**Check List: Things to remember when you enrol in GESPP**

- **Amount** – remember the Plan limits
  Ensure you are aware of the Plan limits – please refer to the GESPP Country Fact Sheet – and do not enter a contribution amount that exceeds your net pay in a pay cycle.

- **Decision** – a modeler to help you decide
  Simply input how much you would like to contribute over the year and our GESPP Modeller enables you to estimate how many shares your contributions might buy.

- **Ongoing** – your ongoing deductions
  The amount you enter when you enrol on the Computershare site will be deducted every month from your net pay – do not enter the annual amount unless you want to pay this in one go from one month’s net pay.

- **One-off payments** – what to do if you want to make a one-off payment
  If you are making a one-off payment enter a contribution amount and make sure that it does not exceed your net pay in the given pay cycle. Next, once this instruction has been processed on the 15th of the month, you must re-enter your Computershare account before the next monthly deadline and stop your contributions by entering a zero or enter a different amount. Otherwise, this amount will be deducted again in your next payroll (provided you have not reached the limit).

- **Changing / stopping contributions** – how to change or stop
  If you want to change or stop your contributions, please check the timetable to note when the change will be implemented.

Then go to your Computershare account and put a new amount or a zero in the contributions box. If you stop your contributions, those already made will remain in the plan and be used to purchase shares at the end of the plan year.

- **Viewing your contributions**
  You will see your contributions deducted in your payslip. Your Computershare account will be updated once they have been received but please note that due to global process timing there may be a delay in the display. This delay has no impact on the final purchase of your shares.

- **US/Canada payrolls** – information for those paid twice a month
  If you get paid more than once a month your requested amount e.g. $500 will be split as follows:
  - US - Your contribution will be split equally between your first two payments of the month (USD 250/USD 250)
  - Canada - Your contribution will be taken from your second monthly payment (CAD 0/CAD 500)

- **Resources** – where to find important information on GESPP
  You can view GESPP materials on the Shell Share Plans website, including guides, Q&A, translations etc.

- **Transferring Countries**
  - Please refer to the Country fact sheet here to check whether you are moving to a participating country.
  - For further details please see the Transferring Countries guide here. A summary is provided below.

- **Transfer to a participating country**
  If you transfer to a participating country your contributions will continue without any action from you.
  - Please note there will be a break in contributions of up to 2 months.
  - You can make up for any missed contributions by increasing the amount of your remaining contributions should you wish to do so.
  - If your contributions do not restart in 2 months please contact your HR-Operations so that they can investigate the issue.
  - If you are transferring towards the end of the Plan year, from 1 September onwards, it will not be possible for you to make up any missed contributions from your new payslip. To ensure you are able to make your maximum contributions you could increase your contributions from your current payslip prior to the transfer.

- **Transfer to a non-participating country**
  If you are transferring to a non-participating country you will no longer be eligible to make contributions to the Plan and they will automatically stop.
  - If you wish to contribute your maximum before you transfer you can increase your monthly contributions from your current payslip prior to the transfer.

- **Although you cannot make further contributions after your transfer, contributions already made for the Plan year will remain in the Plan and be used for the purchase of shares in January.**

- **Refund of contributions**
  Refunds of contributions are permitted only in exceptional cases of financial hardship or departure from the Shell group. Please contact Computershare (shellgespp@computershare.com) to request the refund form. Following any refund you will not be able to re-enrol until the following plan year.

- **Leaving Shell**
  Contributions to GESPP will cease as soon as you leave Shell payroll. For contributions in the current GESPP year, you have two choices:
  1. Leave contributions already made in the Plan until the end of the Plan year and the contributions will remain in the Plan and be used for the purchase of shares at the discounted share price.
  2. Remove all contributions from the Plan. These contributions will be refunded and no shares will be purchased. To request the refund form you must contact Computershare directly at shellgespp@computershare.co.uk.

  Further details related to your Share plans and leaving Shell can be found here.