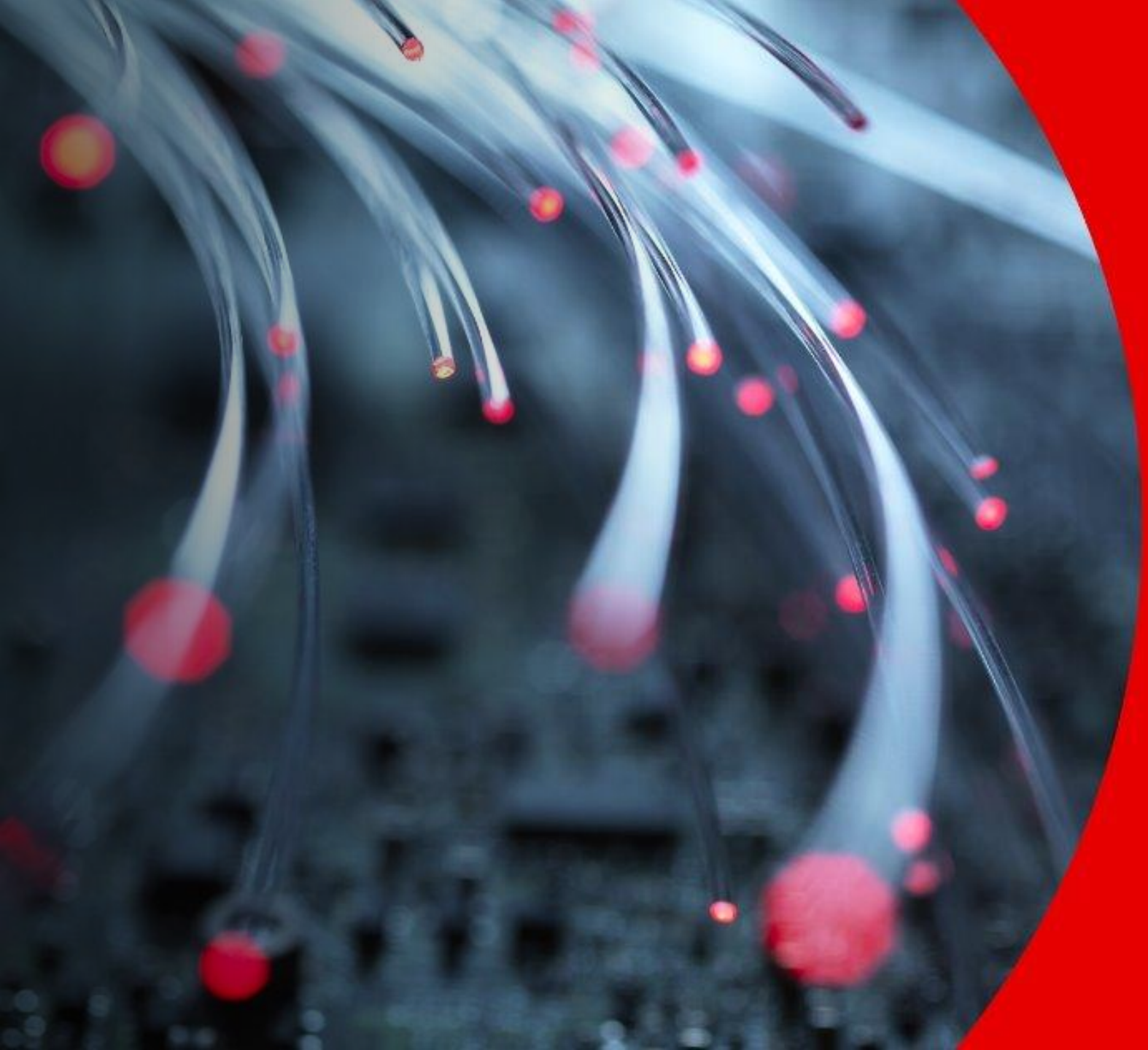


MUFG Investor Centre (Portal) User Guide:

Managing Your Executive (Discretionary) Share Plan

Content

This guide helps you navigate your Discretionary Share Plan on our platform – from reviewing your award details to accepting offers and exercising your shares.

