

How to do a share transfer:

To do a share transfer, go to **Company > Select a company**

The screenshot shows the top navigation bar with 'My office', 'Select all...', 'Company', 'Person', 'Filing', 'Documents', 'Companies Hse', and 'Sign out'. The 'Company' dropdown menu is open, showing options: 'Select a company', 'Show all companies', 'Add a company', and 'SIC code reference'. A notification banner for 'COMPANIES HOUSE MAINTENANCE' is visible. Below the menu, the 'HOME - ACTION STATION -' section contains a table with columns: 'CH Filing', 'Client', 'Partner', 'Staff', and 'Practice ref1'. The table lists items such as 'Became aware 5 days ago that Companies House intend to strike off BETH'S COMPANY' and 'A DEMO TEST COMPANY, Deadline for CS01 was 30th April which is 1 week overdue'. At the bottom, there are buttons for 'Companies', 'People', 'E-filing', and 'Formations'.

Once you're on the company's homepage, go to **Company > Connections**

The screenshot shows the top navigation bar with 'My office', 'Select all...', 'Company', 'Person', 'Filing', 'Documents', 'Companies Hse', and 'Sign out'. The 'Company' dropdown menu is open, showing options: 'Select (WilliamHSMITH)', 'Show all companies', 'Add a company', 'Details', 'Connections', 'Quickstep', 'Share Centre', 'Register Centre', 'History', 'Datasheet', 'Allocate to staff', 'Compare with Companies House', and 'Archive company'. The 'Connections' option is highlighted. The background shows the 'HOME COMPANY -' section with a table for 'Next accounts due' and 'Year end'. The table lists '50000000' with '1 Jan 2024' and '31 Jan 2024' dates. Below the table, there are buttons for 'Companies', 'People', 'Details', 'Connections', 'Action Station', 'Dividends', 'Share Centre', 'Filing Centre', and 'E-filing'.

Select the **Share Transfers** tab, then click **Add a transfer**:

SHARE TRANSFERS

[Add a share transfer](#) [Choose a share class](#) [Show service addresses](#) [Set backdate](#) [Print & export](#)

Edit this share transfer	Share class	No.	Transfer date	Register entry date (if different)	Transferors name and residential address	Number transferred	Transferors balance remaining (if any)	Transferors balancing certificate no	Transferees name and residential address	Transferees certificate no	Price or consideration
	£1.00 Ordinary	1			William H SMITH, 31 renaissance square, w4 2dz, United Kingdom	4	0	5	Hyacinth TUNGSTEN, 5 w6, United Kingdom	4	£4

Company details | People | Cancel

Complete the relevant information then **Save**:

SHARE TRANSFER

Transferor: From share class change (conversion etc.)

Number of shares: 3

Date of transfer: 10/05/2024

Copy incorporation date: 1/1/2024 3/5/2024 31/12/2024 4/5/2024 7/5/2024 clear field

Transferee: RHODES, Elizabeth

...or add to people list:

Share class: £1.00 Ordinary

Entry is pending and not yet part of the formal register

Describe any special transaction:

Usually blank. If you have set the transferor or transferee to "Share class change", describe the transaction here. Examples: Set transferee to "special transaction" and enter "Purchase of own shares" for entry on register. Set transferor to "special transaction" and enter "Converted from Ordinary A" etc

Class changes or special transactions

Save | Stock transfer form | Delete | Cancel

To prompt the prefilled form(s) you will need to include the **Date of transfer**.

To prompt the Share certificates, you will need to include the transferor's balance

Class changes or special transactions

Transferees share certificate number [clear field](#)

Transferors balancing share certificate number [clear field](#)

→ Transferors remaining share balance [clear field](#)

Index number in register [clear field](#)

MONEY / VALUE

Amount paid

Number of shares x £1.00. Enter the whole amount as numbers only, with no currency symbol or commas. Amounts less than 1p will not show up in filing forms.

