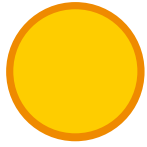




# Share Plan Information

Transferring countries





## Introduction

- This document helps you to understand what actions you need to take with respect to the various share Plans you may have when you transfer countries.
- It also covers important information on **HOW** and **WHEN** you need to take action. So please read the guide carefully and follow the instructions given.

### Important Action that you must take when you transfer

- It is your responsibility to ensure that you review and update your email and postal address on your Computershare account when you transfer.
- If you do not do this you may miss important communications concerning your share plans, or information alerting you to the fact that action is required – this in turn may lead to you forfeiting an award.

- 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.

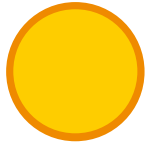
#### Your action

- For details of how to change your email or postal address please click [here](#).

### Where to find more information about your 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.





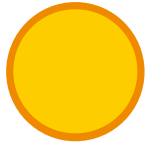
## Performance Share Plan (PSP) and Long Term Incentive Plan (LTIP)

Other than reviewing and updating your email and postal address on your Computershare account there is no further action for you to take on transfer.

Your participation in the plan(s) continues and awards vest in the usual timeframe.

If you have questions related to the taxation of your awards please refer to the document [here](#).





## Global Employee Share Purchase Plan (GESPP)

### Transfer to a participating country

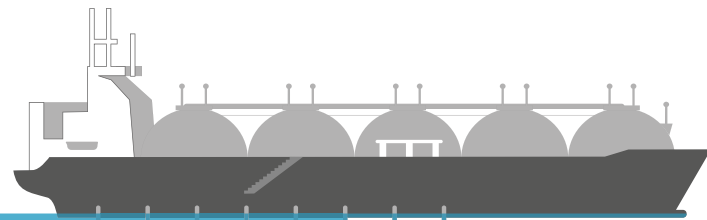
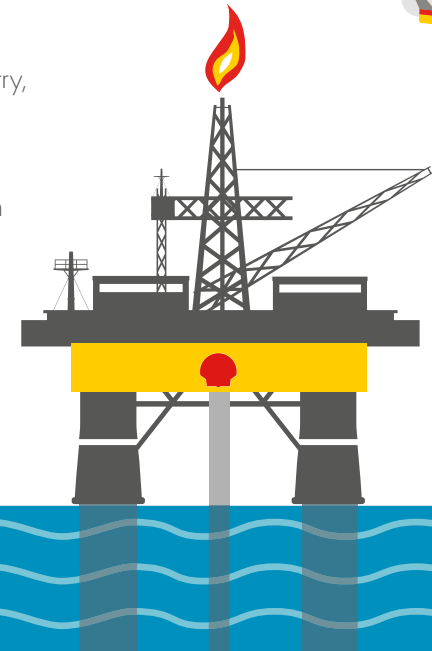
- If you are not already in GESPP and are transferring from a non-participating country to a participating country / population you should receive an invite to join the Plan within two months of your arrival in the participating country. If you do not receive this please contact **HR Operations**.
- If you are already participating in GESPP and then transfer to another country that participates in the Plan, you can continue to contribute to the Plan.

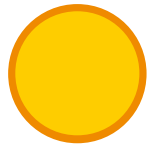
Your transfer should be picked up automatically and your contributions will continue at the same rate (converted of course where applicable to the relevant currency).

### You do not need to take any action

however if your contributions do not restart within two months of your transfer please contact **HR Operations** so that the reason can be investigated and the situation corrected.

- Due to the timing of transfer reporting and various payroll cut-off dates you may miss your GESPP deductions for one or two months. If this happens and you want to make up the balance then you can do so by adjusting your contributions, within the Plan limits, on your Computershare account.
- However, should you wish to stop your contributions when you move countries, you will need to do so by changing your contribution amount to zero. For a video that shows you how to stop your contributions go to [www.shellshareplans.com/videos/](http://www.shellshareplans.com/videos/)
- Only contributions made during the current Plan year will be used to purchase shares. Once the Plan year has ended you will not be able to make up for any contributions missed as a result of the transfer process.
- If you are transferring to another participating country/company towards the end of the Plan year, you may want to increase your contribution amount well in advance of your transfer to take this into account.
- If you are a **US base country employee** and transferring to a participating country, your GESPP contributions will continue to be deducted from US payroll. There should be no break in contributions as long as your US net pay is high enough to cover the deduction.





## Global Employee Share Purchase Plan (GESPP)

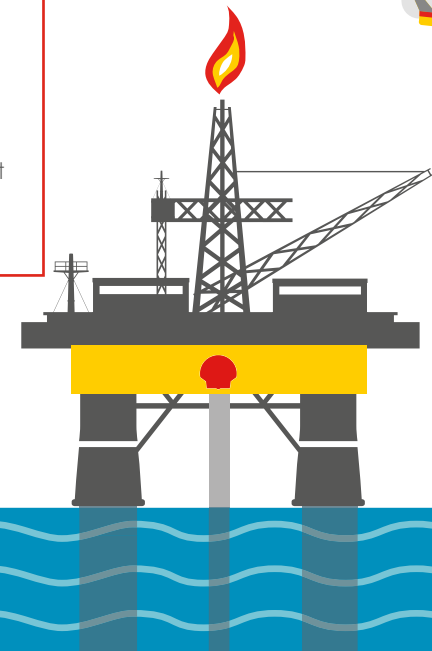
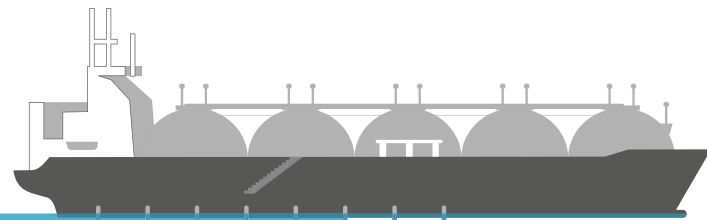
### Transfer to a non participating country