- Understanding Your Share Plan
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  - Exploring the Tabs in Plan Overview
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Understanding Your Share Plan

Responding to New Share Plan Offers

If a new discretionary award (or another share plan offer) becomes available to you, you'll receive a notification when you log into the platform. This appears as a pop-up directly on the **Portfolio** page.

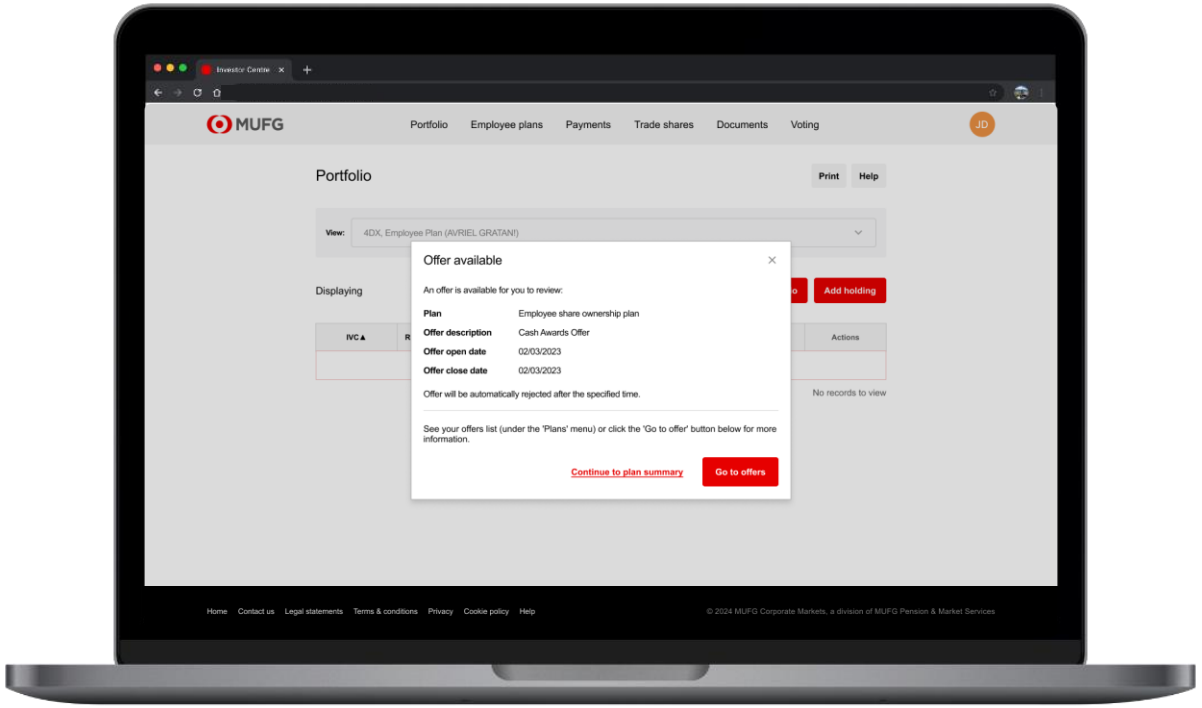
Offer Notification Pop-Up

The offer alert provides a quick summary, including:

- **Plan** – the name of the plan
- **Offer description** – Additional details from your employer
- **Offer open date** – When the offer became available for review
- **Offer close date** – The final date to take action

From here, you can:

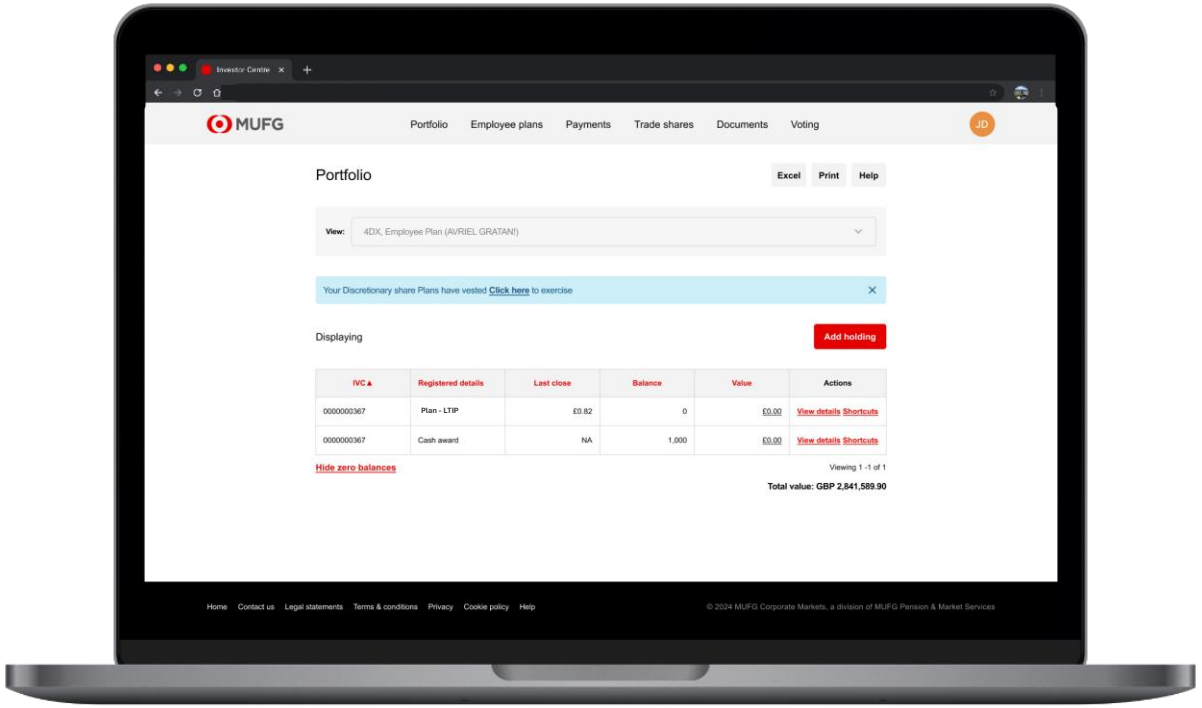
1) **Go to offers** – takes you directly to the offer page where you can view and accept/reject the offer
2) **Continue to plan summary** – returns you to your usual plan view if you want to review things first



Portfolio Overview

Start by reviewing your share plan under the **Portfolio** section – you can find this within **Holdings** on the top menu:

Portfolio: Overview of all your active holdings from your issuer(s).



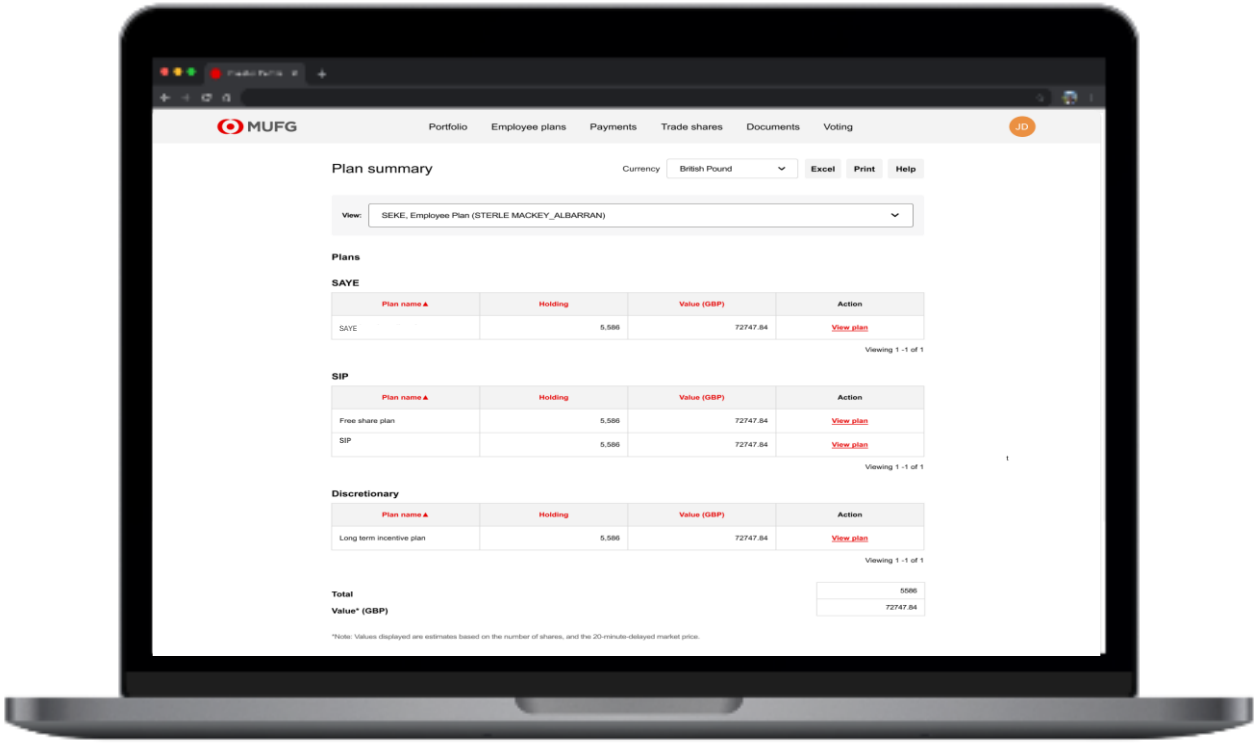
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View Plan Details

