



Share Plan Information

Absence from work due to maternity/other leave



Introduction

This document helps you to understand what actions you need to take, when you go on maternity leave or on another period of leave of absence, in relation to the various share plans you may participate in.

- It also explains **HOW** and **WHEN** you need to take action. So please read the guide below carefully and follow the instructions given.
- In this document, “leave” refers to maternity leave and any other period of leave of absence.

Important Action that you must take before your absence begins

- Before your leave begins, it is essential that you update your contact details on your Computershare **account** to include a personal email address and postal address.
- If you do not do this you may miss important communications during your leave alerting you to the fact that action is required in relation to any share plans in which you participate. This is particularly important if you do not intend to access your Shell email account during your leave. **Ultimately, if you miss important information because we cannot contact you, your awards could be forfeit.**
- Royal Dutch Shell plc, your employing company or any other company within the Shell group, or the administrator will not be liable for any resulting loss.
- For details of how to change your email or postal address please click [here](#).

Performance Share Plan (PSP)/Long Term Incentive Plan (LTIP)

- As long as you remain employed by the Shell group, your existing awards will not be affected by your leave.
- If you have a PSP or LTIP award that vests while you are on your leave you will be contacted about this at the time of vesting (normally in March) using the contact information provided by you on your Computershare account. It is therefore vital that you keep your contact information up-to-date on your Computershare **account**.
- You remain eligible to be nominated for future awards (subject to the usual criteria).

Your action – PSP / LTIP

- Ensure your email and postal addresses are updated on your Computershare **account**.

Global Employee Share Purchase Plan (GESPP)

This is applicable to participants who have periods of unpaid leave for any reason e.g. SISS participants, NL Lifestyle leave, maternity, paternity, sickness absence, sabbatical

- If you are in GESPP and go on leave your contributions can continue if you continue to be paid via payroll.
- It is vital that you keep your contact information up-to-date on your Computershare **account** so that you can be contacted during the period of leave.
- If you cease to be paid while on leave of absence your contributions to GESPP will be stopped automatically by your payroll. You should also log into your Computershare **account** and change your contributions to zero by the 15th of the month before the month in which you cease to receive salary.
- When this happens you should receive an email from Computershare to confirm that your contributions have been reduced to zero.
- If you do not set your contributions to zero they will be automatically changed to zero after 3 consecutive contributions have been missed. You will receive an email from Computershare to advise you of this action.
- You can leave your contributions in the Plan for the plan year and participate in the share purchase after the end of the plan year.

- Only contributions made during the current plan year will be used to purchase shares. If you are going on unpaid leave you may want to increase your contribution amount well in advance of your leave to take this into **account**.
- You can recommence your contributions when you return to the payroll if you are still eligible by logging into your Computershare **account**.
- Refunds of contributions are permitted only in exceptional cases of financial hardship or departure from the Shell group. Please contact Computershare (shellgespp@computershare.co.uk) to request the refund form and read and understand the conditions.
- For information on GESPP please visit [here](#).

Your action – GESPP

- Ensure your email and postal addresses are updated on your Computershare **account**.
- To stop your contributions you should log into your Computershare **account** and change your monthly contribution amount to zero.
- Decide whether you want to leave your contributions in the plan to participate in the share purchase.
- If you want to recommence contributions on return to work, you should log into your Computershare **account**.

UK Sharesave

Sharesave is no longer offered to new participants.

Existing contracts

- As long as you remain employed by the group you have a choice whether to withdraw from the scheme (in which case your savings will be returned to you) or to stay in the scheme during your leave.
- If you wish to continue in the scheme, and you are receiving pay via payroll*, you may continue to contribute.
- During an unpaid part of your leave, you should either:
 - Make your own arrangements to pay savings contributions direct to Computershare – please use this standing order form [here](#) to set up your contributions.
 - Suspend payments – you can do this for up to 12 months while continuing in the scheme. This will delay your ability to exercise your options for up to 12 months after the original maturity date (depending on the number of months' contributions missed).
- If you withdraw your funds you will no longer have the option to purchase shares in the scheme.

- On your return to work you need to inform [HR Operations](#) of the date you wish contributions from your salary to recommence (and stop the Standing Order).

Maturity

- On maturity you will be contacted by email about your choices.

Your action – UK Sharesave

- Ensure that your email and postal addresses are updated on your Computershare [account](#).
- If you are on unpaid leave and you want to carry on in Sharesave, ensure that you complete the relevant standing order forms obtained [here](#).
- Take the appropriate actions on maturity.

UK SAESOP

This plan is only open to eligible staff in the UK.

If you are already in SAESOP

- If you are receiving pay via payroll, your contributions will continue.
- During the unpaid part of your leave your contributions will cease until you return to work and your salary resumes.
- Any shares you currently hold in SAESOP are not affected.
- Should you wish to recommence contributions from salary on returning to work please contact your HR Operations caseworker managing your leave.

If you are not already in SAESOP

- Whilst on leave, as long as you are still employed by the group, you will remain eligible to join the plan if you have previously received an invitation.
- You will be able to join the plan and deductions will be taken if you are receiving payment via payroll.

Your action – UK SAESOP

- Ensure that your email and postal addresses are updated on your Computershare [account](#).
- If you are receiving pay via payroll and you want to join SAESOP, ensure that you enrol online at your Computershare [account](#).

Where to find more information on share plans

- You can find information on all the share plans mentioned in this guide [here](#).
- You can also find share plan materials on your Computershare account under Plan Documentation. Any personalised plan information that you may have is stored under Correspondence on your Computershare [account](#).

This Guide and the Rules

- This Guide outlines certain features of various share plans operated by Royal Dutch Shell plc, but it is not a legal document and does not give you any rights to benefits. The only authoritative documents concerning each plan are the appropriate plan rules. In the event of any conflict between this guide and the terms of the appropriate plan rules, the terms of the plan rules shall prevail. Further information, including copies of these, can be found in the Plan Documentation available at your Computershare [account](#).

* "Pay via payroll" means salary, company maternity pay, statutory maternity pay or statutory sick pay.