

# SH03

## Return of purchase of own shares



Companies House

✓ **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 an unlimited company of its own shares.

For further information, please refer to our guidance at [gov.uk/companieshouse](http://gov.uk/companieshouse)

### 1 Company details

Company number

Company name in full

**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

Please complete the table below to show the shares purchased for cancellation.

Class of shares (E.g. Ordinary/Preference etc.)	Number of shares purchased	Nominal value of each share	Date that the shares were delivered to the company	Do these qualify as treasury shares?	Maximum price paid for shares (PLC only)	Minimum price paid for shares (PLC only)
			/ /	Yes		
			/ /	Yes		
			/ /	Yes		
			/ /	Yes		
			/ /	Yes		
			/ /	Yes		
			/ /	Yes		

Please show the aggregate amount paid on shares purchased for cancellation.

Total aggregate amount

Please give the authentication code you've been given by HM Revenue & Customs (HMRC)

HMRC authentication code



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No Stamp Duty payable	<p>If Stamp Duty is <b>not payable</b> on shares purchased, please confirm the statement below by ticking the appropriate box:</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> I/We certify that the transfer effected by this instrument is a repurchase of own shares by a Qualifying Asset Holding Company and all the conditions for exemption are met.</p> <p><b>If you have no Stamp Duty payable, please return this form directly to Companies House.</b></p>	<b>Further information on Stamp Duty</b> If you need more information on Stamp Duty go to <a href="http://gov.uk/topic/business-tax/stamp-duty-on-shares">gov.uk/topic/business-tax/stamp-duty-on-shares</a> or contact HMRC on 0300 200 3510
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<b>5</b>	<b>Signature</b>		
	I am signing this form on behalf of the company.		
Signature	Signature <b>X</b>	<b>UK Societas</b> If the form is being filed on behalf of a UK Societas (UKS) please delete 'director' and insert details of which organ of the UKS the person signing has membership.	
Date	d   d   m   m   y   y   y   y	<b>Person authorised</b> Under either section 270 or 274 of the Companies Act 2006.	
	This form may be signed by: Director <sup>2</sup> , Secretary, Person authorised <sup>3</sup> , Administrator, Receiver, Receiver manager, CIC manager.		

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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

Address

Post town

County/Region

Postcode

Country

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 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.
- If Stamp Duty is chargeable, you have attached a copy of the stamping HMRC confirmation letter with this form.
- 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.

**For companies registered in Northern Ireland:**

The Registrar of Companies, Companies House,  
First Floor, Waterfront Plaza, 8 Laganbank Road,  
Belfast, Northern Ireland, BT1 3BS.  
DX 481 N.R. Belfast 1.

**Stamp Duty**

If Stamp Duty is to be paid, please first send this form to: HMRC Stamp Office. See Section 4 for more details.



### Further information

For further information, please see the guidance notes on the website at [gov.uk/companieshouse](http://gov.uk/companieshouse) 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 [gov.uk/companieshouse](http://gov.uk/companieshouse)**