To drill down into your specific share plans, click into **View details** within the **Actions** column of the relevant IVC row. This will bring you to **Plan summary**.

Alternatively, you can click on **Plan Summary** within **Plans** in the top menu.

Within the page, you can view your participation in any plans offered by your employer.



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View Details of Your Discretionary Share Plan

From **Plan Summary**, once you've located your Discretionary plan, click **View plan** in the right-hand column. You'll be taken to a detailed view that gives you full visibility into your awards.

The page includes:

- A plan overview, summarising total awards and their status
- A series of tabs where you can explore your grants, vesting progress, performance outcomes, transaction history, and plan documents

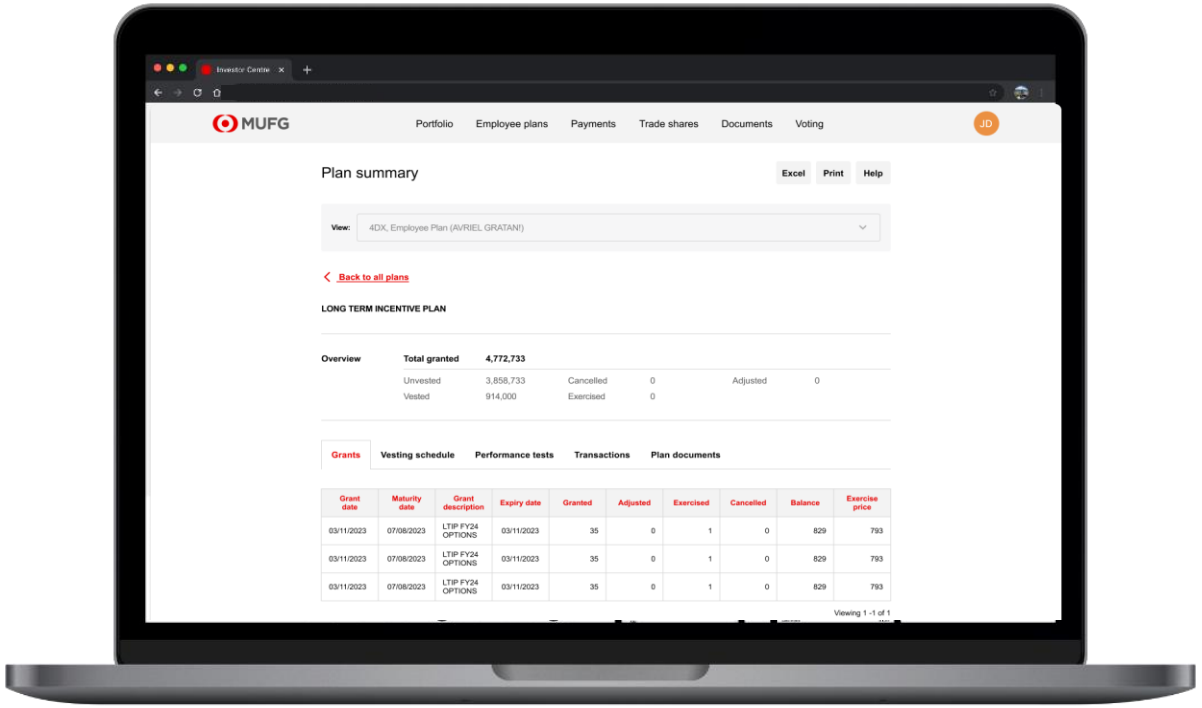
The plan overview gives you a high-level snapshot of your total awards under this plan:

- ***Total granted:*** The full number of awards granted to you under this plan
- ***Unvested / Vested:*** A breakdown of how many awards are still vesting and how many have vested
- ***Cancelled / Adjusted / Exercised:*** Shows any changes to your original grant

Exploring the Tabs in Plan Overview

Key terms you'll see across tabs:

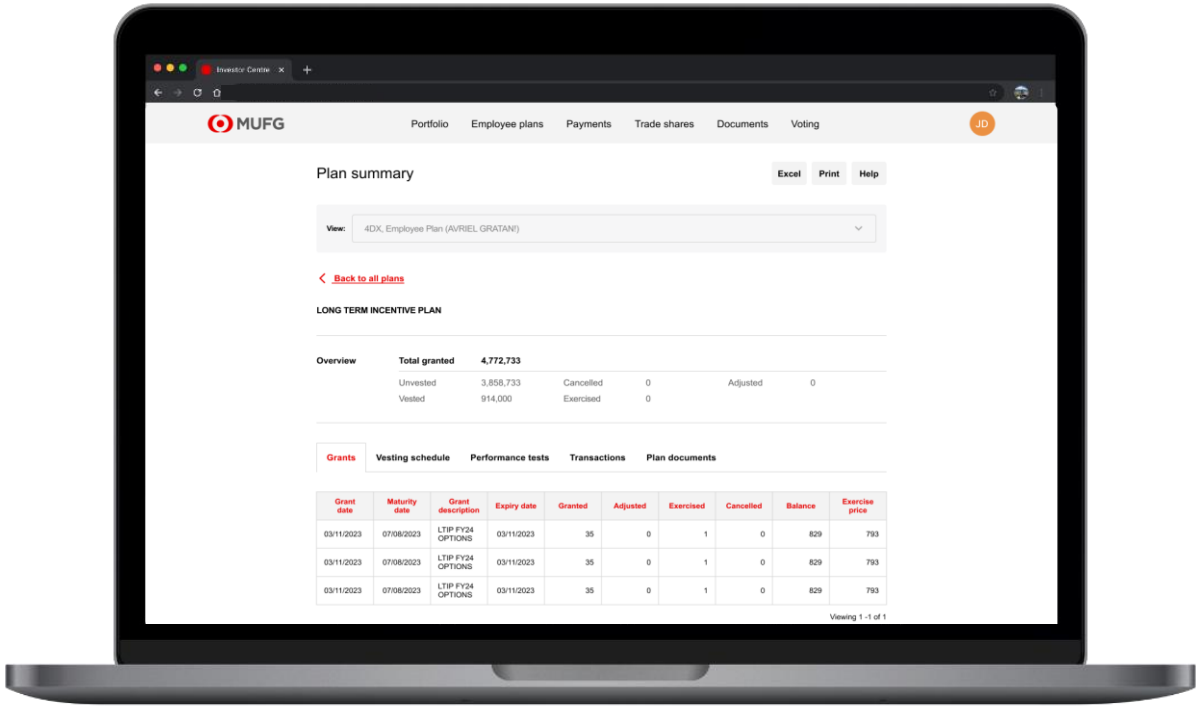
- ***Grants:*** A detailed breakdown of all the individual awards you have received under this plan
- **Vesting Schedule:** Shows how each award vests over time, including the balance of each tranche, how much is exercisable now, and whether performance conditions apply
- **Performance tests:** Shows how performance-linked awards were assessed, including the vest date and how many awards vested or were cancelled
- **Transactions:** A log of all activity on your awards, showing the date, type, number of shares and running balance
- **Plan documents:** Where you can find and download the key documents for your plan as PDFs



Exploring the Tabs - Grants

The **Grants** tab provides a detailed breakdown of all the individual awards (or “grants”) you’ve received under this plan.

