ACTION TO TAKE WHEN A CHALET IS SOLD

When a chalet is sold there are legal requirements about the action we must take, including times cales to be met.

A. Action when a chalet is sold

1. In law the seller should give their share certificate to the purchaser's solicitor. The solicitor will complete a stock transfer form and send it and the share certificate to the Secretary. However, the cost of this is considerably more than the value of the share so in practice this does not happen and sellers return the share certificate direct to the Secretary.

2. The Secretary will:

   - Update the electronic Register of Shareholders held by the Company:
     - Selling shareholder – fill in the date they ceased to be a shareholder
     - New shareholder – fill in their chalet number, name/s and address/es, number of shares held, cost, date they became a shareholder, date new certificate sent.
   - Write "Cancelled" and the date on the old share certificate. This is to provide an audit trail and to prevent the certificate from accidentally being re-issued. Keep this old certificate for 12 months and then shred. These are legal requirements.
   - Send the new shareholder a new certificate within 2 months of the share transfer. This is a statutory time scale. The new certificate needs to be completed with the shareholder/s' name and permanent address and given a unique number. This should be the chalet number/1 if this is the first transfer, chalet number/2 if the second transfer etc.
   - Give the new shareholder's details to the committee member/s responsible for completion of the Confirmation Statement for Companies House and the shareholder's list of personal details so they can update these records.