

The budget in March 2000 saw a significant change in how individuals and companies can donate to charities, which, for the first time, has real benefits accruing to the donor as well as the beneficiary of the gift.

Donating Shares

As well as donating gifts of money, you can help Downe House by gifting stocks and shares. This can be a very tax-effective way of giving.

However, the golden rule when it comes to shares or securities gifts is to seek financial advice from a qualified financial advisor.

All shares that are transferrable can be donated to Downe House, but only publicly quoted shares qualify for tax relief for you, the donor. Publicly quoted shares include shares listed on the London Stock Exchange or Alternative Investment Market Shares (AIM).

For a full list of qualifying stock exchanges, please visit the HMRC website.

Transfer Process

If you decide to donate shares to the Downe House Foundation, the procedure is as follows:

- 1) The donor obtains a stock transfer form from the Registrar.
- 2) The form is received and filled out and signed by the transferring party.
- 3) Return the completed form to the Registrar of Shares with original Share Certificate.
- 4) The Charity will receive a new Share Certificate in their name.

Stocks may however be held electronically, in either a Corporate Nominee Account (administered by the Registrar) or a Stockbrokers Nominee Account (administered by a Stockbroker). In those instances you will have to contact the Nominee in order to check their precise requirements for the transfer of the shares.

You must keep a dated copy of the transfer form and to establish the value of the shares when they were transferred, so you can claim the tax relief. For more information visit HMRC guidance notes for further information about the records that you need to keep.

Downe House Process

The Downe House Foundation has made arrangements for gifted shares to be sold through Cazenove Capital Management Ltd (Cazenove) who will sell the shares as soon as the stock is under their control. The aim is to make the process as straightforward as possible.

More Information:

Depending on how your stock is held the process will vary slightly:

(a) Physical Stock

Please send the share certificate(s) covering the shares you wish to gift to the Downe House Foundation to the Finance & Administration Bursar at the above address. The shares must be listed on a 'Recognised Stock Exchange' either in the UK (including AIM) or overseas.

Enclosed with the certificate(s) please provide a written instruction specifying how many shares are to be gifted to the Downe House Foundation. If the certificate(s) cover more shares than you intend to give, a balance certificate will be sent to you in due course.

On receipt of the certificate(s) Cazenove will prepare the relevant documents for your signature and send it to you. On receipt of the signed transfer deed Cazenove will make the sale on behalf of the Downe House Foundation.

(b) Stock held electronically (such as Crest)

The Crest Account holder (normally your broker) should be instructed to notify the Finance & Administration Bursar of the proposed gift.

The Finance & Administration Bursar will contact Cazenove who will liaise with your broker to effect the transfer following which the sale will be made on behalf of the Downe House Foundation.

After the sale is complete the Finance and Administration Bursar will confirm to you in writing the value of the shares gifted. This letter will be on official letterhead which shows that the Downe House Foundation is a Registered Charity. The letter should be placed with your tax records if you intend to claim income tax relief for this amount in your tax return.

We strongly recommend that you consult your financial adviser when considering gifts of stocks or shares.

How do I make my gift?

If you wish to gift shares and/or stocks to the Downe House Foundation please contact the Finance and Administration Bursar who will assist you with the process of making a donation.

Mr Colin Cockburn
Finance and Administration Bursar
The Bursary
Downe House School
Cold Ash
Thatcham
Berkshire, RG18 9JJ

Direct Tel: 01635 204672
Email: cockburnc@downehouse.net

The Foundation Office, Downe House, Cold Ash, Berkshire RG18 9JJ
t: 01635 204719 e: foundation@downehouse.net

Building the future together ...