

SH03

Return of purchase of own shares

BLUEPRINT

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✓ **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 for**
You cannot use this form to
notice of a purchase by an
company of its own shares

FRIDAY



A229HWNS

A20

15/02/2013

#332

COMPANIES HOUSE

→ **Filling in this form**
Please complete in typescript or in
bold black capitals
All fields are mandatory unless
specified or indicated by *

1 Company details

Company number 4 2 5 8 1 5 5

Company name in full Archant Hertfordshire Limited

2 Shares purchased for cancellation

The section below should be completed by public
limited companies (PLC) only

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	Are these qualifying shares? ①	Maximum price paid for each share	Minimum price paid for each share
Ordinary	1000	0 001	01 / 02 / 2013	<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 £1 00

For HM Revenue and Customs Stamp Office only

① **Qualifying shares**
Qualifying shares are shares eligible
to be placed into treasury

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3 Shares purchased into treasury (PLCs only)

Please complete the table below if you are purchasing into treasury
This section is to be completed by PLCs only

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 each share	Minimum price paid for each share
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		

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

Total aggregate amount

4 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

£

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

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 address

Please 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

5 Signature

I am signing this form on behalf of the company

Signature

Signature

X  X

Date

d1

m0

m2

y2

y0

y1

y3

This form may be signed by
Director ②, Secretary, Person authorised ②, Administrator, Receiver, Receiver manager, CIC manager

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.

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 Tara Cross

Company name Archant Limited

Address PROSPECT HOUSE

Rouen Road

Post town Norwich

County/Region

Postcode N R 1 1 R E

Country

DX

Telephone 01603 772802

**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