

Employment-related securities

Please enter your company name and address Name of company	For HMRC use only Date of issue DD MM YYYY
Address	PAYE reference number
Postcode	ESSU scheme reference number

Employment-related securities and options reportable events under Section 421J Income Tax (Earnings and Pensions) Act 2003

Year ended 5 April 2014

This notification is to advise you that you are required by law to send us a form 42 giving us information in relation to reportable events under Section 421J Income Tax (Earnings and Pensions) Act 2003.

You must make sure that this form reaches us by 6 July 2014. If this form has been sent to you on or after 8 June 2014 you have 30 days from the date of issue, shown above, to complete it and send it to us.

We may charge you penalties if we do not receive the return on time, or it is incomplete or wrong.

Explanatory notes are provided to help you fill in this form. Please read them before filling in this form and signing the declaration. If you have any questions about how to fill in this form please contact the Employee Shares & Securities Unit at the address opposite or phone us on the number shown.

If there is not enough space in any part of this form, please give further details on extra sheets of paper. Please number each sheet and attach them to the completed form when you send it to us.

You should send the completed form to the address below.

Specialist Personal Tax
Employee Shares & Securities Unit
Nottingham Team
1st Floor, FitzRoy House
Castle Meadow Road
NOTTINGHAM
NG2 1BD

Phone 0300 123 1079

About this form

You must give details of reportable events.

You can do this by using this form. If you prefer, you may use your own form, spreadsheet or letter but it must give the same details and in the same format as our own form.

For more information on reportable events and how to complete form 42 go to www.hmrc.gov.uk/shareschemes/form42-guidance-2007.pdf

Approved Share Plans/Option Schemes

Do **not** include details of options granted from HM Revenue & Customs approved Company Share Option Schemes, Save As You Earn Option Schemes and shares acquired from approved Share Incentive Plans.

Enterprise Management Incentives (EMI)

Do **not** include details of EMI options granted up to £250,000 You must include in section 1 EMI options granted in excess of this limit.

No reportable events

If there are no reportable events, go to page 13, fill in sections 5 and 6, and return the form to us.

Companies incorporated in year ended 5 April 2014

Where a limited company is incorporated in the UK in the year ended 5 April 2014 a report of the acquisition of the initial subscriber shares (also called founder shares) by the directors or prospective directors is not required if certain conditions are fulfilled. For more information of the conditions to be met in form 42 go to www.hmrc.gov.uk/shareschemes/form42-quidance-2007.pdf

The majority of newly UK incorporated companies should meet the conditions and will be relieved of the requirement to fill in this form.

If other transactions in shares or securities have occurred then a report is required.

Reportable events

If there are reportable events to disclose, the index below will help you identify which sections of the form you need to fill in and will direct you to the appropriate page.

You only need to fill in those pages where there is a reportable event. Please tick the box shown opposite the reportable events for which you are giving details. Then complete and sign the declaration on page 13 and return the form to us.

Page	Reportable events Section 1 Securities options (including share options) You must fill in this section if employees were granted or exercised options (including consideration received for giving up the option)	
4	1a Grant of securities options	
5	1b Acquisition of securities in connection with (including exercise of) securities options	
6	1c Assignment and release of securities options	
	Section 2 Acquisition of securities (including shares) You must complete this section if securities were acquired by employees	
7	2a Acquisition of securities (including shares)	
8	2b Employee Shareholder Shares	
	Section 3 Events occurring after the acquisition of securities You must complete this section if taxable events occurred after the employee has acquired the securities	
9	3a Restricted securities (including shares)	
9	3b Variation of restrictions for shares acquired before 16 April 2003	
10	3c Conversion of securities on or after 6 April 2013	
10	3d Discharge of notional loans	
11	3e Receipt of other benefits from securities	
11	3f Securities sold for more than market value	
12	3g Artificial enhancement of market value	
13	Additional information - where you know that any part of the securities income reported is taxable on the remittance basis, please give the name and National Insurance number of the affected employee	

1 Employment-related securities (including shares) and options

'Employment-related' securities and securities options are those acquired by reason of employment, or deemed to be so acquired because the opportunity to acquire them is made available to employees by an employer or a person connected with an employer. Securities include:

- shares in any body corporate (wherever incorporated) or in any unincorporated body constituted under the law of a country or territory outside the UK
- debentures, loans, bonds, certificates of deposit and other instruments creating or acknowledging indebtedness (other than contracts of insurance)
- · options and futures

For more information go to www.hmrc.gov.uk/shareschemes/form42-guidance-2007.pdf

2 Operation of PAYE and NICs

PAYE and NICs must be operated on all taxable amounts provided in the form of 'Readily Convertible Assets'.