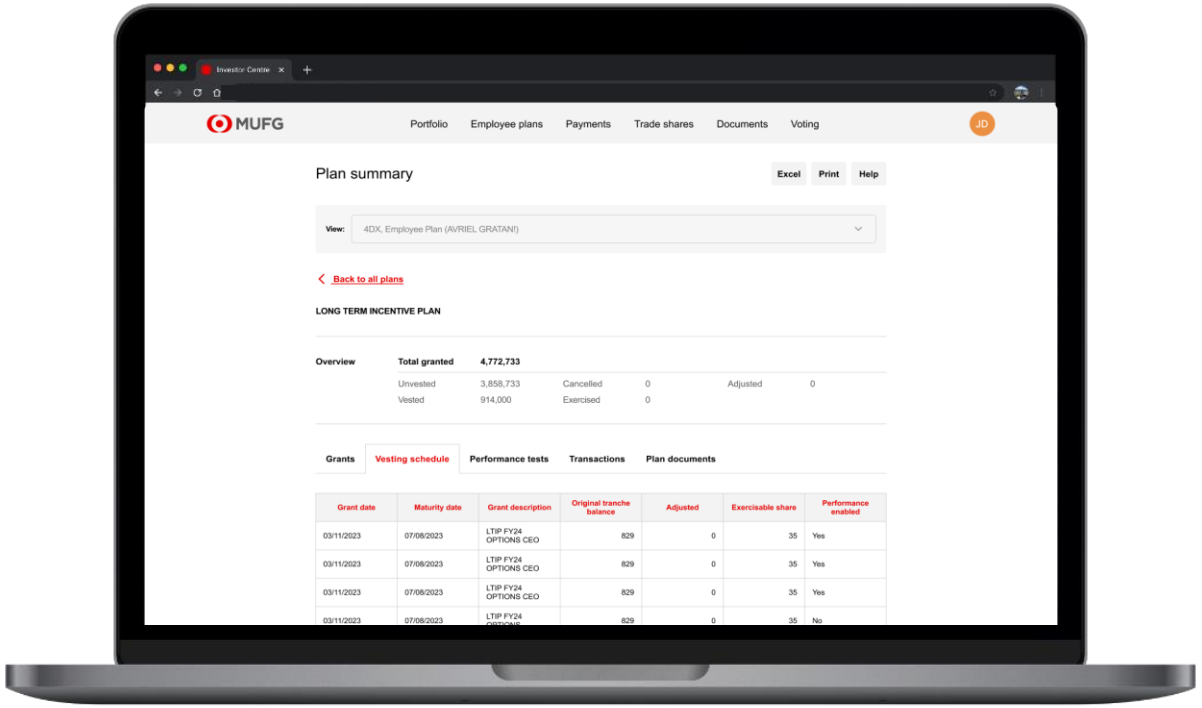
- ***Adjusted:*** Any changes made to the original grant
- ***Exercised:*** Number of shares/options you have already exercised from this grant
- ***Cancelled:*** Any awards that were forfeited or cancelled
- ***Balance:*** The number of awards still available to be exercised
- ***Exercise price:*** The price you would need to pay per share if you choose to exercise options from this grant



Exploring the Tabs – View schedule

The **View vesting schedule** tab gives you a clear breakdown of each award's vesting progress, including:

- ***Tranche balance:*** Total number of awards in this specific vesting tranche
- ***Exercisable shares:*** How many shares from the tranche are currently available for you to exercise (if any)
- ***Performance enabled:*** Indicates whether this tranche is subject to performance conditions
  - ***Yes*** = *The a*ward will only vest if performance targets are met
  - ***No*** = The award vests based on time rather than performance conditions

