order in tranches

and your contract note refers to the average price of the Shares, you may request us to provide the price of each trance by writing to us at the address set out in Condition 1. A full copy of Link's best execution policy is available online at <a href="http://www.linkshareadeal.com/media/BestExecutionPolicy.pdf">http://www.linkshareadeal.com/media/BestExecutionPolicy.pdf</a> or upon written request to the address provided in Condition 1.

# Your personal information

- 34. Link collects personal information about you and we are committed to protecting this information and your privacy. As part of providing the Service, we collect the following personal information:
  - (a) name, date of birth, shareholder reference number, nationality, NCI information, address, email address, telephone number and other contact details which you provide us with on completing your application or instruction form:
  - (b) bank account details or other payment or financial information which you provide us with on completing your application or instruction form;
  - a record of any correspondence you have with us, including certain telephone calls which we may be legally required to record (but we will inform you at the beginning of the telephone conversation if recording will be necessary);
  - information which you provide to us as part of, or contained within, any supporting documentation provided to us in accordance with these Conditions;
  - information reasonably requested by us in accordance with these Conditions such as death certificates, marriage certificates, grants of probate and proof of identity and address:
  - (f) where required by us in accordance with these Conditions, scanned or photocopied images of passports, driving licences and utility bills; and
  - (g) where you use our web portal, the security questions and answers and your user name combined with your passwords.
- 35. Each time you use our websites, including our web portal (which can be accessed from www.signalshares.com), we will automatically collect certain technical information, including the type of browser you use, the 'Internet Protocol' (IP) address used to connect your computer to the internet, and information about your visit, including the full 'Uniform Resource Locations' (URL), clickstream to, through and from our sites, traffic data and other communication data, the resources that you access, and the information derived from the cookies we place on your mobile device and/or computer.
- 36. We collect your personal information in order to provide the Service to you, and to deal with your enquiries and requests connected with the Service, and our use of your information is required for the purposes of entering into our contract with you and on an ongoing basis pursuant to our contract with you. In addition, we may be required by law to obtain "know your client" information in order to verify the identity of our customers and this includes certain personal information.
- 37. We will use the information we hold about you for the following purposes:
  - to provide you with the Service, products, and/or information you request from us;
  - (b) to check your identity;
  - (c) to assess any application you make to participate in any service we provide:
  - (d) so that we can communicate with you as necessary, including answer questions raised by you;
  - (e) to carry out analysis about our services and how we might improve them;
  - (f) to notify you about changes to our services;
  - (g) to maintain records of your personal details, transactions and instructions;
  - (h) to process the sale of shares on your behalf;
  - to complete the sale of shares on your behalf and enable the transfer of proceeds of such sale in accordance with your Instructions;
  - (j) to create and send you written confirmation setting out details

- of the transactions and the terms of settlement:
- (k) to create and send you cash statements if applicable;
- to record on your account information or orders from third parties and regulatory authorities, and where required, to record your death, bankruptcy, liquidation, or mental incapacity and documents such as grants of probate and letters of administration:
- (m) to comply with applicable laws;
- any other processing activity which is strictly necessary for the processing of personal data in accordance with the purpose for collection and processing identified in Condition
- (o) 36 above, and in accordance with your instructions; and
- (p) to write to you (or email you) with marketing information where you have consented to receive this.
- 38. We will only disclose your personal information in accordance with applicable laws and regulations. We will disclose your information to the following third parties:
  - (a) the company whose shares you have bought or sold using the Service and its registrar and/or transfer agent, Euroclear UK & Ireland Limited (if entitled to such information), all of which may disclose the information to any person with legal or regulatory power over them such as regulatory, tax or governmental authorities as appropriate;
  - (b) any person with legal or regulatory power over us (such as the Financial Conduct Authority, police or the Serious Fraud Office that may require disclosure on legal grounds);
  - (c) to the application service provider (or its affiliates) through which your order is placed;
  - (d) service providers engaged by us to help us run our business and provide the Service. Such service providers will include, for example, cloud storage providers (engaged by us to provide electronic storage facilities for our business data and your information), brokerage firms (engaged by us to facilitate deals in securities you instruct us to undertake), printer and mail firms (engaged by us to facilitate the printing and mail-out of communications and documents relating to the Service) and providers of data protection risk management platforms and reporting tools (engaged by us to record and monitor data protection governance, risk and compliance in accordance with best practice risk management procedures);
  - (e) any replacement Service provider; and
  - (f) any member of the "Link Group" which means our subsidiaries, our ultimate holding company and its subsidiaries (from time to time) as necessary to provide the Service and comply with our obligations under applicable laws.

