

# SH04

## Notice of sale or transfer of treasury shares



Companies House

**✓ What this form is for**  
You may use this form to give notice of a sale or transfer of treasury shares.

**✗ What this form is NOT for**  
You cannot use this form to give notice of a cancellation of treasury shares. To do this, please use SH05.

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

### 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 Treasury shares sold or transferred ⓘ

Class of shares (E.g. Ordinary/Preference etc.)	Number of shares sold or transferred	Nominal value of each share	Date(s) shares were sold or transferred
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /

**ⓘ Treasury shares sold or transferred**

Shares may only be transferred (as opposed to sold) from treasury for the purposes of, or in accordance with, an employees' share scheme.

### 3 Signature

I am signing this form on behalf of the company.

Signature

Signature

X

X

**ⓘ 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.

**ⓘ Person authorised**

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

This form may be signed by:

Director ⓘ, Secretary, Person authorised ⓘ, Administrator, Administrative receiver, 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 entered the correct information in section 2.
- 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 can upload certain forms to Companies House instead of sending them by post.

If you need to post your form, you must send it to the correct address.

For more information on where to send the form visit:

**[gov.uk/companies-house/offices](http://gov.uk/companies-house/offices)**

### Further information

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