

# SH04

## Notice of sale or transfer of treasury shares



Companies House

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

☒ **What this form is NOT for**  
You cannot use this form to  
give notice of a cancellation of  
treasury shares. To do this, please use

WEDNESDAY



\*A3LYDPLK\*

A13

03/12/2014

#268

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

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	3,315	2 1/15p	27 / 10 / 2014
Ordinary	147,512	2 1/15p	03 / 11 / 2014
Ordinary	209,605	2 1/15p	05 / 11 / 2014
Ordinary	67,838	2 1/15p	10 / 11 / 2014
Ordinary	9,918	2 1/15p	11 / 11 / 2014
Ordinary	12,789	2 1/15p	12 / 11 / 2014
Ordinary	7,005	2 1/15p	14 / 11 / 2014
Ordinary	12,148	2 1/15p	17 / 11 / 2014
Ordinary	23,348	2 1/15p	19 / 11 / 2014
Ordinary	3,581	2 1/15p	21 / 11 / 2014

#### 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

*[Handwritten Signature]*

X

This form may be signed by  
Director ②, 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

SH04

## Notice of sale or transfer of treasury shares

**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

1st 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)