Some of these third parties (including Link Group subsidiaries and service providers) may be outside of the European Economic Area (EEA). We will ensure that any such subsidiary or service provider has put in place adequate safeguards to ensure that your information is held securely and in accordance with these

- 39. We store the information you provide about yourself in a secure database and take appropriate security measures to protect such information from unauthorised access. For example, we have adopted internal data protection procedures and trained our staff on them with a view to preventing breaches of security. All exchanges of information between you and our web portal go through encrypted channels in order to prevent interception of your information.
- 40. We generally hold your personal data on our systems for as long as is necessary to perform our role under these Conditions. This is ordinarily 6 years from the date of termination of these Conditions and the Service we provide to you, in order to allow us to comply with our regulatory obligations.
- 41. You have the following rights in relation to how we use your information. If you would like to exercise these rights please contact us using the contact details listed at the beginning of these Conditions:
  - (a) Right to be informed: you have the right to know if we are using your information and, if so, about how we are using it.
  - (b) Right of access: you have the right to request a copy of the

- information we hold about you.
- (c) Right of rectification: you have the right to require us to rectify any errors in the information we hold about you.
- (d) Right to erasure: you have the right to require us to delete your information if our continued use is not justified.
- (e) Right to restrict processing: in some circumstances, although you may not be entitled to require us to erase your information, but may be entitled to limit the purposes for which we can use your information.
- (f) Right of data portability: you have the right to require us to provide you with a copy of your information in a commonly used machine-readable format or to transfer your information directly to another controller (e.g. a third party offering services competing with ours).
- 42. Questions, comments and the exercise of your rights regarding this notice and your information are welcomed and should be addressed to the Data Protection Officer by email at Imsdpo@linkgroup.co.uk or by post to the Data Protection Officer, Share Dealing, Link Market Services Trustees Limited, The Registry, 34 Beckenham Road, Beckenham, Kent, BR3 4TU, quoting your full name and address, the name of the Company and your Investor Code which may be found on your personal statement.
- 43. If you wish to make a complaint on how we have handled your personal information, you can contact our Data Protection Officer. If you are not satisfied with our response or believe we are processing your personal information not in accordance with the law, you can complain to the supervisory authority in the UK responsible for the implementation and enforcement of data protection law: the Information Commissioner's Office (the "ICO"). You have the right to complain to the ICO about our collection and use of your information. You can contact the ICO via their website, https://ico.org.uk/concerns/ or by calling their helpline on 0303 123 1113
- 44. The purposes for which we process your personal information may be amended from time to time to include other uses or disclosures of personal information subject to us notifying you of such amendment.
- 45. You agree that we may:
  - (a) record all telephone conversations between you and us; and
  - (b) use such recordings, or transcripts from such recordings, as evidence in any dispute or anticipated dispute between you and us and for training and quality control purposes.
- 46. We may deliver copies or transcripts of such recordings to any court or regulatory body if required to do so. Telephone recordings or copies of transcripts of our recordings with you are available to you upon request.
- 47. We recommend that you keep your own records of all communications between you and us (such as instructions and orders) including details of the times, dates and nature of your instructions as these details will be important if there is a dispute between you and us.

# Client money and assets

- 48. Shares, money and any other assets ("Client Assets") will be classified as client assets and held in a bank account in accordance with FCA rules regarding client assets. No interest shall be payable to you in respect of such client money.
- 49. Client Assets will be pooled with funds held on behalf of other investors using the Service. In the event of the financial failure of Link or another financial institution holding client money on behalf of Link, all general client money bank accounts operated by Link may be pooled together. This could result in you receiving less back than you may be entitled to.
- 50. You agree that we may pay away any unclaimed Client Assets (including, without limitation, Shares) to charity in accordance with the FCA rules. We undertake to make good any valid claim which may subsequently be made against any unclaimed Client Assets paid to charity in this way and reserve the right to request such evidence as we feel reasonably necessary to confirm the identity of the person claiming these Client Assets in order to validate any claim prior to settlement. Subject to Condition 58, we will not be liable for any losses or claims for interest whatsoever in respect of such unclaimed Client Assets unless such losses or claims were caused by our fraud, wilful default, negligence or breach of the FCA Rules or Financial Services and Markets Act ("FSMA").
- 51. In certain situations, for example where a trade takes more than two Business Days to settle, we may temporarily find ourselves

holding safe custody assets, as defined in the FCA rules, for you in respect of the Service. If this happens, we will hold such assets in a way that ensures that they are adequately protected for you in the event of our failure. Should a situation where we are temporarily holding safe custody assets for you arise, we will promptly write to you with more information.