Readily Convertible Assets (RCAs)

Securities (including shares) are RCAs if:

- they can be sold or otherwise realised on a recognised investment exchange, such as the London Stock Exchange or the New York Stock Exchange
- trading arrangements are in place for the securities at the time the taxable income is provided
- trading arrangements are likely to come into existence in accordance with arrangements or an understanding in place at the time the taxable income is provided

In all other cases, securities are deemed to be RCAs and subject to PAYE and NICs if securities are not shares for which the company is entitled to a Corporation Tax deduction by reason of Part 12 of the Corporation Tax Act 2009.

NICs agreement. Where the employee has entered into an agreement with their employer to meet some or all of any secondary NICs due, then the amount paid by the employee should be entered in the column headed NICs agreement. **NICs election.** Where the employee and his employer have jointly elected that the employee will meet some, or all, of any secondary NICs due then the amount paid by the employee should be entered in the column headed NICs election.

3 Employees not resident in the UK

- Do not fill in section 1 or section 2 if the employee was not resident at the date of option grant or securities award, and the grant or award was not for prospective or former employment
- Do not fill in sections 3a, 3b, 3c, 3e and 3f if the employee was not resident (or for awards before 6 April 2008 not ordinarily resident) at the date of securities award, and the award was not for employment including future or former employment when the employee was resident

4 Remittance basis from 6 April 2008

The remittance basis may apply where an individual who acquires securities on or after 6 April 2008 (except those acquired pursuant to a securities option granted before that date) is resident but not domiciled in the UK. Where the employee is eligible for taxation on the remittance basis in respect of the employment, then if the required conditions are

met, the income derived from the securities may be apportioned. The remittance basis rules will identify any foreign securities income which is chargeable to tax when remitted to the UK. Where you know that any part of the income you are reporting is taxable on this basis, list the employee's name and National Insurance number in the Additional information (page 13).

5 Artificial adjustment of market value arising from non-commercial actions

Sections 2a and 3g apply to artificial increases and reductions in the market value of securities arising from non-commercial actions. Non-commercial actions include anything done:

- other than for a genuine commercial purpose
- as part of a scheme or arrangement designed to avoid tax or NICs
- between companies within a group on terms other than would be expected from persons acting at arm's length

6 Market value (where required)

The market value to be shown is the best available value at the time of the particular transaction. Where the value you enter on this form differs from that on which PAYE and NICs was operated, you should attach a note to this form explaining the difference. If, after the submission of this form, you determine that a different value is more appropriate, then you should use that revised value to work out your Corporation Tax and employees should use it in their Self Assessment tax returns. There is no need to send in a revised form 42. Provided that the valuation reported on this form is the best available at the time of the transaction, then if a different value is subsequently agreed, we will not regard the form as incorrect.

7 Market value to be used when calculating 'chargeable amount' (section 2a)

- for security Type A the market value (see note above)
- for security Types B, C & D (where an election has been completed) - the market value ignoring the value of any restrictions that have been disregarded
- for security Types C & D (where no election completed) the market value taking into account the value of any restrictions (the actual or restricted market value)
- for security Type E the market value ignoring the value of the right to convert
- for security Type F the market value ignoring the effect of the artificial reduction

8 Restricted securities

Securities (or an interest in securities) are restricted securities if their market value is less than it would otherwise be because:

- there is a restriction on the rights relating to the securities, including restrictions on the rights to retain or dispose of the securities
- there is a provision under which a disadvantage may arise from the exercise of rights related to the securities, including disadvantages arising from the retention or disposal of the securities
- there will be a transfer, reversion or forfeiture of the securities, if certain circumstances arise or do not arise

The securities are not restricted because of a provision under which they must be sold or transferred should employment end by reason of misconduct.

