

CAPITAL REWARD LIMITED
and
CAPITAL REWARD PLUS LIMITED

Guidance Notes on gifting of shares

You have told us that you wish to gift to other parties some or all of the shares that you have recently acquired in either or both of these companies. Please find the stock transfer form on the Simply Biz and Compliance First Websites. Please follow these instructions carefully. Apologies to those who are well used to dealing with share transfers.

Keep separate the two companies

If you have shares in both companies, **you must** avoid mixing the two sets of transactions.

To whom can I gift shares?

- Any individual
- A limited company
- A trust

Completing a Stock Transfer Form

Complete one form for each person/trust/etc

Enter the following boxes:

- The **amount** of shares you wish to donate, in **words**
- The **amount** of shares you wish to donate, in **figures**
- Your **name** and **address** (in the box marked "In the name(s) of" – these must be the same as shown on your share certificate)
- Your **signature**, at line 1 of the box marked "I/We hereby transfer the above security out of....."
- The **name** and **address** of the person/trust/etc to whom you are gifting the shares. Please write legibly because this will be used to prepare new certificate(s)
- (On reverse of form) **Sign** and **date** at the top of the page to indicate that this is a gift, under Schedule "L" as explained below.

You may divide your shareholding between as many others as you wish, but you must ensure that you do not exceed your total shareholding. Any shares that you do not gift will be returned to you as a "Balance" share certificate.

Then...

Place the following documents into an envelope and send to "Company Secretary, Simply Biz plc, The Galpharm Stadium, Stadium Way, Huddersfield, West Yorks HD1 6PG":

- All completed Stock Transfers
- Original Share Certificate
- Sae to yourself, bearing the correct amount of postage, according to size of envelope
- Covering note or letter

(You may wish to keep photocopies in case of postal mishaps.)

In Return...

You will receive back those share certificates which you have requested. Give to their owners as appropriate, with the information that you will remain the main point of contact between the new company/ies and your 'group' of shareholders.

David Lloyd Hughes
Company Secretary, Huddersfield, December 2007