

Introduction

To manage and safeguard your clients' Venture Capital Trust (VCT) shares effectively within their GrowthInvest account, we must convert their physical paper certificates into a secure, electronic (or 'dematerialised') format for deposit into the CREST system—the UK's electronic settlement service.



Completing this process now is important because:

- **Secure & Safe:** Electronic shares cannot be lost, stolen, or damaged, unlike paper certificates.
- **Simplified Administration:** It removes the burden of safely storing and locating paper certificates for future transactions.
- **Faster Transactions:** If your client decides to sell, electronic shares can be traded quickly and efficiently, without the delay of handling physical documents.
- **Easy to Manage:** View and manage all VCT holdings alongside other alternative investments in one convenient account.

What to do to dematerialise paper certificates?

Client to locate all **original** paper share certificates

- Contact our team immediately if you are unable to locate any of your certificates.
- We can guide you on the process for getting them reissued. Charges may be applicable.

Client to complete the CREST Transfer Forms

- Download the pre-populated CREST transfer forms available in your secure SharePoint or you can contact our Client Services team directly.
- Client to sign the forms with a **wet-ink signature**. Electronic signatures cannot be accepted for this process.

Securely send everything to us

- Package the following two items together:
 - All **original** paper share certificates.
 - The original, **wet-signed** CREST transfer forms.
- Post the package using a recorded or special delivery service to the address below. This provides a tracking number and ensures secure delivery. Hand delivery is also accepted, just let our team know.

GrowthInvest, Warnford Court, 29 Throgmorton Street, London, EC2N 2AT | tel: 0300 303 0037 | email: enquiries@growthinvest.com

GrowthInvest is a trading name of EIS Platforms Limited. EIS Platforms Limited (FRN: 694945) is an appointed representative of Sapphire Capital Partners LLP (FRN:565716) which is authorised and regulated by the Financial Conduct Authority in the UK.

Our Address for Dematerialisation:

GrowthInvest,
Warnford Court,
29 Throgmorton Street,
London
EC2N 2AT



Important Note for Clients with Existing Electronic Shares

If your clients' VCT holdings are already held in electronic form under a different broker or nominee service (i.e. not in paper form), the process is even simpler. Please do not post anything. Instead, contact our team, and we will provide the client with a digital Transfer Authority Form to instruct the move from the previous provider.

Support

For any queries or additional information, kindly reach out to our **Client Services team** at **030 0303 0037** or **clientservices@growthinvest.com**. You can also visit our website **Knowledge Centre** at **growthinvest.com**.