

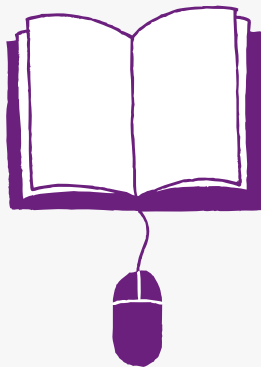
Useful information for shareholders

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 accounts online.

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



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, lines are open 8.30am to 5.30pm, Monday to Friday).

(Overseas) +44 20 8639 3399

email: ssd@capitaregistrars.com

Financial calendar

Annual General Meeting

11 May 2010

Final Dividend payment

24 May 2010

Half year results

22 July 2010

Share dealing

A quick and easy share dealing service is now available for existing Capita shareholders to either sell or buy more Capita Group Plc 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 (UK calls cost 10p per minute plus network extras, lines are open 8.00am to 4.30pm, Monday to Friday).

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.

(UK calls cost 10p per minute plus network extras, lines are open 9.00am to 5.30pm, Monday to Friday).

International dividend payment service

Capita Registrars has partnered with Travelex to provide you with a service that will convert your sterling dividends into your local currency at a competitive rate. You can choose to receive payment directly into your bank account, or alternatively, we can send you a currency draft. For further information call Capita Registrars on 0871 664 0385 (UK calls cost 10p per minute plus network extras, lines are open 9.00am to 5.30pm, Monday to Friday).

(Overseas) +44 20 8639 3405

e-mail: ips@capitaregistrars.com

Registered office

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London SW1H 0XA
Tel: 020 7799 1525
Fax: 020 7799 1526
Registered number: 2081330

Company Secretary

Gordon Hurst

Stockbrokers

Deutsche Bank A G
1 Great Winchester Street
London EC2N 2DB

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