Note

Non-cash consideration

Save Stock transfer form Delete Cancel

You should see a record of the transfer on your **Share transfers** list:

Directors & Secretary	Current Shareholders	Share Allotments	Share Transfers	Share Classes	PSC Register	Register of Members	Dividend Distributions	Dividend Vouchers	Charges, Sealings Debentures		
SHARE TRANSFERS											
Add a share transfer Choose a share class Show service addresses Set backdate Print & export											
Edit this share transfer	Share class	No.	Transfer date	Register entry date (if different)	Transferors name and residential address	Number transferred	Transferors balance remaining (if any)	Transferors balancing certificate no	Transferees name and residential address	Transferees certificate no	Price or consideration
	£1.00 Ordinary	2	10/5/2024		William H SMITH, 31 renaissance square, w4 2dz, United Kingdom	3	0	6	Elizabeth RHODES, 3 3, United Kingdom	5	£3

If the share transfer creates a PSC, then there will be a PSC form in the Filing centre on the company's homepage (**Filing > Filing centre**):

My office	Select all...	Company	Person	Filing	Documents	Companies Hse	Sign out
Tick to file (submission number)	Form needed for update/ (E-filing status)	Date of update/ (Submission date)	Description of update/ (Document e-filed)	Missing fields which prevent filing	by Staff		
<input checked="" type="checkbox"/>	PSC07 PSC cessation	10 May 2024	William H SMITH as a PSC. Cessation				Elizabeth

To download the HMRC Stock Transfer Form, go to **Documents > Shares > Transfer Shares > Stock Transfer Form**:

The screenshot shows the HMRC portal interface. At the top, there is a navigation bar with links: My office, Select all..., Company, Person, Filing, Documents, Companies Hse, and Sign out. A dropdown menu is open under 'Documents', listing various services. The 'Shares' option is selected, and a sub-menu is open showing 'Stock transfer form' highlighted. Below this, a 'Continue' button is visible. The main content area is titled 'STOCK TRANSFER FORMS' and contains a table with columns: Edit stock transfer form, Share type, No., Transfer date, Register entry date (if different), Transferors name and address, Number transferred, Transferors balance remaining (if any), Transferors balancing certificate no, Transferees name and address, Transferees certificate no, and Price or consideration. Two rows of data are shown, each with a green edit pencil icon to its left.

Edit stock transfer form	Share type	No.	Transfer date	Register entry date (if different)	Transferors name and address	Number transferred	Transferors balance remaining (if any)	Transferors balancing certificate no	Transferees name and address	Transferees certificate no	Price or consideration
	£1.00 Ordinary	1	03 May 2024		William H SMITH, 31 renaissance square, w4 2dz, United Kingdom	4	6	5	Hyacinth TUNGSTEN, 5 w6, United Kingdom	4	£4
	£1.00 Ordinary	2	10 May 2024		William H SMITH, 31 renaissance square, w4 2dz, United Kingdom	3	3	6	Elizabeth RHODES, 3 3, United Kingdom	5	£3

Click on the green edit pencil, edit the relevant fields accordingly, then click **Show form**:

STOCK TRANSFER FORM

Transferor: William H Smith, 31 renaissance square, w4 2dz, United Kingdom
 Transferee: Hyacinth Tungsten, 5 w6, United Kingdom
 Date of transfer: 3/5/2024
 Number of shares: 4
 Amount paid in cash: £4.00
 Non-cash consideration: £4.00
 Certificate number: 4

Date shown on form:

STAMP DUTY DECLARATION ON BACK PAGE

The consideration is under £1,000 (Shows Certificate 1 for signature only)
 The transaction is more than £1,000 but exempt anyway (Shows Certificate 2 for signature only)
 The transaction is subject to Stamp Duty (Shows both certificates, do not sign either)
 Produce a blank form

Exemption from Stamp Duty declarations

For the minute document, go to **Documents > Shares > Transfer Shares > Share Transfer Minute:**

