

<<INSERT COMPANY NAME
OFFICE>>

Companies House
Crown Way
Cardiff
CF14 3UZ

<<INSERT DATE>>

Dear Sir / Madam,

<<COMPANY NAME IN FULL
Registration Number<<COMP

We enclose copies of the follow
the above company of its own

- (i) Form SH03 Return of P
- (ii) Letter from HMRC confir
- (iii) Form SH06 Notice of C

[We have previous submitted t
the Companies Act 2006 autho
its own sharesfor the purposes

Yours faithfully,

Signed

<< Company Secretary Name

Company Secretary

¹ Forms SH03 and SH06 (if relevant)
purchase of shares.

² Form SH03 must first be sent elect
HMRC will then issue a letter confir
Companies House with Form SH03.S
further details.

³Form SH06 is not required if the sha
only if they were purchased using dis

⁴ This paragraph is only required if th
resolution authorising multiple buyba

REGISTRATION AND REGISTERED

ection with the purchase by

o duty²; and

lution under section 693A of
make off-market purchases of
employees' share scheme.]⁴

s House within 28 days of the

ropriate stamp duty to be paid.
which the company should send to
Companies House website for

Own shares can be held in treasury

authorised by an ordinary
employees' share scheme.