Section 1 Securities options (including share options)

Complete one row for each grant of options.

1a Grant of securities options

You must fill in this section if employment-related securities options were granted during the tax year ended 5 April 2014. Any EMI options granted in excess of £250,000 during the tax year ended 5 April 2014 should also be shown in this section.

Non-resident employees

Do not include within this section grants to employees who were non-resident at the date of grant and those employees who do not have any UK duties and who are unlikely to come to the UK.

	1a.01	1a.02	1a.03	1a.04	1a.05
	Date of grant	Description of securities	Total number of securities over which options have been granted	Acquisition price for each security	Number of employees granted options
1					
2					
3					
4					
5					
6					

Page 4

Section 1b Acquisition of securities in connection with (including exercise of) securities options

You must fill in this section where securities including shares (with or without restrictions) were acquired in connection with an employment-related securities option during the tax year ended 5 April 2014. You do not need to fill in section 2a in addition to this section for shares acquired by the exercise of an option.

Column 1b.06 Non-residents

If an employee was not both resident and ordinarily resident when the option was granted before 6 April 2008, or was not resident when the option was granted after that date and the grant was in respect of UK duties, enter 'Yes' here. See section 3d to provide details of the discharge of notional loans.

Column 1b.07 Date securities acquired

This is the date an employee or a person connected with the employee acquires a beneficial interest in the securities connected to the option. In most cases, this will be the date of exercise rather than the date that the securities are transferred or an ownership certificate is issued.

Column 1b.08 Elections

If an election has **not** been made to disregard restrictions, leave this column blank. Enter '1' if an election has been made to disregard all restrictions. Enter '2' if an election has been made leaving some restrictions outstanding.

Column 1b.10 Market value (see note 6 on page 3)

- If the securities do not carry any restrictions, enter the market value here
- Where no election has been made and the securities carry restrictions (including personal restrictions) enter the restricted market value

- If '1' is in column 1b.08, enter the unrestricted market value
- If '2' is in column 1b.08, enter the market value of the securities taking into account restrictions still attached to the securities
- If the market value of these securities has been artificially reduced (see note 5 on page 3) by more than 10% in a period of 7 years ending on the date of acquisition, complete this section entering the reduced market value and also complete section 2a (security Type F, column 2a.08)

Column 1b.11 Deductible amounts

The total consideration paid for the grant of the option and for the acquisition of the securities (including the exercise price) together with expenses incurred in connection with the acquisition of the securities. Do not include any expenses in connection with the sale or disposal of the securities.

Column 1b.12

Tax will be due for the acquisition unless the employee was non-resident at the date of grant (see note column 1b.06). PAYE and NICs should be operated if the securities acquired are RCAs at the time of acquisition (see note 2 on page 3).

Enter 'Yes' if PAYE has been operated, enter 'No' if PAYE has **not** been operated. If **no** tax is due then leave this column blank.

Columns 1b.13 to 1b.16

An entry is only required in these columns if a NICs election or agreement has been entered into for the employee to meet some or all the employer's liability to NICs (see note 2 on page 3).

1b.01	1b.02	1b.03	1b.04	1b.05	1b.06	1b.07	1b.08	1b.09	1b.10	1b.11	1b.12	1b.13	1b.14	1b.15	1b.16
Employee name	National Insurance number	Employer	PAYE reference	Description of securities	Enter Yes if not resident at grant (see note above). If No leave blank	Date securities acquired (see note above)	Elections (see note above)	Number of securities acquired	Total market value of securities acquired (see note above)	Deductible amounts (including Exercise Price) (see note above)	If tax arises, has PAYE/ NICs been operated (Yes/No)? (see note above)	NICs election (amount paid)	NICs agreement (amount paid)	Date NICs paid by employee	Date NICs paid over to HMRC

Section 1c Assignment and release of securities options

You must fill in this section if a chargeable event has arisen during the tax year ended 5 April 2014.

Chargeable events are:

- the assignment or release of the securities options for consideration (unless the consideration received is another securities option)
- the receipt of a benefit in money, or money's worth, in connection with the securities option (other than the acquisition of securities shown in section 1b)

Do not fill in this section if options lapse for nil consideration.

