

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 half year 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

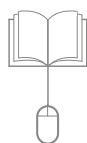
Northern House
Woodsome Park
Fenay Bridge
Huddersfield
HD8 0GA

Tel: (UK) 0871 664 0300

(UK calls cost 10p per minute plus network extras)

(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 half year 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

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

You may donate your shares to charity free of charge through ShareGift. Further details are available at www.sharegift.org.uk or by telephoning 020 7930 3737.

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 0381.

Financial calendar

Annual General Meeting

6 May 2009

Final Dividend payment

18 May 2009

Half year results

23 July 2009

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
1 Great Winchester Street
London EC2N 2EQ

Citi
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