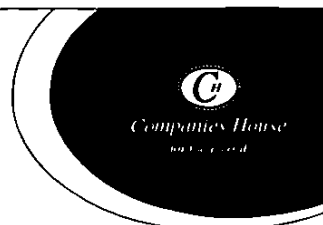


# SH04

## 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 SH0

TUESDAY



A24 11/02/2014 #223  
COMPANIES HOUSE

### 1 Company details

Company number 0 2 0 8 1 3 3 0

Company name in full Capita plc

→ **Filing 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	5,423	2 1/15p	06 / 01 / 2014
Ordinary	1,100	2 1/15p	07 / 01 / 2014
Ordinary	11,955	2 1/15p	09 / 01 / 2014
Ordinary	2,376	2 1/15p	13 / 01 / 2014
Ordinary	4,078	2 1/15p	14 / 01 / 2014
Ordinary	7,812	2 1/15p	16 / 01 / 2014
Ordinary	2,810	2 1/15p	20 / 01 / 2014
Ordinary	4,235	2 1/15p	21 / 01 / 2014
Ordinary	10,950	2 1/15p	23 / 01 / 2014
Ordinary	13838	2 1/15p	28 / 01 / 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

*Good.*

X

This form may be signed by  
Director ②, Secretary, Person authorised ③, 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 by a public limited company (PLC)

 <b>Presenter information</b>	
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	

 <b>Checklist</b>
We may return forms completed incorrectly or with information missing.
<b>Please make sure you have remembered the following</b>
<input type="checkbox"/> The company name and number match the information held on the public Register
<input type="checkbox"/> You have entered the correct information in section 2
<input type="checkbox"/> You have signed the form

 <b>Important information</b>
Please note that all information on this form will appear on the public record.
 <b>Where to send</b>
You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below
<b>For companies registered in England and Wales.</b> The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ DX 33050 Cardiff
<b>For companies registered in Scotland</b> 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)
<b>For companies registered in Northern Ireland</b> 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

 <b>Further information</b>
For further information, please see the guidance notes on the website at <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a>
This form is available in an alternative format. Please visit the forms page on the website at <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>