

**Subject: Capital Reward Ltd and Capital Reward Plus Ltd –
Important Documentation**

We are pleased to advise that we are now in a position to issue share certificates for the above companies. To enable us to process the certificates we need a fully completed Scheme Agreement from each person who is to be gifted shares.

You will be receiving an e-mail within the next 48 hours entitled 'Important Information from SimplyBiz: Capital Reward Share Agreement' which will contain this vital Agreement. Please be aware that you may receive more than one e-mail as all the relevant agreements for your practice are being sent to you as the registered primary contact.

If we do not receive the hard copy originals back in Huddersfield within 15 days (29th November 2007) we will be unable to issue, within the initial timescales, the shares to you and/or your colleagues.

When you receive the e-mails(s) you should:

1. Ensure that **the person** named on the agreement receives their document.
2. The **person named** on the Scheme Agreement should make sure that:

A. They date the Agreement

B. Their full name is shown on the Agreement, if not this should be inserted in black ink and block letters (not just initials).

C. Their full address is shown on the Agreement, if not this should be inserted in black ink and block letters (including postcode).

D. They insert their full e-mail address, in black ink and capital letters.

E. They sign the agreement, in black ink.

F. Their signature is witnessed as detailed in the Agreement, in black ink.

G. The fully completed Scheme Agreement is returned, within 15 days to:

- **Capital Reward, Simply Biz PLC, The Galpharm Stadium, Stadium Way Huddersfield HD1 6PG**

Please note that these shares are being gifted and there is no need to send cheques when returning the Agreement (sections 4.1.1 and 4.2.1 of the Agreement). Simply Biz is paying for the shares.

The Scheme Rules of Capital Reward Ltd and Capital Reward Plus Ltd and Questions and Answers are shown on the Simply Biz and Compliance First websites – www.simplybiz.co.uk in the members' area, Community tab in the Capital Reward part of the menu and also at www.compliancefirst.co.uk

If you do not receive a Share Agreement document by Friday 16th November 2007 then please ring 01484 439100.

Kind regards

Matthew Timmins

Managing Director

Capital Reward Limited