

# SH03

## Return of purchase of own shares



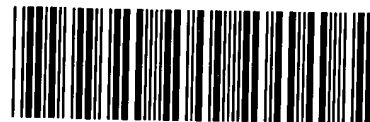
Companies House

Avoid rejection of this form by viewing useful guidance on  
completing form SH03 at: [www.companieshouse.gov.uk/capitalChecklist](http://www.companieshouse.gov.uk/capitalChecklist)

☒ **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  
give notice of a purchase by a  
company of its own shares.

TUESDAY



\*AAWFYT6W\*

A04

25/01/2022

#234

COMPANIES HOUSE

### 1 Company details

Company number 08680755

Company name in full Royal Mail plc

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

All fields are mandatory unless  
specified or indicated by \*

### 2 Shares purchased for cancellation

| Class of shares<br>(E.g. Ordinary/Preference etc.) | Number of shares<br>purchased | Nominal value of<br>each share | Date that the<br>shares were<br>delivered to the<br>company | Do these qualify as<br>treasury shares? | Maximum price<br>paid for shares<br>(PLC only) | Minimum price<br>paid for shares<br>(PLC only) |
|----------------------------------------------------|-------------------------------|--------------------------------|-------------------------------------------------------------|-----------------------------------------|------------------------------------------------|------------------------------------------------|
| Ordinary                                           | 1,152,195                     | £0.01                          | 7 / 12 / 2021                                               | <input type="checkbox"/> Yes            | 5.1060                                         | 4.7250                                         |
|                                                    |                               |                                | / /                                                         | <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 £5,607,258.63

For HM Revenue and Customs Stamp Office only

Reference - DRC600-6

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## Shares purchased into treasury

Please complete the table below if you are purchasing shares to place into treasury.

| Class of shares<br>(E.g. Ordinary/Preference etc.) | Number of shares<br>purchased | Nominal value of<br>each share | Date that the shares<br>were delivered to the<br>company | Maximum price paid<br>for shares<br>(PLC only) | Minimum price paid<br>for shares<br>(PLC only) |
|----------------------------------------------------|-------------------------------|--------------------------------|----------------------------------------------------------|------------------------------------------------|------------------------------------------------|
|                                                    |                               |                                | / /                                                      |                                                |                                                |
|                                                    |                               |                                | / /                                                      |                                                |                                                |
|                                                    |                               |                                | / /                                                      |                                                |                                                |
|                                                    |                               |                                | / /                                                      |                                                |                                                |
|                                                    |                               |                                | / /                                                      |                                                |                                                |

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

£ £28,040

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.

## ① 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 &amp; 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](http://www.hmrc.gov.uk)

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## Signature

I am signing this form on behalf of the company.

Signature

Signature



Date

6 7 7 2 2 0 2 1

This form may be signed by:

Director ②, Secretary, Person authorised ③, Administrator, 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  | Odette Elliot       |
| Company name  | Royal Mail          |
|               |                     |
| Address       | 185 Farringdon Road |
|               |                     |
|               |                     |
| Post town     | London              |
| County/Region |                     |
| Postcode      | E C 1 A 1 A A       |
| Country       |                     |
| DX            |                     |
| Telephone     | 07483 415237        |

**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](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)**