### Liability & Risk

- 52. You will be solely responsible for the decision to sell or buy shares. Neither Link nor the broker will provide investment or taxation advice to you as part of the Service. If you are in any doubt as to what action (if any) to take, you are recommended to seek your own advice from a suitably authorised and qualified advisor.
- 53. The price of a share depends on fluctuations in the financial markets outside Link's control and past performance is no indicator of future performance. The value of shares and the income from them can fall as well as rise and you may not recover the amount of money you invest. Any dealing should be considered as part of a diversified portfolio. The risks that are relevant to shares include but are not limited to:
  - (a) the risks that the issuer of a share becomes insolvent, and so the share becomes valueless;
  - (b) as shares are valued from second to second, for example because of market perception of the value of the share, their buy and sale value can sometimes fluctuate widely;
  - the risk that it becomes difficult to find a buyer for a share if you wish to sell it, meaning it is not possible to obtain a full price for the share;
  - the risk of sudden changes in the market for a share, for example a regulator suspending trading in a particular share;
  - (e) the value of shares may rise or fall due to the volatility of world markets, the economy, interest rates and capital values; and
  - (f) if the shares are in a company in an emerging market, where for example the legal, judicial and regulatory infrastructure is still developing, there is greater uncertainty regarding how the market for shares will function, and a greater risk of fraudulent activity.
- 54. The Service is not being offered to residents of any territory outside of the EEA (unless confirmed otherwise by Link in writing in respect of a particular territory). Any such person receiving the Service documents should note that they are for information only. It is the responsibility of a shareholder in any jurisdiction to ensure compliance with local law and regulatory requirements.
- 55. We will not be liable for any special, indirect or consequential damage or loss suffered by you (including any loss of profits).
- 56. We will not be liable for any losses or expenses suffered by you as a result of a delay or failure due to circumstances beyond our reasonable control (for example, failure of computer systems or telecommunications links or overriding emergency procedures, postal delays, flood, fire, storm, labour disputes, accidents, vandalism, malicious damage, war or terrorism, failure of third parties to carry out their obligations, the suspension of trading by any exchange or clearing house, the acts of governmental or regulations)), or the absence of, or inaccuracy in any information provided to us by you or on your behalf. We will, where possible, take such reasonable steps as we can to provide the Service as soon as possible.
- 57. We shall not be liable for acting upon any instructions which are forged or fraudulent and shall be entitled to assume that all instructions are genuine provided that we have acted with all due care in accepting those instructions.
- 58. Nothing in these Conditions excludes or limits (i) our liability for death or personal injury caused by our negligence; or (ii) our liability for any losses or expenses suffered as a direct result of our fraud; or (iii) any other liability which cannot be excluded or limited by law, including the FCA rules. Our liability to you under these Conditions is limited to any losses directly associated with the act or omission that gave rise to the liability. We will not be liable for any other damage or loss suffered by you which we could not reasonably have foreseen (for example, the loss of an investment opportunity as a result of any delay in selling your shares).

# Complaints & compensation

59. If you think that you have reason to make a complaint, please write to: Link Asset Services, The Registry, 34 Beckenham Road, Beckenham, Kent BR3 4TU. Your complaint will be fully investigated and a full resolution sought. If you remain dissatisfied, you may be able to refer the matter to the UK Financial Ombudsman Service, Exchange Tower, London E14 9SR. You can find additional information at www.financial-ombudsman.org.uk.

- Link's complaints procedure is available upon request, but a copy will automatically be provided in the event of a complaint being received
- 60. We are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim, but most types of investment business are covered up to a maximum of £50,000 as at the date of these Conditions. This amount may be subject to change. Further information about compensation arrangements is available from the UK Financial Services Compensation Scheme,PO Box 300, Mitcheldean, GL17 1DY. Telephone: +44 (0) 20 7741 4100.

### Contacting each other

- 61. You may communicate with us by email on ced@linkgroup.co.uk. All communications between you and us, pursuant to these Conditions, must be in English. You can also call us on (+44) (0) 203 728 5868.
- 62. If you wish to write to us by post, you may do so at the following address:

Link Asset Services

Share dealing

65 Gresham Street

London

EC2V 7NQ

- 63. All communications will be sent by us to your last email address that you have notified to us. Communications sent to you by email will be treated as received by you at the time the email is evidenced as sent by us on a Business Day. All communications sent to you by post will be treated as received by you on the second Business Day following the day they were sent in the case of an address in the UK or on the fifth Business Day following the day they were sent in the case of an address elsewhere outside of the UK. We accept no liability prior to receipt by us of any communication or documents from you or, where relevant, after despatch of any communication, document or cheque to you from. All documents and cheques whether posted by you or by us will be posted at your own risk. We recommend you send share certificates and other important documents to us by recorded or special delivery for your own safety and security. All communications in respect of the Service must be in the English language.
- 64. You are responsible for keeping your contact details up-to-date, by notifying us in writing of any change of name, your email address, your physical address, and your bank account details. You must also provide us with the supporting documentation where required (e.g. in the case of a change of name, the deed poll or marriage
- 65. If you hold your shares in 'certificated' form, you will receive a share certificate from the registrar after settlement of the purchase. Please note that, unless we have informed you otherwise, all communications and documents, including share certificates posted to you by the registrar or sent to you by us by post are sent by second class post or by an equivalent method of postage. Any communications or documents, including share certificates, posted to you by us (or by you to us) are posted at your risk. If the documents, including share certificates, are lost there may be costs associated with obtaining a replacement. For instance, this may include you having to pay for lost share certificate indemnity insurance which can be a significant cost where the value of the shareholding is high. If you would like for your documents or share certificate to be delivered to you by courier, or tracked delivery, please contact us and this can be arranged for an additional fee.
- 66. Where we feel that this is appropriate, we would like to write to you (or email you) with marketing information. Please note this would be different to sending you communications relating to the Service. This marketing information will cover:
  - Link products and services we believe may be of interest to you such as our share dealing services, nominee services, international payment services, services in relation to initial public offerings and services which complement or are similar to this Service; and /or
  - Selected products and services from third party businesses we know and trust. This means services from other companies in our group as well as other companies outside our group in relation to financial education, corporate actions such as initial public offerings, investment and saving products (eg. ISAs, SIPPS and other financial products), international payment services and services which complement or are similar to this Service

- 67. We may also contact you to obtain your feedback on our products and services, for example, through surveys.
- 68. If you wish to give consent to receive, from us, by POST OR EMAIL, the marketing communications and requests to participate in surveys described above (i.e. about our own products/services and about the products/services of the other people we have described to you) please tick the appropriate box on the form that we send to you at the appropriate time.
- 69. You can withdraw your consent at any time by contacting us using any of the methods set out below or by contacting us at ced@linkgroup.co.uk or at Link Asset Services, Corporate & Employee dealing, 65 Gresham Street, London EC2V 7NQ. As soon as possible after receiving your withdrawal we will remove you from our marketing databases. You would need to write separately to the third parties using the unsubscribe link in their emails if you want to stop their own marketing to you.

### General

- 70. All transactions will be subject to the rules, regulations, customs and market practice of the London Stock Exchange or ICAP Securities and Derivatives Exchange (as applicable). All dealing will be conducted on the London Stock Exchange or ICAP Securities and Derivatives Exchange which means that the share prices may differ from those available on other markets.
- 71. If you sell shares and you receive a benefit (such as a dividend) which relates to such shares but to which you are not entitled, you may have to account for this benefit to the new owner of the shares. If you receive any such benefit, you must contact us immediately to arrange for it to be paid to us or to the purchaser.
- 72. Proceeds from the sale of your shares and any residual proceeds will be sent to you by cheque as set out in these Conditions, and will benefit from the protection provided under the FCA Rules in relation to client money and assets until the cheque has passed through the bank clearing system. We will issue you a reminder of any uncashed cheques on a quarterly basis. Should the cheque remain uncashed after our second (2nd) notification we will deem that you have "gone away" and to reduce any potential risk of fraud we will no longer issue you with the notification of your balance.
- 73. In accordance with FCA rules, Link has in place arrangements, which may be updated from time to time, to take sufficient steps to prevent and manage conflicts of interest that arise between itself and its clients or between its clients. Link will deal with potential conflicts of interest in accordance with its Conflicts of Interests Policy which provides that it will identify and manage conflicts of interest to ensure fair treatment of all clients and that it acts in the client's best interests. If it is not possible to prevent or manage a potential conflict of interest then Link may, as a measure of last resort where we are not able to ensure, with reasonable conflidence that the risk for damage to your interests cannot be prevented, seek to disclose the general nature and/or sources of conflict to you before undertaking business for you. Link will provide full details of the Conflicts of Interest Policy upon receipt of a written request from you.
- 74. As part of providing our service to you, we may give or receive acceptable reasonable minor non-monetary benefits. These are benefits which are capable of enhancing the quality of service provided to you; of a scale and nature that could not be judged to impair our compliance with our duty to act honestly, fairly and professionally in your best interests; and reasonable, proportionate and of a scale that is unlikely to influence our behaviour in any way that is detrimental to your interests. Such benefits would usually comprise hospitality of a reasonable de minimis value, such as food and drink during a business meeting or a conference, seminar or other training events.
- 75. These Conditions and any contractual or non-contractual claim or dispute arising out of or in connection with these Conditions will be governed by English law. The English Courts will have exclusive jurisdiction and all correspondence will be in the English language.

v. October 2018