Column 1c.08

If the consideration received is in the form of securities the market value of which has been artificially reduced (see note 5 on page 3) by more than 10% in the 7 year period ending on the date the consideration is received, enter the consideration received ignoring the effect of the artificial reduction.

Column 1c.09

Tax will arise on the occasion of a chargeable event (see note above). Enter 'Yes' if PAYE has been operated, enter 'No' if PAYE has **not** been operated.

Columns 1c.10 to 1c.13

An entry is only required in these columns if a NICs election or agreement has been entered into for the employee to meet some or all the employer's liability to NICs (see note 2 on page 3).

1c.01	1c.02	1c.03	1c.04	1c.05	1c.06	1c.07	1c.08	1c.09	1c.10	1c.11	1c.12	1c.13
Employee name	National Insurance number	Employer	PAYE reference	Description of securities	Date of chargeable event	Number of securities affected	Total amount of consideration or money's worth (see note above)	If tax arises, has PAYE/NICs been operated (Yes/No)? (see note above)	NICs election (amount paid)	NICs agreement (amount paid)	Date NICs paid by employee	Date NICs paid over to HMRC

Section 2 Acquisition of securities (including shares)

Section 2a Acquisition of securities (including shares)

You must fill in this section if securities were acquired during the tax year ended 5 April 2014. You do not have to fill in this section for any securities that have already been reported in section 1b unless the securities have an artificially reduced market value (security Type F).

Column 2a.08 Type of security. You must enter in this column one of the following letters A to G which describes the type of security acquired. Options that are part of a scheme or arrangement to avoid tax and/or NICs should be indicated as Type F and enter 'y' in column 2a.09. For restricted securities also see note 8 on page 3.

- A Unrestricted securities (disregard columns 2a.09 and 2a.10).
- **B** Restricted securities **with** a forfeiture provision lasting 5 years or **less** (disregard column 2a.09).
- **C** Restricted securities **with** a forfeiture provision lasting **more** than 5 years (disregard column 2a.09).
- **D** Restricted securities **without** a forfeiture provision (disregard column 2a.09)
- E Convertible securities (disregard columns 2a.09 and 2a.10).
- F Securities with an artificially reduced market value (see note 5 on page 3 and disregard column 2a.10).
- **G** Research Institute Spin Out Company (complete columns 2a.01 to 2a.08 and 2a.11).

Column 2a.09 Artificial reduction of market value (see note 5 on page 3) For security Type F you must enter:

x to signify by reason of a non-commercial transaction

y to signify by reason of a scheme or arrangement designed to avoid tax or National Insurance contributions

z to signify by reason of inter-company transaction on a non arm's length transaction This also applies to completion of 3a.10, 3c.10, 3e.11 and 3f.10 where relevant.

Column 2a.10 Elections

The effect of an election is to ignore some or all of the restrictions in determining the market value.

For security Types B, C and D, if there has been an election to disregard restrictions, you must enter:

- 1 if an election has been made to disregard all restrictions
- 2 if an election has been made leaving some restrictions outstanding
- **3** if in the case of a restricted security with a forfeiture restriction you have elected with the employee for tax to arise on acquisition.

Column 2a.11 Amount paid and column 2a.12

1 If the **price paid** for the securities is **less** than the market value (see notes 6 and 7 on page 3) then a charge to Income Tax will arise on the acquisition of the securities. When calculating any amount chargeable to tax you should take into account any elections entered into and/or artificial reductions in the market value. PAYE/NIC should be operated if the securities are Readily Convertible Assets (RCAs) at the time of acquisition (see note 2 page 3). In column 2a.11 enter the total price paid or zero if nothing paid and in column 2a.12 enter **YES or NO** to say whether PAYE/NIC was operated.

- **2** If the price paid for the securities is at least equal to the market value, then no entry is required in columns 2a.11 and 2a.12.
- **3** If the securities are restricted securities with a forfeiture provision lasting 5 years or less **(type B)** and there is **no** election, they are exempt from tax until the forfeiture provision is lifted. Enter the total price paid or zero if nothing paid in column 2a.11 and no entry is required in column 2a.12.

