

CO.SH.PR.07

UPDATE – DIS WORDING AND CURRENT

CHF – SH03Return of Purchase

A purchase of own shares is when a company purchases shares in itself from an existing shareholder and the shares purchased are not new shares. Please see "[Own Share Purchase Out of Profits/New Shares](#)" for more information.

There are several conditions that a company must fulfil in order to be able to purchase its own shares.

The purchase of own shares is subject to stamp duty. If stamp duty is to be paid, a company should send an electronic version of Form SH03 to the Revenue & Customs Stamp Office and pay the appropriate stamp duty. The company should also send a letter confirming payment of stamp duty, which the company should send to Companies House together with form SH03 within 28 days of the purchase. For more information, see the Companies House website for details. A company in default is liable to a fine.

This document is in PDF format and can be found on the Companies House website by clicking on the relevant page: <https://www.gov.uk/government/guidance/return-of-purchase-of-own-shares>

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