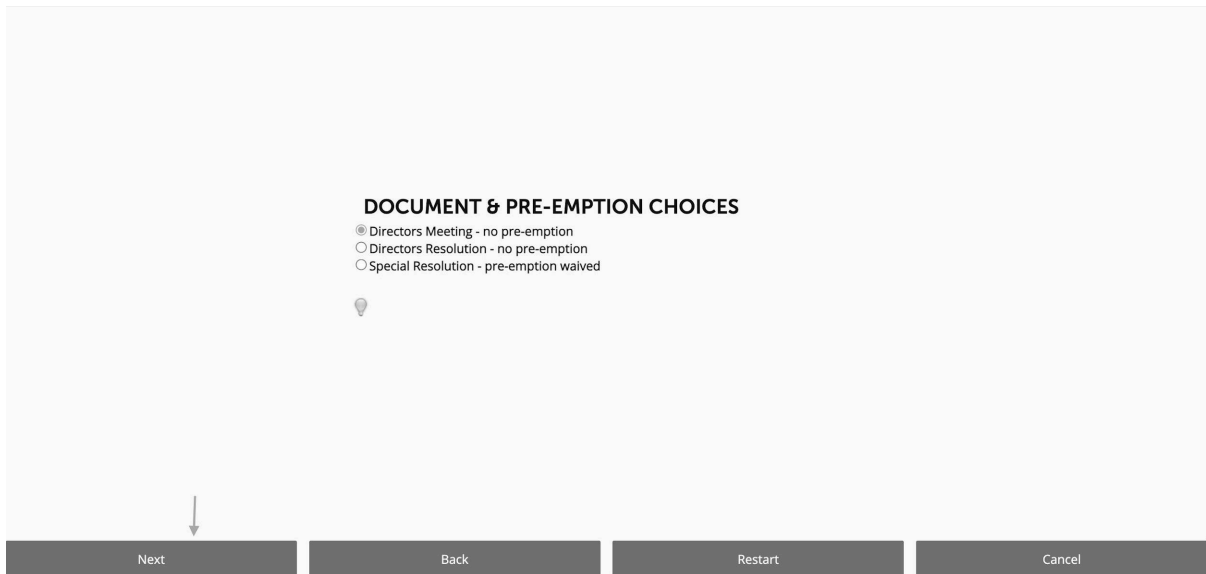
My office Select all... Company Person Filing Documents Companies Hse Sign out

SHARE TRANSFERS AVAILABLE FOR MINUTE OR RESOLUTION

[Show service addresses](#) [Choose a share class](#) [Print & export](#)