2a.01	2a.02	2a.03	2a.04	2a.05	2a.06	2a.07	2a.08	2a.09	2a.10	2a.11	2a.12
Employee name	National Insurance number	Employer	PAYE reference	Description of securities	Date securities acquired	Number of securities	Type of security (see note above)	Nature of artificial reduction (see note above)	Elections (see note above)	Amount paid (see note above)	If tax arises, has PAYE/NICs been operated (Yes/No)? (see note above)

2b Employee Shareholder shares

You must fill in this section if an employee has acquired shares under the terms of an 'Employee Shareholder Agreement' during the period 1 September 2013 (when Employee Shareholder Status came into force) and 5 April 2014.

For information about 'Employee Shareholder Status' go to www.gov.uk/employee-shareholders

Column 2b.08 AMV (Actual market value)

AMV is the market value of a share after taking into account any restrictions, either as set out in the company's Articles of Association or other documentation, or imposed by any other arrangement. One of the conditions for 'Employee Shareholder Status' is that the value of the shares at the time of the acquisition must be a minimum of £2,000. If the value of the shares acquired was less than £2,000, the employee is not an 'Employee Shareholder'.

Column 2b.09 UMV (Unrestricted market value)

UMV is the market value of a share ignoring any restrictions.

Column 2b.10 PAYE and NICS

PAYE/NICs should be operated if the shares acquired are Readily Convertible Assets (RCAs) at the time of acquisition (see note 2 page 3) and are worth more than £2,000. Enter 'Yes' if PAYE has been operated, enter 'No' if PAYE has not been operated. If no tax is due (for example if the market value of the shares acquired is £2,000) then leave this column blank.

For information on valuation of shares for the purposes of the 'Employee Shareholder' go to www.hmrc.qov.uk/shareschemes/shares-valuation/sav.htm

	2b.01	2b.02	2b.03	2b.04	2b.05	2b.06	2b.07	2b.08	2b.09	2b.10
Page	Employee name	National Insurance number	Employer	PAYE reference	Class of shares acquired	Number of shares	Date of acquisition	Total AMV at date in 2b.07	Total UMV at date in 2b.07	If the shares are 'readily convertible assets', has PAYE/NICs been operated (Yes/No - see note above)?
Je 8										

Section 3 Events occurring after the acquisition of securities

This section provides for details of taxable events arising after securities have been acquired and is in addition to any tax paid when the securities were acquired.

3a Restricted securities (including shares)

You must fill in this section if a chargeable event arises during the tax year ended 5 April 2014. Securities are restricted securities if their market value is less than it would otherwise be as a result of certain restrictions relating to transfer, reversion or forfeiture relating to the securities (see note 8 on page 3).

Chargeable events arise if:

- the securities cease to be subject to forfeiture (conditional)
- any restriction relating to the securities is removed or varied by any means, including the passage of time
- the securities are sold to a non-associated person while still restricted

Do not complete this section if the exceptions detailed at Section 429 ITEPA 2003 apply, or a Section 431(1) ITEPA 2003 election to ignore all restrictions has been entered into.

Column 3a.09 Chargeable amount Shares acquired after 15 April 2003

The chargeable amount is calculated by the application of a formula. An electronic calculator to help you determine this amount is available from the address shown on the front of this form.

A manual worksheet is also available from the same contact point or from www.hmrc.qov.uk/shareschemes

If the shares are convertible, ignore the right to convert in arriving at the market value.

Conditional interests in shares acquired before 16 April 2003

The chargeable amount is the total market value less any deductible amount. Deductible amount is:

- payments made to acquire the shares
- amounts subject to Income Tax for the acquisition of the shares

Column 3a.11

Tax will arise on the occasion of a chargeable event (see note above). Enter 'Yes' if PAYE has been operated, enter 'No' if PAYE has **not** been operated.

Columns 3a.12 to 3a.15

An entry is only required in these columns if either a NICs election or agreement has been entered into for the employee to meet some or all of the employer's liability to NICs (see note 2 on page 3).

