Dividend voucher

Complete both copies with the same details. Write dates as DD/MM/YYYY. The total dividend should equal the number of shares held multiplied by the dividend per share. A company can only pay dividends out of profits available for distribution, so declare the dividend at a directors' meeting and keep the minutes before issuing vouchers.

Shareholder's copy

Company name

_____

Company registration number

_____

Registered office address

_____

Date dividend paid (DD/MM/YYYY)

_____

☐ Interim dividend ☐ Final dividend Accounting period ending ____ / ____ / _____ Declared on ____ / ____ / _____

Shareholder name and address	Share class	Shares held	Dividend per share (£)	Total dividend paid (£)

Signed (director or company secretary)

_____

Name in capitals

_____

Date signed

_____

✂ - cut here -

Company's copy (keep with the board minutes)

Company name

_____

Company registration number

_____

Registered office address

_____

Date dividend paid (DD/MM/YYYY)

_____

☐ Interim dividend ☐ Final dividend Accounting period ending ____ / ____ / _____ Declared on ____ / ____ / _____

Shareholder name and address	Share class	Shares held	Dividend per share (£)	Total dividend paid (£)

Signed (director or company secretary)

_____

Name in capitals

_____

Date signed

_____

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