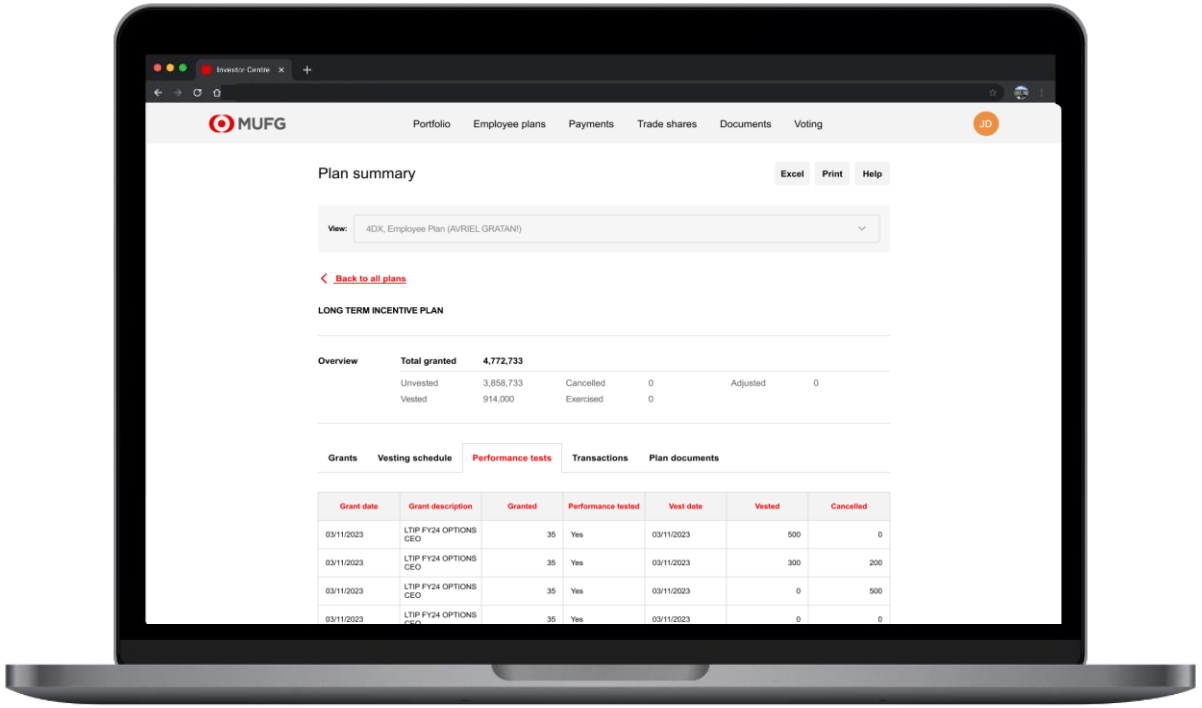


Exploring the Tabs – Performance tests

Some discretionary awards are linked to performance – meaning they only vest if specific targets are met. The **Performance tests** tab shows how your grants have been assessed against these conditions.

Each row reflects a performance-tested award and includes:

- ***Vest date:*** The date the award was due to vest, assuming performance conditions were met
- ***Vested:*** Number of awards that actually vested based on the outcome of the performance test
- ***Cancelled:*** Number of awards that didn't vest because performance targets were not met

