

Procedure for changing Member details

Introduction

From time to time there will be changes to certain personal details of Members that will need to be notified to the Society so that its records can be updated appropriately.

Below you will find instructions on how you should notify the Society of any changes to a Member's personal details.

Meanings

'Society' means Norton Lindsey Community Pub Limited.

'Member' means a shareholder of the Society i.e. The New Inn pub

Change of Member's personal details

The following items of personal information require notification to the Society:

- Address
- Phone number
- Email address

Should any of the above details change, please notify the Society by either of the following three methods:

- a. send an email to shareholderchanges@nlcp.ltd with the following information:
 - i. your name
 - ii. your shareholder number (shown at the top left-hand side of your Share Certificate)
Note: if you cannot find your shareholder number then please state the address currently registered with the Society
 - iii. the personal details you wish to change
- b. complete the online form by clicking [here](#)
Note: the same information will be required for this option as in a. above
- c. Write to the Society's secretary
(presently Michael Killeen, The Barn, Main Street, Norton Lindsey CV35 8JA)

Prohibition

Please note that shares are not transferrable save on the death of a member.

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Death of Member

Shares in the Society can be transferred to a nominated beneficiary{ies} in the event of a Member's death.

Certain information will be required for the Society to carry out a transfer of shares and the procedure for providing this information is as follows:

The representative of the deceased should:

- a. send an email to shareholderchanges@nlcp.ltd with the following information: [or write to the secretary]
 - i. name of the deceased
 - ii. shareholder number of the deceased (shown at the top left-hand side of the share certificate)
Note: if the Member's shareholder number cannot be found then please state their address currently registered with the Society
 - iii. the personal details of the beneficiary{ies} to whom the shares will be transferred (name{s}, address{es}, phone number{s} and email address{es})

and provide the following documentation (in digital or hard copy):

- ii. death certificate
 - iii. proof of entitlement of the beneficiary{ies} to the transfer of shares (this may be a Grant of Probate or Letters of Administration)
Note: if the Member's Will has no named beneficiary{ies}, a written request by the executor will be sufficient
- b. return the original share certificate whereupon a new share certificate in the name of the transferee will be issued

Please note:

The Society recognises that it may take a period of time for the deceased's next of kin to be in a position to address the matter of transferring the shares, so if this is the case a simple email informing the Society of the member's death would be appreciated in the first instance.