## Company Details

**Company number:** 4547669

**Company name in full:** SA Office Systems Ltd

## Shares Purchased for Cancellation

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

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

**Total aggregate amount:**

For HM Revenue and Customs Stamp Office only
SH03
Return of purchase of own shares

3
Shares purchased into treasury

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

<table>
<thead>
<tr>
<th>Class of shares (E.g. Ordinary/Preference etc.)</th>
<th>Number of shares purchased</th>
<th>Nominal value of each share</th>
<th>Date that the shares were delivered to the company</th>
<th>Maximum price paid for shares (PLC only)</th>
<th>Minimum price paid for shares (PLC only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary 'B'</td>
<td>18</td>
<td>£1</td>
<td>31/12/16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please show the aggregate amount paid by the company on shares purchased into treasury.

Total aggregate amount: £18337

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 £ 916.97 95.00 Chotty

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:

☐ 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.

5
Signature

I am signing this form on behalf of the company

Signature

[Signature]

Date

[Date]

This form may be signed by:

Director ☐, Secretary, Person authorised ☐, Administrator, Receiver, Receiver manager, CIT manager.

6
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.

7
Person authorised

Under either section 270 or 274 of the Companies Act 2006.

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Return of purchase of own shares

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: CLAIRE LOTT
Company name: OFFICE SYSTEMS LTD
Address: 195 Caledon Drive
Post town: Old Coulsdon
County/Region: Surrey
Postcode: CR5 1JS
Country: ENGLAND

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,
Peffest, 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 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.