AXA SHAREPLAN SALES FORM

Please complete this form in BLOCK CAPITALS and return to:
EBS SAYE Launches Team
Equiniti, Aspect House, Spencer Road
Lancing, BN99 6FN, United Kingdom

Or scan and e-mail to:
AxaShareplanEnquiries@equiniti.com
HELPLINE: 0371 384 2155
(Lines are open 8:30am to 5:30pm (UK time) Mon-Fri.)

PLEASE COMPLETE YOUR NAME AND ADDRESS
Mr/Mrs/Miss/Ms
Address:
Postcode:

SECTION 1 – SALE OF MATURED UNITS (matured units only – see Section 2 for units that have not yet matured)

☐	Please sell ALL of my Matured units
☐	Please sell ..... (number) of my Matured units
☐	Please do not sell any units below a price of ..... Euros (applies to traditional units only)

SECTION 2 – EARLY RELEASE OF UNITS

☐ Please sell ALL of my units (excluding units that have already matured – see Section 1 above)

OR – Please sell the following units:

Plan	Units to be sold (Enter Number or Write 'All')	Plan	Units to be sold (Enter Number or Write 'All')
Direct Global		2015 Global	
2013 Global		2016 Global	
2014 Global		2017 Global	

Please indicate your reason for Early Release:

☐	On ..... my contract of employment with the AXA Group was terminated. (Read item No.2 of AXA Shareplan Important Information overleaf for further detail.)
☐	On ..... I got married/entered into a civil partnership and a copy of the legal certificate is enclosed.
☐	On ..... my third (or subsequent) child was born/adopted and I enclose a copy of the birth/adoption certificate plus similar certificates for my other children.
☐	On ..... I became divorced/legally separated and I have custody of one or more of my (even part-time) children.
☐	On ..... I completed the purchase of my principal residence and I enclose a copy of the completion statement / I completed the construction of, or an extension to, my principal residence and I enclose a copy of the relevant invoice/document.
☐	On ..... the plan beneficiary or their spouse/civil partner died and enclosed is a sealed copy of the Grant of Probate / completed Small Estates form.
☐	On..... I was officially recognised as being over-indebted by way of an IVA, a bankruptcy order or a debt relief order and a copy of the appropriate document is enclosed.
☐	On..... I, or my spouse / civil partner or my child became disabled and enclosed is a copy of the disability certificate.
☐	On..... I, my spouse / civil partner or my child created or purchased a stake in a business in which management control is held and a copy of an appropriate legal document is enclosed.

PLEASE TURN OVER AND COMPLETE SECTION 3

SECTION 3 – SIGNATURE & CONTACT DETAILS

NAME (PLEASE USE BLOCK CAPITALS)

DATE OF BIRTH (DD/MM/YYYY)

NATIONAL INSURANCE NUMBER

EMPLOYEE NUMBER

CONTACT TELEPHONE NUMBER

E-MAIL (FOR ACKNOWLEDGEMENT OF SALE)

SIGNATURE

DATE (DD/MM/YYYY)

SECTION 4 – BANK DETAILS (FOR TRANSFER OF SALE PROCEEDS)

If this section is left blank, a cheque will be sent to your home address. Any gain resulting from the sale of Leveraged units will be sent to your payroll office for deduction of Income Tax & National Insurance. For non-UK accounts, please quote SWIFT/BIC code and IBAN as applicable; all payments will be made in sterling. Please note that the scheme is denominated in Euros but the funds are automatically converted to sterling when they are sent to Equiniti; further currency conversion is likely to result in a loss of income.

ACCOUNT NAME (and reference number if applicable)

BANK ACCOUNT NUMBER

SORT CODE

BANK NAME & BRANCH

AXA Shareplan Important Information

1. This form may be used by a personal representative of a Plan Member. Reference to 'my' and 'I' will then be construed accordingly.
2. Transferring to an acquirer through TUPE transfer or on a sale of your employing company, does not qualify as an 'early release event' under the Shareplan rules, because continuity of employment is maintained. However, you will qualify if you subsequently cease employment with an acquirer of the AXA business or company.
3. If applying for early release, please indicate the number of units to be sold from each fund or tick all. Please note that, if you do not sell your entire investment, further releases using the same reason are not permitted. (This rule applies across all funds and all years; you may not sell one or more funds or years through early release and then sell another at a later date using the same reason).
4. The sale provisions and process are subject to any changes in French law and to local regulations regarding withdrawal.
5. Units will be sold as soon as practicable following the receipt of this form.
6. When selling Global (leveraged) units, any gain will be forwarded to the relevant payroll office for deduction of Income Tax and NI.
7. If applicable, the outstanding amount of any loan from your employer to purchase the shares/units at the outset will be repaid.
8. The net proceeds of the sale will be transferred to the bank account entered in Section 4 of this form.
9. In accordance with the scheme rules indicated in the brochures, it can take up to 10 weeks from the date of sale to receive your funds.

Your AXA Shareplan holdings can be viewed online at **www.capeasi.com**

For more information about the AXA Shareplan, please visit **www.axa-employeebenefits.co.uk/shareplan**