

Page 2 of this guide contains a copy of a blank template which must be downloaded separately and filled in to request a share transfer. The attached copy serves only as a reference and should not be edited.

1. **To be sent to:** Please use Netbank to upload the template and Nordea’s Customer Services team will handle the query. Send manually to provided e-mail address only if you do not have access to Netbank
2. **Date:** Enter current date when the template is uploaded/sent

Client information:

3. **Safekeeping account number:** The Nordea VPU brokerage account number to/from which the shares are to be transferred should be provided here
4. **Name of the account holder:** For the purpose of verification, the previously provided account holder’s name should be stated
5. **Social Security Number:** Account holder’s 11-digit ID number (or company number) issued by the Norwegian government

Security information:

6. **ISIN code:** 12-character long security identifier on the market
7. **Name of the security:** Market name of the security
8. **Amount/Nominal:** The number of shares to be transferred

Trade information:

9. **Receipt/Delivery:** Choose Receipt if you are the recipient of the shares or Delivery if you are delivering the shares to another bank/client
10. **Regular VPU / ASK VPU:** Choose ASK VPU account if you hold and entered a special Share Savings Account number in field no. 3, otherwise choose Regular VPU trading account
11. **Cost price in case of ASK VPU:** Mandatory only if ASK VPU option has been selected: cost price per share of the security for tax/withdrawal calculation purposes
12. **Trade date:** The date the shares will officially change ownership. Optional field, but current or next working day can be selected if/and both banks/parties are informed to ensure smooth settlement
13. **Settlement date:** The date when the shares will be effectively transferred from one bank/client to another. Optional field, but Trade date +2 working days can be selected if/and both banks/parties are informed to ensure smooth settlement

Counterparty information:

14. **Counterparty’s agent (BIC):** 8- or 11-character long BIC code of agent/intermediary bank – should be obtained from the counterparty’s bank
15. **Counterparty’s BIC:** Counterparty bank’s 8- or 11-character long BIC code to/from which the shares are to be transferred – should be obtained from the counterparty’s bank
16. **Safekeeping account:** Counterparty bank’s or recipient/sender’s brokerage account number – should be obtained from the counterparty’s bank
17. **Counterparty’s name:** Name of the recipient/sender’s bank – counterparty to Nordea, mandatory field
18. **Counterparty’s e-mail address:** Counterparty bank’s Settlement Team’s e-mail address, mandatory field

Fields 14, 15, 16 can be left blank provided that fields 17 and 18 are filled in correctly. The details will then be agreed between the banks/counterparties. The holder of the account at the counterparty bank to Nordea should however obtain and provide the Settlement Team’s or Customer Services’ e-mail address that Nordea can use to arrange the transfer.



Overføring av Internasjonale Verdipapirer / Settlement instruction (foreign securities)

* = Obligatoriske felt / Mandatory field

1. Skal sendes til / To be sent to	2. Dato / Date *
Kundeinformasjon / Client information	
3. VPU-konto / Safekeeping account number *	4. Navn på kontoer / Name of the account holder *
5. Fedelsnummer/Organisasjonsnummer / Social Security Number *	

Verdipapirinformasjon / Security information		
6. ISIN-kode / ISIN code **	7. Verdipapirnavn / Name of the security	8. Antall aksjer / Amount/Nominal **
ISIN-kode / ISIN code	Verdipapirnavn / Name of the security	Antall aksjer / Amount/Nominal
ISIN-kode / ISIN code	Verdipapirnavn / Name of the security	Antall aksjer / Amount/Nominal
ISIN-kode / ISIN code	Verdipapirnavn / Name of the security	Antall aksjer / Amount/Nominal

** Flere verdipapir kan listes hvis de har samme detaljer som motpart og marked de handles på. Hvis ikke, må nytt skjema fylles ut. / More securities can be listed if all of them share the details such as counterparty and market on which they will be traded, otherwise please use separate templates.

Informasjon om transaksjonen/flyttingen av aksjer / Trade information

9. <input type="checkbox"/> Mottak av aksjer / Receipt *	<input type="checkbox"/> Levering av aksjer / Delivery *	11. Hvis ASK VPU, oppgi kostpris / Cost price in case of ASK VPU
10. <input type="checkbox"/> Vanlig VPU *	<input type="checkbox"/> ASK VPU *	
12. Handelsdato / Trade date	13. Oppgjørsdato / Settlement date	

Informasjon om banken/institusjonen som skal motta eller levere fra/til Nordea Norge / Counterparty information

14. Motpartens agent / Counterparty's agent (BIC) or e.g. CREST, DTC, SEGA	15. Kjøper/selgers BIC / Counterparty (BIC)
16. Motpartens kontonummer / Safekeeping account	
17. Navn på banken som skal levere/motta til/fra Nordea / Counterparty's name *	
18. Bankens e-postadresse til deres oppgjørsavdeling / Counterparty's e-mail address *	

Kommentar fra kunde / Comments