insert company name insert company number

## Voucher

To shareholders registered on insert date

insert number of payment dividend for the insert period or year ended insert date

|  |  |
| --- | --- |
| Type of shares |  |
| Share holding |  |
| Dividend rate |  |
| Dividend payment |  |
| Payment number |  |
| Payment date |  |

This voucher should be kept.

**REMEMBER** you have a legal obligation to keep records for tax purposes.

Notice of any change of address, quoting your full name should be signed by the holder and sent to insert client name and registered office address.

insert name of company secretary

Dividend apportioned to: insert shareholder,voucher number

|  |  |
| --- | --- |
| Name | insert name |
| Address | insert address |