

### **Sharesave Standing Order Forms**

Please ensure you use the correct bank details for your contributions.

There are separate collection accounts for Sharesave contracts granted by Shell and BG.

BG Form is at the end of this document.

## Shell Sharesave - Standing Order Form

Please complete this standing order form if you wish to make further payments to the above Sharesave Account and return it to your Bank or Building Society. Please note that Banks/Building Societies may refuse to make standing orders from certain types of account. If you wish to set up your standing order using online banking, please ensure you quote the reference below so that the payment can be applied to the correct Sharesave Account. The payment should be set up to credit the Sharesave Collection Account **before the 1st of each month**.

If you wish to cancel your standing order at any time, this must be done in writing to your Bank or Building Society or cancelled directly by yourself online.

### 1. Instructions to your Bank/Building Society

To: Bank/Building Society  
Name

Branch Address

Please pay £ \_\_\_\_\_ to the account below on \_\_\_\_\_ and on the \_\_\_\_ day of the month thereafter until I cancel this instruction in writing.

Account Name: Shell Petroleum Sharesave Collection Account  
Sort Code: 80-29-22  
Account Number: 06103246  
Swift Code: BOFSGB2S  
IBAN: GB53BOFS80292206103246

Please quote the reference **USAN** \_\_\_\_\_ when you make the above payment.

### 2. Account Details and Signature

Please complete the details below, sign and date the form and return it to your Bank or Building Society.

Account Name:

Sort Code:

Account Number:

Date

DD / MM / YYYY

Signature of account holder

Date

DD / MM / YYYY

Signature of joint account  
holder (if applicable)

## How to find your Sharesave USAN and information for direct payments

### Log in to your account

You will need your Global ID and PIN

Link to log in: <http://www.computershare.com/employee/shellshareawards>

### Go to Contributions

English | My Mess

My Holdings Company Info

Portfolio Holding Information Contributions Transaction History Request Statement Correspondence

Royal Dutch Shell plc

- View your plan details or join a plan
- View personal documents
- Helpful videos for using this site
- Shell (intranet) HR Online
- Update your contact details
- Follow us on Twitter for plan updates

### Select BG Sharesave from the dropdown menu

English | My

My Holdings Company Info

Portfolio Holding Information Contributions Transaction History Request Statement Correspo

Employee - Contributions Royal Dutch Shell plc

Please select a holding ...

Then select your contract year or years to see the individual information

The screenshot shows the Shell employee portal interface. At the top left is the Shell logo. A language dropdown menu is set to 'English'. The navigation bar includes 'My Holdings' (highlighted in blue), 'Company Info', 'Portfolio', 'Holding Information', 'Contributions' (highlighted in blue), 'Transaction History', and 'Request State'. Below the navigation bar, the page title is 'Employee - Contributions' with 'Royal D' visible on the right. A dropdown menu shows 'UK SHARESAVE SCHEME' and '10 Dec 2015'. A section titled 'Your payment summary' contains a table with the following data:

Contract Start Date	Term (mths)	USAN	Savings Amount (GBP)	Pymts Made	Pymts Deferred	Savi
01 Feb 2016	36	000 [REDACTED] 2	150.00	9	0	

USAN

Monthly savings amount

How many payments made

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### 1. Instructions to your Bank/Building Society

To: Bank/Building Society Name

Branch Address

Please pay £\_\_\_\_\_ to the account below on \_\_\_\_\_ and on \_\_\_\_\_ the day of the month thereafter until I cancel this instruction in writing.

Account Name: **CIS Re BG Group Coll**  
Sort Code: 16-08-87  
Account Number: 10033751  
Swift Code: RBOSGB2L  
IBAN: GB68RBOS16088710033751

Please quote the reference **USAN** \_\_\_\_\_ when you make the above payment.

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### 2. Account Details and Signature

Please complete the details below, sign and date the form and return it to your Bank or Building Society.

Account Name:

Sort Code:

Account Number:

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Signature of account holder

**Date**

DD / MM / YY

Signature of joint account holder (if applicable)

**Date**

DD / MM / YY