



The College Foundation

Gift of Shares Notification

(NB The College Foundation is exempt from Capital Gains Tax so we would receive the full value of any stocks or shares you left.)

Name: _____

Address: _____

Post Code: _____

Telephone No: _____

Email: _____

1. This is to inform you that I have authorised the transfer of £ _____ (current market value) shares in _____ (name of company) to The College Foundation.

I have, today, directed by nominee (name and address) _____ to effect the transfer.

or

2. This is to inform you that I have decided to gift £ _____ (current market value) shares in _____ (name of company) to The College Foundation.

I enclose the appropriate share certificates and duly executed Share Transfer forms.

Signature: _____

Date: _____

The College Foundation - Specific Fund

I would like my bequest to go towards [please indicate by ticking the appropriate box]:

The Unrestricted Fund (at the Trustees' Discretion)

The Scholarships and Bursary Fund

Other (please state): _____

Please return completed form in the FREEPOST envelope provided or send to The Development Office, FREEPOST SWC3433, Cheltenham GL53 7ZZ. Telephone No: 01242 265694, Email: dev@cheltcoll.gloucs.sch.uk

Letter of Direction

[Suggested wording for use if your shares are held by a nominee]

To: [Nominee's name and address]:

Date:

Dear Sirs,

(Name of Company shares are held in): _____

(Number) _____ ordinary shares in the above named company ('the Shares')
are held by you to my/our order as part of the portfolio managed by _____
(name of investment manager)

On my/our behalf, I/we have determined to transfer the Shares and accordingly, I/we direct you to transfer the Shares to The College Foundation, c/o The Development Office, Cheltenham College, Bath Road, Cheltenham, Glos, GL53 7LD.

I/we hereby certify that this instrument falls within category L in the Schedule to the Stamp Duty (Exempt Instruments) Regulations 1987.

Yours truly,

Name of Shareholder(s)