In accordance with Section 707 of the Companies Act 2006.

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**
You cannot use this form notice of a purchase by a company of its own shar

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COMPANIES HOUSE

1 Company details

Company number	0 2 4 2 0 6 1 4
Company name in full	COWAN ARCHITECTS LTD.

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)
Ordinary	1,200	£0.01	13/02/2023	☑ Yes		
			/ /	☐ Yes		
			/ /	☐ Yes		
			/ /	☐ Yes		
			/ /	☐ Yes		
			/ /	☐ Yes		
			/ /	☐ Yes		

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

Total aggregate amount: £230,000.00

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

HMRC authentication code: LBC302-6

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3 Shares purchased into treasury

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

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	Maximum price paid for shares (PLC only)	Minimum price paid for shares (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 ❶ £ 1150

If Stamp Duty is chargeable, you must pay and send this form by email to HMRC for stamping first. HMRC will send you a letter confirming the appropriate amount of Stamp Duty has been paid.

You should then submit the HMRC confirmation letter to Companies House with this form.

How to pay

For details on how to pay Stamp Duty and notify HMRC, go to:
gov.uk/guidance/pay-stamp-duty#fast-pay

After you have paid your Stamp Duty you must email details to HMRC at stampdutymailbox@hmrc.gov.uk

Your email should include:
- the payment reference
- the payment amount
- the date of payment
- a digital copy of this form (like, a scanned PDF)

You may post your notification if you cannot send it digitally.
Go to: www.gov.uk/guidance/pay-stamp-duty#fast-pay

❶ **Stamp Duty**
The calculated amount of Stamp Duty should be rounded up to the nearest multiple of £5.

Further information on Stamp Duty
If you need more information on Stamp Duty go to gov.uk/topic/business-tax/stamp-duty-on-shares or contact HMRC on 0300 200 3510

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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	HARDING+ ASSOCIATES LLP
Company name	COWAN ARCHITECTS LTD.
Address	Copthorne Business Suite
	Copthorne Hotel London Gatwick
Post town	Copthorne Way
County/Region	West Sussex
Postcode	R H 1 0 3 P X
Country	England
DX	
Telephone	01293855425

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 or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at gov.uk/companieshouse