

This form may only be used to sell or transfer securities on closure of an account. It may not be used to transfer money. On completion, please attach to this form your completed form CFO 209, CFO 210 or other relevant payment form.

**IMPORTANT:** Unit prices rise and fall daily. The information recorded on this form is needed to sell or transfer securities held in the name of the Accountant General of the Senior Courts. It is essential that the information provided is accurate and up to date.

### SECTION 1: ACCOUNT DETAILS

Full account name

Case number

CFO account number

### SECTION 2: TRANSFEREE DETAILS (Please complete if the securities are to be transferred)

If securities are being transferred to more than one transferee, you will need to complete a separate form for each transferee. All forms must be sent together.

Full name of transferee

Address

Postcode

Contact name

Telephone number

### How to contact the Court Funds Office

#### Customer Helpline

0300 0200 199

#### Email

enquiries@cfo.gov.uk

#### Address

Court Funds Office    Court Funds Office  
Sunderland            DX 328004  
SR43 3AB              Sunderland 19

#### How to pay

Cheques must be made payable to:  
Accountant General  
of the Senior Courts

For full details of how your information is used please see our privacy notice at <https://www.gov.uk/government/collections/court-funds-office-forms> or contact CFO who will provide you with a copy.

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### SECTION 3: DETAILS OF SECURITIES FOR SALE/TRANSFER

- If you are unsure about the security ISIN (SEDOL) number, please contact the relevant broker or your financial advisor for confirmation.
- Please indicate whether the total security holding(s) are to be sold or transferred by ticking the relevant box. If part sale/transfer please enter each transaction on a separate line.
- Please ensure that the quantity box is completed. Only the quantities listed will be sold or transferred.
- Please note that Equity Index Tracker Fund units can only be sold on the death of a client, they cannot be transferred to the personal representative or beneficiaries of the estate.
- The proceeds of sale of the securities will be paid to the bank account provided on form CFO 209, CFO 210 or other relevant payment form.
- If there is more than one executor or nearest of kin only the executor or nearest of kin who signed the form CFO 209 or form CFO 210 needs to sign this form.

## Sale or transfer of securities

[illegible]

SECTION 4: YOUR DETAILS

Your full name

☐ Deputy      ☐ Executor      ☐ Personal Representative      ☐ Beneficiary

Address   
  
Postcode

Contact number

Email address

I hereby authorise the Court Funds Office to sell/transfer the securities specified in this form.

**Signed**  **Date**