3	Ba.01	3a.02	3a.03	3a.04	3a.05	3a.06	3a.07	3a.08	3a.09	3a.10	3a.11	3a.12	3a.13	3a.14	3a.15
	Employee name	National Insurance number	Employer	PAYE reference	Description of securities	Date securities originally acquired	Number of securities	Date of chargeable event	Total chargeable amount	Nature of artificial reduction (see note for 2a.09 on page 7)	Has PAYE/NICs been operated (Yes/No)?	NICs election (amount paid)	NICs agreement (amount paid)	Date NICs paid by employee	Date NICs paid over to HMRC

3b Variation of restrictions for shares acquired before 16 April 2003

You must fill in this section to give details of chargeable events in the tax year ended 5 April 2014 if the value of shares acquired before 16 April 2003 is increased by an alteration in the rights or any restrictions attached to them or to other shares in the company.

Do not complete this section in connection with the variation if:

- all of the shares of the same class are similarly restricted
- the majority of the shares are held by persons other than employees or directors,
- employees or directors control the company by virtue of their holdings of that class of shares
- the company is a subsidiary and has only one class of shares

3b.01	3b.02	3b.03	3b.04	3b.05	3b.06	3b.07	3b.08	3b.09
Employee name	National Insurance number	Employer	PAYE reference	Date securities originally acquired	Date of variation	Total market value of shares directly before variation	Total market value of shares directly after variation	Number of shares

3c Conversion of securities on or after 6 April 2013

You must fill in this section if an employee has acquired employment-related securities that carry an immediate or potential entitlement to be converted into securities of a different description and a chargeable event occurs on or after 6 April 2013.

Do not fill in this section if:

- all the shares of the same class are convertible securities
- all the shares of the same class are affected by an event similar to the chargeable event, and either immediately before the chargeable event
 - employees hold the majority of the company's shares of that class and as a consequence can control the company
 - associated companies, employees and their relatives do not hold the majority of the company's shares of the same class as those shares acquired
- the avoidance of tax and NICs was not the main purpose, or one of the main purposes, of the arrangements under which the right or opportunity to acquire the employment-related securities was made available

3c.09 Chargeable events are (enter a, b, c or d)

a the conversion of securities into securities of a different description

b the disposal of the securities whilst they carry the entitlement to convert

c the release of the entitlement to convert

d the receipt of money or money's worth in connection with the entitlement to convert.

3c.11 The chargeable amount is

AG minus CE, where

AG is the amount of any gain realised on the occurrence of the chargeable event, and **CE** is the amount of any consideration given for the entitlement to convert the employment-related securities in which they are an interest together with the amount of any expenses incurred by the holder of the employment-related securities in connection with the conversion, disposal, release or receipt.

Column 3c.12

Tax will arise on the occasion of a chargeable event (see note above). Enter 'Yes' if PAYE has been operated, enter 'No' if PAYE has **not** been operated.

Columns 3c.13 to 3c.16

An entry is only required in these columns if either a NICs election or agreement has been entered into for the employee to meet some or all of the employer's liability to NICs (see note 2 on page 3).

3c.01	3c.02	3c.03	3c.04	3c.05	3c.06	3c.07	3c.08	3c.09	3c.10	3c.11	3c.12	3c.13	3c.14	3c.15	3c.16
Employee name	National Insurance number	Employer	PAYE reference	Description of securities	Date securities originally acquired	Number of securities	Date of chargeable event	Nature of chargeable event (see note above)	Nature of artificial reduction (see note for 2a.09 on Page 7)	Total chargeable amount (see note above)	Has PAYE/ NICs been operated (Yes/No)?	NICs election (amount paid)	NICs agreement (amount paid)	Date NICs paid by employee	Date NICs paid over to HMRC

3d. Discharge of notional loans

You must fill in this section where the employment-related securities were acquired on or after 16 April 2003 and a notional loan (see section 1b) is treated as discharged (creating a taxable amount) when the employment-related securities are disposed of other than to a connected person or an outstanding liability to pay for the securities is released.

Tax will arise on the occasion of a notional loan being discharged (see note above). Enter 'Yes' if PAYE has been operated, enter 'No' if PAYE has **not** been operated.

3d.01	3d.02	3d.03	3d.04	3d.05	3d.06	3d.07	3d.08
Employee name	National Insurance number	Employer	PAYE reference	Number of securities	Date of discharge	Amount of notional loan outstanding immediately before discharge	Has PAYE/ NICs been operated (Yes/No)?

