

Useful information for shareholders

Shareholder enquiries

Shareholders who have questions relating to the Group's business or wish to receive further copies of annual or interim reports should contact Capita's investor relations team on 020 7799 1525 or email corporate@capita.co.uk.

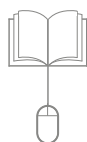
If you have any queries about your shareholding please contact the Company's registrar, Capita Registrars, at the address below.

Capita Registrars

The Registry
34 Beckenham Road
Beckenham
Kent BR3 4TU

Tel: (UK) 0871 664 0300

(Overseas) +44 20 8639 3399
email: ssd@capitaregistrars.com



e-communications for shareholders

Help us communicate with you in a greener, more efficient and cost effective way by switching from postal to email communications. Shareholders can receive important information online, including annual and interim reports and notice of meetings. Registering for e-communications also enables shareholders to:

- obtain secure online access to personal shareholding details
- submit queries to our registrars, download forms and obtain general shareholder information
- update shareholding account online.

To register for e-communications, visit www.capita.co.uk/investorcentre/ecomms

The legislation regarding electronic shareholder communications has now changed and we will be writing to you shortly to explain how this can enhance the way we communicate with you.

For every shareholder that registers for e-communications we have pledged to donate £1 to Climate Care. For further details visit www.climatecare.org

Share dealing

A quick and easy share dealing service is now available for existing Capita shareholders to either sell or buy more Capita Group shares online or by telephone.

For further information on this service or to buy and sell Capita shares online go to:

www.capitadeal.com
or by telephone:
0871 664 0454

Dividend reinvestment plan (DRIP)

We offer a DRIP to enable shareholders to purchase additional Capita shares with their whole cash dividend. These further shares would be bought in the market on behalf of shareholders under a special low-cost dealing arrangement. Further details of the DRIP can be found online. Please visit the shareholder services section at www.capita.co.uk/investorcentre or call Capita Registrars on 0871 664 0300.

Financial calendar

Annual General Meeting
6 May 2008

Final Dividend payment
9 May 2008

Interim results
24 July 2008

Registered office

71 Victoria Street
Westminster
London SW1H 0XA

Tel: 020 7799 1525
Fax: 020 7799 1526

Registered number: 2081330

Company Secretary

Gordon Hurst

Stockbrokers

Deutsche Bank AG
1 Great Winchester Street
London EC2N 2EQ

Citigroup
Citigroup Centre
33 Canada Square
Canary Wharf
London E14 5LB

Auditors

Ernst & Young LLP
1 More London Place
London SE1 2AF

Solicitors

Herbert Smith
Exchange House
Primrose Street
London EC2A 2HS

Bankers

Barclays Bank plc
London Corporate Banking
PO Box 544
First Floor
154 Lombard Street
London EC3V 9EX

HSBC Bank plc
27-32 Poultry
London EC2P 2BX

National Westminster Bank Plc
1 Princes Street
London EC2R 8PB