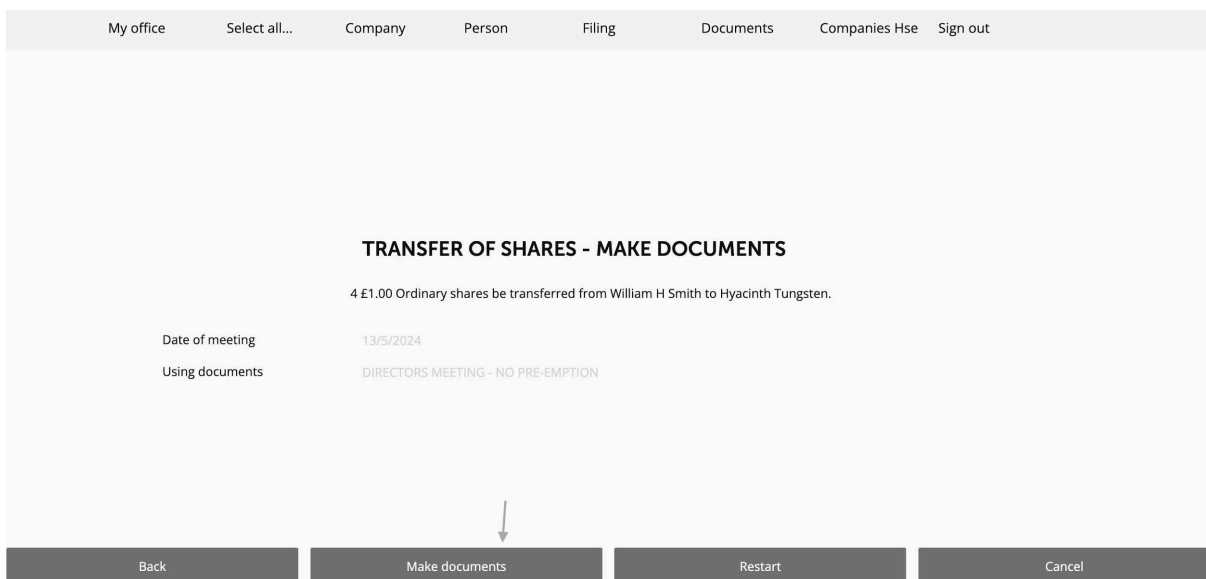
Select	Share type	No.	Transfer date	Register entry date (if different)	Transferors name and residential address	Number transferred	Transferees share numbering From	Transferees share numbering To	Transferors balance remaining (if any)	Transferors balancing certificate no	Transferors share numbering From	Transferors share numbering To	Transferees name and residential address	Transferees certificate no	Price or consideration
<input checked="" type="checkbox"/>	£1.00 Ordinary	1	03 May 2024		William H Smith, 31 renaissance square, w4 2dz, United Kingdom	4			6	5			Hyacinth Tungsten, 5 w6, United Kingdom	4	£4
<input type="checkbox"/>	£1.00 Ordinary	2	10 May 2024		William H Smith, 31 renaissance square, w4 2dz, United Kingdom	3			3	6			Elizabeth Rhodes, 3 3, United Kingdom	5	£3
<input type="checkbox"/>	£1.00 Ordinary	3	13 May 2024		Oliver Bonas, 31 renaissance square, w4 2dz, United Kingdom	1			1	8			Subdivision to £0.10 Ordinary b		
<input type="checkbox"/>	£0.10 Ordinary b	4	13 May 2024		Subdivision from £1.00 Ordinary	10			0				Oliver Bonas, 31 renaissance square, w4 2dz, United Kingdom	7	
<input type="checkbox"/>	£1.00 Ordinary	5	13 May 2024		Hyacinth Tungsten, 5 w6, United Kingdom	3			1	10			Subdivision to £0.10 Ordinary b		

You can use the select all option, or simply select the transfer you wish to file minutes for, then select **Go to meeting details:**



Tick the correct option then click **Next**.

Complete all the relevant information, then click **Make documents**, you have the option to save the file locally to your device:



Once completed, the minute file can also be found in the **Cloud Library (Documents > Cloud Library)**:

DOCUMENT CLOUD FOR WILLIAM.H.SMITH								
<input type="text"/>		Search	Show all	All companies Upload additional document Print & export				
Edit	Document	Document date	Source	Created	Modified	Uploaded by	File name	Size(Kb)
	Shares transferred from WH Smith to H Tungsten by directors meeting	13 May 2024	System generated	13 May 2024 15:45:11		Elizabeth RHODES	50000000 transfer 2024-05-13.rtf	59

Click on the green edit pencil to **Download** the minute, or **Upload a replacement** once it's been signed:

CLOUD LIBRARY DOCUMENT

SHARES TRANSFERRED FROM WH SMITH TO H TUNGSTEN BY DIRECTORS MEETING

Document	SHARES TRANSFERRED FROM WH SMITH TO H TUNGSTEN BY DIRECTORS MEETING
Dated	13/5/2024
Uploaded by	Elizabeth RHODES on 13/05/2024 15:45:11
Filename	50000000_transfer_2024-05-13.rtf (59kb)

Download

Upload a replacement

Delete

Cancel