

Isle of Whithorn Leisure Limited

Registered office: 1 Dashwood Square, Newton Stewart, DGH8 8EG

Company Registration No.: SC055894 (Scotland)

SHARE CERTIFICATES – REQUESTS FOR REPLACEMENT AND CHANGES

A. Request to issue a replacement share certificate

1. A shareholder is entitled to a replacement share certificate if the current one is lost, stolen, destroyed or damaged. If the shareholder still has the certificate, he/she should return it to the Secretary for cancelling and the issue of a new one.
2. 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.)

B. Shareholder changes his/her name

1. Before issuing a replacement certificate we need a copy of marriage/civil partnership/deed poll certificate.
2. When this is received the Secretary will update the Register of Shareholders and the list of shareholders’ personal information and issue a new certificate with the new name.
3. Inform the responsible committee member so he/she can include the name change in the Confirmation Statement for Companies House (provided by Montpelier Associates every July).

C. Shareholder changes his/her address

1. A new certificate does not need to be issued.
 2. The Secretary will update the Register of Shareholders and the list of shareholders’ personal information.
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3. Inform the responsible committee member so he/she can include the address change in the Confirmation Statement to Companies House (provided by Montpelier Associates).