

SH03

Return of purchase of own shares



Companies House

✓ **What this form is for**
You may use this form to give notice
of a purchase by a limited company
of its own shares.

✗ **What this form is NOT**
You cannot use this form
notice of a purchase by a
company of its own shares

FRIDAY



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A09

19/08/2022

#113

COMPANIES HOUSE

1 Company details

Company number 0 2 0 4 8 6 0 8

Company name in full Serco Group plc

→ **Filling in this form**
Please complete in typescript or in
bold black capitals.

All fields are mandatory unless
specified or indicated by *

2 Shares purchased for cancellation

Class of shares (E.g. Ordinary/Preference etc.)	Number of shares purchased	Nominal value of each share	Date that the shares were delivered to the company	Do these qualify as treasury shares?	Maximum price paid for shares (PLC only)	Minimum price paid for shares (PLC only)
			/ /	<input type="checkbox"/> Yes		
			/ /	<input type="checkbox"/> Yes		
			/ /	<input type="checkbox"/> Yes		
			/ /	<input type="checkbox"/> Yes		
			/ /	<input type="checkbox"/> Yes		

Please show the aggregate amount paid on shares purchased for cancellation.

Total aggregate amount

For HM Revenue and Customs Stamp Office only

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Shares purchased into treasury

Please complete the table below if you are purchasing shares to place into treasury.

Class of shares (E.g. Ordinary/Preference etc.)	Number of shares purchased	Nominal value of each share	Date that the shares were delivered to the company	Maximum price paid for shares (PLC only)	Minimum price paid for shares (PLC only)
Ordinary	427564	0.02	10 / 05 / 22	152.0000	149.6000
Ordinary	497105	0.02	11 / 05 / 22	151.5000	148.5000
Ordinary	557254	0.02	12 / 05 / 22	148.1000	146.1000
Ordinary	565964	0.02	13 / 05 / 22	149.6000	147.9000
			/ /		

Please show the aggregate amount paid by the company on shares purchased into treasury.

Total aggregate amount 3055273.21

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Stamp Duty

Stamp Duty of 0.5% is payable for purchases where the amount or value of the consideration is over £1,000.

Please show the amount of Stamp Duty paid on shares purchased.

Stamp Duty ①

£ 15280

Before this form is sent to Companies House it must be 'stamped' by HM Revenue and Customs Stamp Office to confirm that the appropriate amount of Stamp Duty has been paid.**After this form has been 'stamped' and returned to you by HM Revenue and Customs it must then be sent to Companies House.**

No Stamp Duty payable

If Stamp Duty is **not payable** on shares purchased, please confirm the statement below by ticking the box:
☐ I/We certify that the transaction effected by this instrument does not form part of a larger transaction or series of transactions in respect of which the amount or value of the consideration exceeds £1,000.
If you have no stamp duty payable, please return this form directly to Companies House.

① Stamp Duty

The aggregate amount should be rounded up to the nearest multiple of £5.

Amount payable

Cheques for the Stamp Duty must be made payable to 'HM Revenue & Customs Taxes' and crossed 'Not Transferable'.

Stamp office addressPlease send the form to:
HMRC Stamp Office,
9th Floor, City Centre House,
30 Union Street,
Birmingham. B2 4AR.**Further information**If you require further information on Stamp Duty. Please contact HM Revenue & Customs on: 0845 6030135 or visit their website: www.hmrc.gov.uk

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Signature

I am signing this form on behalf of the company.

Signature

Signature

X  X

Date

9 / 8 / 20 22

This form may be signed by:

Director ②, Secretary, Person authorised ②, Administrator, Receiver, Receiver manager, CIC manager.

② Societas Europaea

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.

③ Person authorised

Under either section 270 or 274 of the Companies Act 2006.

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**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Helen Newell

Company name

Serco Group plc

Address

Serco House

16 Bartley Way

Post town

Hook

County/Region

Hampshire

Postcode

R

G

2

7

9

U

Y

Country

UK

DX

Telephone

07718195701

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have completed Section 2 and/or Section 3 as appropriate.
- ☐ In Section 4, you have either had the form stamped by HMRC or ticked the certification section to indicate that no duty is payable.
- ☐ You have signed the form.

**Important information**

Please note that all information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.

Stamp Duty

If Stamp Duty is to be paid, please first send this form to: HMRC Stamp Office, 9th Floor, City Centre House, 30 Union Street, Birmingham, B2 4AR.

**Further information**

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk



HM Revenue & Customs

Helen Newell
Serco Group Plc
helen.newell@serco.com

Business Tax and Customs
BT-Stamp Duty
HM Revenue and Customs
BX9 2AS

By email only

Web www.gov.uk

Email stampdutymailbox@hmrc.gov.uk

Date 9 August 2022
Our Ref LBC97-8
Your Ref SERCOGRP

Dear Sir or Madam

Stamp Duty – confirmation we have stamped your SH03

Thank you for your notification. We received this on 14 July 2022.

You notified us that Serco Group Plc has purchased their own shares for placement into treasury. They did this on 16, 17, 18, 19 & 20 May 2022.

We received your payment of £9,955.00 on 27 June 2022 for the Stamp Duty charged on this purchase.

You have paid within 30 days of the shares being executed.

The payment of £9,955.00 Stamp Duty we received is for the Stamp Duty charged on the shares purchased into treasury. This has been paid on the total amount due of £1,990,437.90 as shown on the SH03 dated 24 May 2022.

HMRC Stamp Duty Unique Authentication Code

Your authentication code is: LBC97-8. This is your confirmation that the SH03 has been duly stamped by HMRC.

We recommend that you enter this code onto your SH03.

You should quote this code in any correspondence with us about the above transaction.

Batch Reference	Date of Execution	Undertaking	Consideration	Duty	Penalty	Interest	Total Duty
LBC97-8	24/5/22	Serco Group Plc	£1,990,437.90	£9,955			£9,955
Total Stamp Duty				£9,955	£0	£0	£9,955

More information

We have duly stamped the SH03 you submitted. This means:

Information is available in large print, audio and Braille formats.
Text Relay service number – 18001



- we will not charge a penalty under section 17 Stamp Act 1891 if the Registrar of Companies records the companies purchase of its own shares
- you should send a copy of this letter to Companies House together with the SH03
- we have cancelled any Stamp Duty Reserve Tax (SDRT) charged under section 87 Finance Act 1986 relating to the original agreement – so no notification or payment of SDRT is required.

If you contact us about this matter, please use the authentication code shown above.

Yours faithfully

Laura Brown
Stamp Taxes