

Parkwood Holdings plc

Registered Office
Parkwood House
Cuerden Park
Berkeley Drive
Bamber Bridge
Preston, PR5 6BY

Request for Payment of Dividends

Please return to: The Company Secretary at the Registered Office

Tel: 01772 627111
Fax: 01772 311611

This form must be completed in BLOCK CAPITALS and in black ink.
Please follow the guidance notes to complete this form

Step 1

Your Full Name

Shareholder Reference Number (if known)

Step 2

House Number/Name

Post Code

Your
Address
Details

Address Details

Telephone Number

Step 3

Full name(s) of any other
holders (including deceased
if applicable)*

Name

Name

Name

Name

*Where shares are in the name of a deceased holder, instructions signed by the executor(s) or administrator(s) should indicate the name of the deceased.

Step 4

Bank or
Building
Society
Account
Details

Name of Bank or Building Society

Full Address of Bank or Building
Society, including post code

Branch sort code

Account Number

Building Society Reference or Roll Number (if applicable)

Step 5

Please forward until further notice, all dividends in respect of the shares held, to the above nominated Bank or Building Society. Compliance with this request will discharge the Company's liability in respect of such dividends or other monies.

This form must be signed by ALL the registered holders, executors and administrators*

Signature 1

Signature 2 (if applicable)

Signature 3 (if applicable)

Signature 4 (if applicable)

*The company reserves the right to request additional confirmation of signatures.

DATE

Step 6

If the holder is a corporate body, the stamp of the Bank or Building Society is required. The branch stamp is required to confirm that the signature(s) is that of the shareholder(s) or an authorised signatory.

Guidelines for Request for Payment of Dividends

Step 1

Please clearly print your name as it appears on your share certificate, tax voucher or other documentation from the company. If you leave this box blank, the form will have to be rejected.

Step 2

Please clearly print your address as it appears on your share certificate, tax voucher or other documentation from the company.

If you leave this box blank, the form will have to be rejected.

By providing a telephone number, we may be able to resolve a query using the telephone.

Step 3

If your shares are held jointly, state the second and any subsequent names as they appear on your share certificate, tax voucher or other documentation from the company.

If you are the sole holder, leave this section blank.

Step 4

Clearly print the address of the branch where the account is held.

Your bank sort code will consist of a six-digit number often separated by two dashes into three groups of two figures. Your bank account number will consist of up to 8 numbers. Both of these will appear on your cheque book or recent bank statement.

Building Society reference or Roll Number – only complete if you hold your account with a Building Society. This will normally be found on a recent statement. Check with your Building Society if unsure.

Step 5

Please make sure that ALL registered holders sign the form.

If you are signing the form on behalf of someone else; using a Power of Attorney, for example, please ensure that the company has seen and noted your authority in its records.

When completed on behalf of a corporate body, each signatory should state the representative capacity e.g. Company Secretary, Director.

Please make sure that the form is dated.

Step 6

If the holder is a corporate body, the stamp of the bank or Building Society is required. The branch stamp is required to confirm that the signature(s) is that of the shareholder(s) or an authorised signatory.



IMPORTANT INFORMATION

We will endeavour to register your bank mandate in time for the next dividend. However, entitlement to a dividend is usually calculated one or two months before the dividend is actually paid. If your request is received after this time, you will receive your dividend by your existing method, but we will ensure that your instruction is registered for the subsequent payment.