

# SH04

## Notice of sale or transfer of treasury shares by a public limited company (PLC)



☒ **What this form is for**  
You may use this form to give notice of a sale or transfer of treasury shares for a public limited company

☒ **What this form is NOT for**  
You cannot use this form to give notice of a cancellation of shares in a public limited company. To do this, please use SH05

For further information please



\*L51B4M80\*

LD4

24/10/2016

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COMPANIES HOUSE

### 1 Company details

Company number 0 2 0 8 1 3 3 0

Company name in full Capita plc

→ **Filling in this form**

Please complete in typescript or in bold black capitals

All fields are mandatory unless specified or indicated by \*

### 2 Treasury shares sold or transferred ①

Class of shares (E.g. Ordinary/Preference etc.)	Number of shares sold or transferred	Nominal value of each share	Date(s) shares were sold or transferred
Ordinary	5,000	2 1/15p	12 / 10 / 2016
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /

#### ① Treasury shares sold or transferred

Shares may only be transferred (as opposed to sold) from treasury for the purposes of, or in accordance with, an employees' share scheme

### 3 Signature

I am signing this form on behalf of the company

Signature

Signature

X  X

This form may be signed by  
Director ①, Secretary, Person authorised ②, Administrator, Administrative receiver, 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

Company name

Capita Group Secretary Limited

Address

1 Floor

40 Dukes Place

Post town

London

County/Region

Postcode

E C 3 A 7 N H

Country

United Kingdom

DX

Telephone

**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 entered the correct information in section 2
- ☐ 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

**Further information**

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)**