

DIVIDEND VOUCHER

..... (*insert company name*)

..... (*insert company address*)

..... (*insert date*)

..... (*insert shareholder's name*)

..... (*insert shareholder's address*)

.....

Dear (*insert shareholder's name*)

Dividend for the period ending (*insert your financial year-end*)

I give below the details of the dividend payment made to you on (*insert date*).

Number of shares: (*insert number of shares*) Ordinary (or, if other, specify type) shares of (*insert nominal value*) each.

Dividend rate: (*insert percentage or pence per share*)

Total dividend payable for the period ending
(*insert date*): (*insert figure*)

Remember to keep this voucher with your tax records. It supports the dividend entries you make on your self-assessment tax return.

Yours sincerely

On behalf of (*insert company name*)

..... (*insert signature*)

[Company secretary/director]