3e Receipt of other benefits from securities

You must fill in this section if an employee, or a person connected with an employee, has received a benefit on or after 6 April 2013, not otherwise chargeable to Income Tax, in connection with employment-related securities. The 'not otherwise chargeable' exemption does not apply in cases involving avoidance of tax or National Insurance contributions. If the shares acquired are in a spin out company, enter 'spin out relief' in column 3e.09 and leave the remaining columns blank.

Column 3e.12

Tax will arise on the occasion of a benefit being provided (see note above). Enter 'Yes' if PAYE has been operated, enter 'No' if PAYE has not been operated.

3e.01	3e.02	3e.03	3e.04	3e.05	3e.06	3e.07	3e.08	3e.09	3e.10	3e.11	3e.12
Employee name	National Insurance number	Employer	PAYE reference	Description of securities	Date securities originally acquired	Number of securities	Date benefit received	Nature of benefit received	Amount or market value of the benefit	Nature of artificial reduction (see note for 2a.09 on page 7)	Has PAYE/ NICs been operated (Yes/No)?

3f Securities sold for more than market value

You must fill in this section if the employee, or a person connected with the employee, has disposed of employment-related securities on or after 6 April 2013 for more than their market value, at the time of disposal. In this case the consideration received on disposal of the employment-related securities, less their market value and expenses incurred at the time of disposal, is employment income of the employee.

Column 3f.12

Tax will arise on the occasion of securities being disposed of for more than their market value (see note above). Enter 'Yes' if PAYE has been operated, enter 'No' if PAYE has not been operated.

3f.01	3f.02	3f.03	3f.04	3f.05	3f.06	3f.07	3f.08	3f.09	3f.10	3f.11	3f.12
Employee name	National Insurance number	Employer	PAYE reference	Description of securities	Number of securities	Date of disposal	Consideration received on disposal	Total market value of securities on disposal (see note 6 on page 3)	Nature of artificial reduction (see note for 2a.09 on page 7)	Expenses incurred on disposal	Has PAYE/ NICs been operated (Yes/No)?

3q Artificial enhancement of market value

You must fill in this section if the market value of an employee's employment-related securities is increased by more than 10% in a relevant period by non-commercial actions (see note 5 on page 3) and the date of the taxable event is on or after 6 April 2013 regardless of when the securities were acquired.

The relevant period runs from the date securities are acquired to the earlier of the date of disposal or 5 April 2014. The date of the taxable event will be 5 April 2014 or the date the securities were disposed of if earlier.

Sections 3g.09 and 3g.10 Unrestricted market value (UMV)

This is the market value of the securities ignoring the effect of the restrictions, any artificial reduction, or in relation to convertible securities the market value excluding the right to convert.

Column 3g.11

Tax will arise on the occasion of a taxable event (see note above). Enter 'Yes' if PAYE has been operated, enter 'No' if PAYE has **not** been operated.

3g.01	3g.02	3g.03	3g.04	3g.05	3g.06	3g.07	3g.08	3g.09	3g.10	3g.11
Employee name	National Insurance number	Employer	PAYE reference	Description of securities originally acquired	Date of original acquisition	Number of securities	Date of taxable event	Total UMV on 5 April 2014 or, if earlier, the date of disposal (see note above)	Total UMV , ignoring effect of artificial increase on date of taxable event (see note above)	Has PAYE/ NICs been operated (Yes/No)?

Section 4 Participating companies

If only one company is issuing employment-related securities to its employees, there is no need to complete this section. However, if this form is completed to cover a group of companies or organisations, please enter details opposite of the companies for whom the return applies.

4.01	4.02	4.03	4.04
PAYE reference	Corporation Tax reference	Company Registration Number	ESSU reference number (if any)

Section 5 Nil return If the scheme/plan was registered with the ESSU and there is no reportable event during the tax year, please enter 1 in the box. **Section 6 Additional information**

Declaration

The Taxes Acts require that the Company Secretary or the person acting as the Company Secretary should complete the declaration. If a liquidator has been appointed they should complete the declaration (\$108(1) and (3) TMA 1970).						
To the best of my knowledge and belief the information I have given on this return (and on any supplementary sheets) is correct and complete.						
Name (use capital letters)						
Position in company						
Name of company						
Phone						
Email						
Signature						
Date DD MM YYYY						