Ordinary shareholders

Share dealing FAQs



Answers to common questions on buying, selling and transferring BP shares

Buying and selling shares

How do I buy or sell shares?

Investors normally use a stockbroker, bank, building society or 'share shops' to buy or sell shares on the open market. The commissions charged for buying and selling shares vary between the different organisations. If you do not know a stockbroker, you can contact The Personal Investment Management & Financial Advice Association (PIFMA) for details of stockbrokers all over the UK who deal with private investors.

Is there a low cost dealing service?

There are various low-cost share dealing services available to BP shareholders, such as those provided by the BP Registrar, MUFG Corporate Markets.
These services are useful for shareholders wishing to sell small numbers of shares without incurring disproportionate charges. Details of current commissions can be obtained from individual service providers, and are likely to be in the region of 1.25% to 1.5% of the value of the shares, with a minimum charge of between £25 and £30. BP does not recommend or endorse any particular share dealing service. Shareholders who are unsure of what action to take should consult an independent financial advisor.

Please contact the BP p.l.c. Shareholder Helpline on Freephone 0800 701107.
If you are calling from outside the UK please dial +44 371 277 1014.
Lines are open 8.30am - 5.30pm, Monday – Friday (excluding bank holidays).

MUFG Corporate Markets - deal: buying and selling shares

Can I reinvest my dividends?

We do not offer direct reinvestment of dividends. If you already own BP ordinary shares you can choose to receive your dividends in the form of new ordinary shares instead of cash by joining the Scrip Dividend Programme. Further information about the Scrip Dividend Programme can be obtained.

Transferring shares

How can I transfer my shares?

You do not always need to use a bank or stockbroker to buy and sell shares. If the buyer and seller agree between themselves, they can transfer shares 'off market' by using a stock transfer form, which must be sent to MUFG Corporate Markets together with the share certificates. This method is frequently used in cases where shares are transferred for nil consideration, such as gifts of shares (perhaps to relatives or charities) or on the distribution of an estate. Off market transfers that have a consideration value of less than £1,000 are no longer subject to stamp duty, and there is no requirement to send such transfers to HM Revenue and Customs. Where stamp duty is payable, the completed transfer form must be sent to an HM Revenue and Customs Stamp Office and the duty paid before the form can be forwarded to MUFG Corporate Markets. Further information relating to stamp duty can be found at www.hmrc.gov.uk

Stock transfer form and guidance notes

How do I donate my shares to charity?

Shareholders who hold only a small number of shares, where dealing costs make it uneconomic to sell them, may wish to consider donating them to charity through ShareGift, a registered charity. If you wish to make a gift of your shares to ShareGift you can complete the form below and send it with your share certificate to MUFG Corporate Markets

MUFG Help Centre

For further information on ShareGift you should contact The Orr Mackintosh Foundation or visit www.sharegift.org.uk

Stamp duty and Capital Gains Tax

What is stamp duty?

Stamp duty is tax that is payable whenever shares are traded. The buyer of the shares must pay the stamp duty before the shares can be registered in their name. There are different basis for calculating the rate due depending on whether shares are traded on a

paperless basis or not. Stamp duty is currently set at 0.5% of the value of the shares traded, rounded to the nearest £5.00 above. If you use a broker to buy shares, the stamp duty will usually be added to the price automatically. Further information relating to stamp duty can be obtained using the link below.

Will I be liable to Capital Gains Tax if I sell my shares?

A charge to Capital Gains Tax (CGT) may arise when you dispose of an asset which is worth more than when you acquired it. You are liable to pay tax on the total chargeable gains arising on disposals you make in any one tax year (after appropriate relief has been given) in excess of the annual exemption limit should you be entitled to it.

CGT can be complex so if you are in any doubt as to the prevailing requirements, you should consult HM Revenue and Customs who produce a range of guidance booklets and provide information on their website, or an appropriate financial adviser. Neither BP nor MUFG Corporate Markets can advise individuals on CGT.