



SHARE PLAN ACCOUNT

Information you need to know about holding and managing your shares.



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1. General Question and Answers

What is the Share Plan Account (SPA)?

The SPA is a special global nominee that has been set up by Computershare or their affiliates to hold shares, following the delivery of awards made under the Shell share plans. In the case of Shell this will be for ordinary shares of SHELL (AMS) and SHEL (LSE), as well as ADRs shares. The shares are held on your behalf within a nominee account operated by Computershare Investor Services (CIS). If your award is administered by Fidelity, you will have a brokerage account set up with Fidelity and your shares will be delivered there and not to the SPA.

What are the advantages of the SPA?

- The SPA allows you to hold your shares safely and securely without the need to set up your own brokerage account.
- It will give you access to a share dealing service should you wish to transfer or sell your shares.
- Computershare Investor Services (CIS) will appear on the share register. Your details will remain private as they will not be held on the main Shell plc (Shell) share register.
- Automatic re-investment of dividends into additional shares.
- However, do note that if you are in India or Pakistan, any dividends accrued in relation to your shares held in the SPA will not be re-invested and you will instead receive cash dividends.

You should note that in some countries local regulations do not allow shares to be held in a SPA.

Will I be the beneficial owner of the vested shares?

Yes.

I have some Shell shares that do not come from a Shell share plan – can I move these into the SPA?

Unfortunately no, you cannot do this. The SPA can only hold Shell shares that come from participation in one of Shell share plans that are administered by Computershare.

I am concerned that I am resident in a country where I should not hold shares, what should I do?

If you believe this to be the case you should get independent professional advice and you should consider removing your shares from the SPA. It is always your responsibility as a shareholder to check that you are allowed to hold shares.



2. Dividends

How do I receive dividends on the shares in the Share Plan Account?

Each time that Shell pays a dividend, you will receive dividend reinvestment shares and grow your shareholding in your account.

When do dividends get paid?

Currently Shell pays a dividend four times a year. The timetable can be found in the Shell Investor Centre [here](#).

After Computershare receives the dividend funds from Shell they purchase the additional shares for you and they are added to your account.

What information do I receive to confirm the dividends?

You will receive a notification email from Computershare once the dividend shares have been placed in your SPA.

You will also receive a Dividend Confirmation document (previously called Tax Voucher) in the Correspondence section of your EquatePlus account.

How are dividends calculated?

The dividend calculation is shown on your dividend confirmation statement held in the correspondence section of your EquatePlus account.

The statement shows your "Holding", the "Declared and Dividend Rates" (also available on the Shell investor centre) and a share price for converting the cash to shares. (Holding x dividend rate/share price = the dividend shares).

Can I reclaim the dividend withholding tax that has been withheld at source from the dividend?

This will vary from one country to another and you will need to seek independent advice on this. This is not facilitated by Shell for share plans or for retail shareholders.

I am an employee insider, according to the Shell Securities Dealing Code ("Code") do I need to get pre-clearance to enter into a dividend reinvestment plan (DRIP). Does this apply to the DRIP in the SPA?

No, since you have no choice about participating in the DRIP in the SPA this is not considered to be dealing under the Code and therefore pre-clearance for this feature is not required.

Can I opt out of the dividend reinvestment in the SPA?

No, dividend reinvestment is currently a default position in the SPA.

Are there any countries where dividend reinvestment into shares is not allowed?

Yes, there may be circumstances when dividends cannot be reinvested in shares. If this applies to you, you will be notified.

The cash value of the dividend will be paid to your bank account recorded on your EquatePlus account.

It is your responsibility to make sure your bank details are updated before the first dividend payment.

If you have still not received dividends to your bank account after the scheduled payment date please check if the bank details on your EquatePlus account are correct and contact Computershare via your EquatePlus account to find a resolution.

In all cases, please note the payment process can take up to 21 days.



3. Selling and Transferring

Transferring Shares

If you decide to transfer your shares into an existing brokerage account or another nominee account it is vital that the information you provide via your EquatePlus account to transfer the shares matches EXACTLY with the receiving account information. Any slight mis-match of any data item could mean a failure in the share delivery and/or the creation of a new account at the receiving end. Computershare will take your delivery instructions and will not be able to check that you have given them accurate information about the receiving account. There are no transaction fees should you transfer your shares out of the SPA to your own brokerage account.

What are the charges for transferring shares?

There are no transaction costs associated with transferring shares to another account.

Selling shares

Can I sell shares from the SPA?

Yes, you will be able to choose to sell from your SPA. Note that you will incur a transaction fee, details of which can be found in the terms and conditions found in the library section of your EquatePlus account. Proceeds from the sale will be sent to the bank account that you specify in your EquatePlus account.

Note also that if you are an employee insider you will need to get pre-clearance to sell in accordance with the Shell Securities Dealing Code.

What are the charges for selling shares?

The transactions charges for selling shares can be found in the library section of your EquatePlus account.

What are the implications of the Markets in Financial Instruments Directive 2 (MiFID II)?

It is important to remember that the EU legislation (Markets in Financial Instruments Directive 2 (MiFID II)) requires you to provide additional personal details in order for you to be able to sell your shares. It is best that you provide this information as soon as you can so as to avoid delays in future if and when you decide to sell your shares.



4. Tax and Reporting

Will I pay tax on the sale of my shares?

Taxes are not withheld by Computershare on the sale of shares. However you should be aware that it is possible that taxes may be due on sale and that you will need to make arrangements to declare in your tax return if this applies to you / in your country. This will depend on your personal circumstances and you will need to seek independent financial advice on this matter.

Do I have to report the shares I hold in the Share Plan Account?

Possibly yes - the requirements vary from one country to another. Please refer to the Foreign Asset Reporting document [here](#) for some general guidance for shareholders.



5. Voting as a Shareholder

As a shareholder of Shell, how do I vote at the Annual General Meeting (AGM)?

As a shareholder you will be invited to vote at shareholder meetings such as the Annual General Meeting (AGM) should you wish to do so. The AGM is usually in May each year. You will receive a notification from Computershare in advance of the meeting with instructions on how to view the resolutions to be voted on and how to record your votes simply and quickly online should you wish to do so.