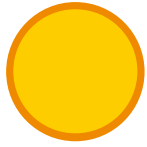
- If you transfer to a non participating country your contributions will be stopped until such time that you transfer to a participating country, at which time you will be invited to join the Plan again.
- The annual maximum contribution is EUR 6,000 (or equivalent in local currency), and you may wish to consider increasing your contributions prior to departure. Please check the timetable [here](#) to ensure you make any request for changes in time.

- Any contributions already made can remain in the Plan and be used to purchase shares after the end of the Plan year.

### Your action

- Please ensure that you keep your email address and postal address updated at your Computershare account at all times, otherwise we cannot contact you.
- If you are already in GESPP and transfer to a participating country, check that your contributions are restarted within two months – if they do not recommence please contact [HR Operations](#).
- If you were not previously eligible for GESPP but transfer to a country where you will be eligible check after two months that you have received an invitation to join the Plan. If you do not receive the invitation please contact [HR Operations](#).





## UK Sharesave

*Sharesave is no longer offered to new participants.*

### What happens on transfer from the UK to another country (other than on a STIA)

- If you transfer from the UK to another country you can continue saving in Sharesave contracts which you have already started provided your new employing company is more than 50% owned by Royal Dutch Shell plc. The Global Share Plans Team will advise you if you are eligible to continue saving. You should expect to receive this advice within 2 months from your transfer date.

If you are eligible to continue, you will need to pay your contributions direct to Computershare via a standing order form, available [here](#). Contributions cannot be collected via payroll.

From 1 September 2018, new regulations allow for contribution breaks of up to 12 months. More details are available [here](#).

- If your new employing company is 50% or less owned by RDS, then you will be unable to continue to participate in the plan and you should note the following:

- a) If you have held your option(s) for more than 3 years you may exercise your option(s) within 6 months of transfer. Computershare will provide you with a “leaver pack” containing information and instructions, within 2 months from your transfer date.
- b) If you have held your option(s) for less than 3 years from the date of grant, those options lapse automatically on transfer.

You can choose to continue to save (but outside of the Scheme) by a direct payment of your contributions to Computershare. You will no longer be able to exercise your options.

### What happens on transfer back to the UK

- If you transfer back to the UK and are contributing to Sharesave by Standing Order, your contributions will recommence from UK payroll and you should cancel your Standing Order.

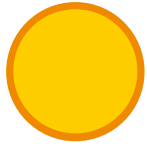
### Transferring on a Short-Term International Assignment (STIA)

- If you go on a STIA from the UK you will remain on the UK payroll and therefore you can continue your contributions towards existing Sharesave contracts.
- Due regard must be paid to any restrictions or other legislation of the governments of the overseas countries concerned. In particular you should note that local consent may be needed before arranging payments and before exercising your share option or selling shares which you acquire. It is your responsibility to ensure that you have complied with all local laws and procedures.

### Your action

- Please ensure that you keep your email address and postal address updated at your Computershare account at all times, otherwise we cannot contact you.
- If you are transferring to a company that is more than 50% owned by RDS and you want to carry on in Sharesave, ensure that you complete the relevant standing order [form](#).





# UK Shell All Employee Share Ownership Plan (SAESOP)

*This Plan is only open to eligible staff in the UK.*

## What happens on transfer from the UK to another country (other than on a STIA)

- Your contributions will be stopped by Shell as you will not be receiving a salary in the UK.
- If you go on an assignment outside the UK and your new Employing company is more than 50% owned by RDS, you will be able to leave your shares in the plan.
- If you go on an assignment outside the UK and your new Employing company is owned 50% or less by RDS, then your shares will be subject to deductions for income tax and national insurance, and automatically withdrawn from the plan and transferred to your Vested Share Account (VSA) at Computershare. This is in accordance with HMRC guidelines. You will be contacted by Computershare with a SAESOP leaver pack. This will normally happen within 2 months after your transfer.

## What happens on transfer back to the UK

- You will be able to recommence deductions when you return to the UK payroll. The maximum contribution you can make is £150.00 per month, or 10% of your annual taxable salary in that financial year, whichever is lower.

## Transferring on a Short-Term International Assignment (STIA)

- If you go on a Short-Term International Assignment from the UK you can continue your deductions from payroll to SAESOP as you will remain on the UK payroll and you can keep your shares in the trust.

### Your action

- Please ensure that you keep your email address and postal address updated at your Computershare account at all times, otherwise we cannot contact you.

