

SH04

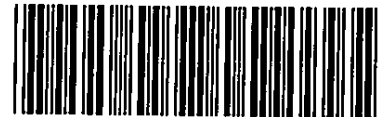
Notice of sale or transfer of treasury shares by a public limited company (PLC)



☒ **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 treasury
shares in a public limited company
To do this, please use SH05

SATURDAY



S347KGS8

SPE

22/03/2014

#16

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	200,342	2 1/15p	07 / 03 / 2014
Ordinary	77,069	2 1/15p	11 / 03 / 2014
Ordinary	13,332	2 1/15p	12 / 03 / 2014
Ordinary	15,015	2 1/15p	13 / 03 / 2014
Ordinary	7,269	2 1/15p	14 / 03 / 2014
			/ /
			/ /
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			/ /

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 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

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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

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 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