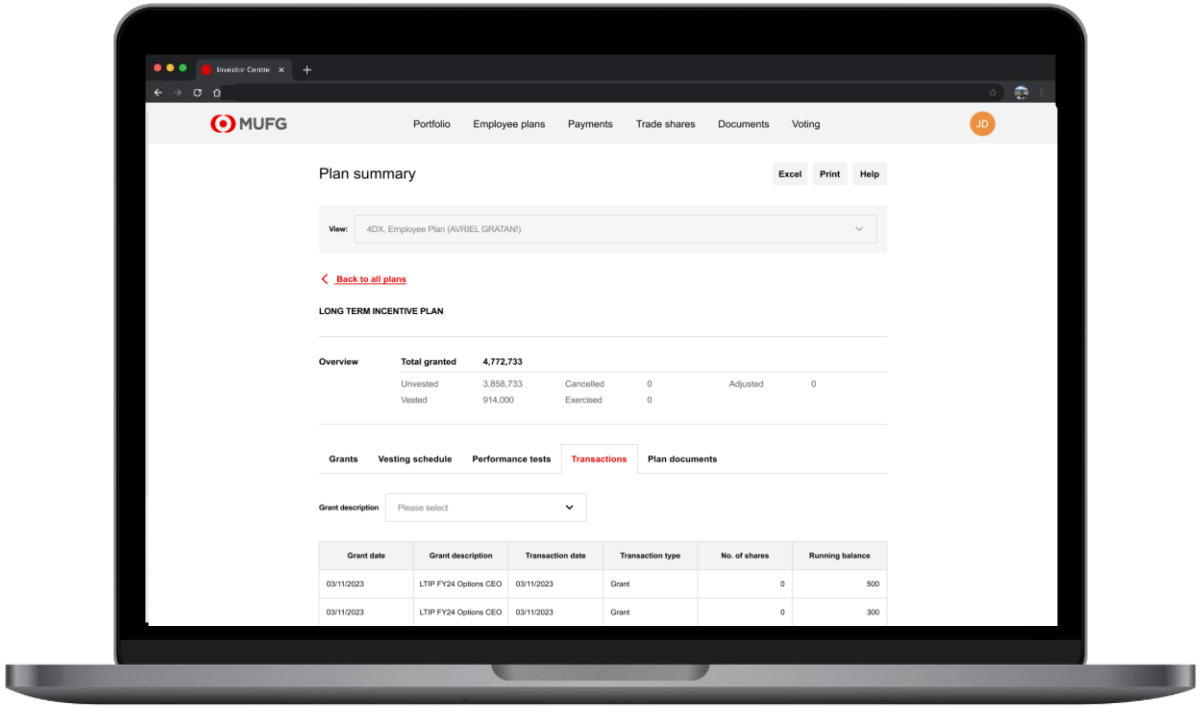


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Exploring the Tabs – Transactions

The **Transaction** tab provides a detailed log of all share plan activities related to your discretionary awards – so you can see exactly what's happened and when.

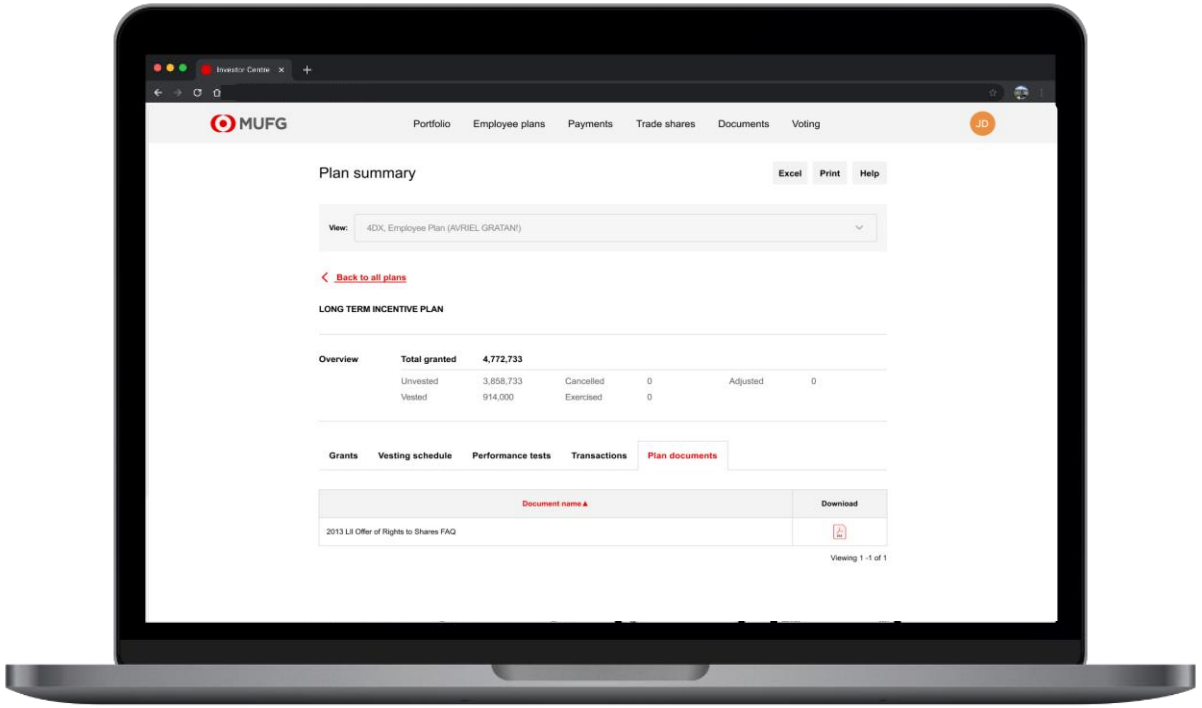
- ***Transaction date:*** The date the specific transaction took place
- ***Transaction type:*** The nature of the action
- ***No. of shares:*** The number of shares involved in that specific transaction
- ***Running balance:*** The number of shares following the transaction



Exploring the Tabs – Plan documents

The **Plan documents** tab is where you'll find important documents related to your discretionary share plan.

You can click the PDF icon to download and read the document.



Offers

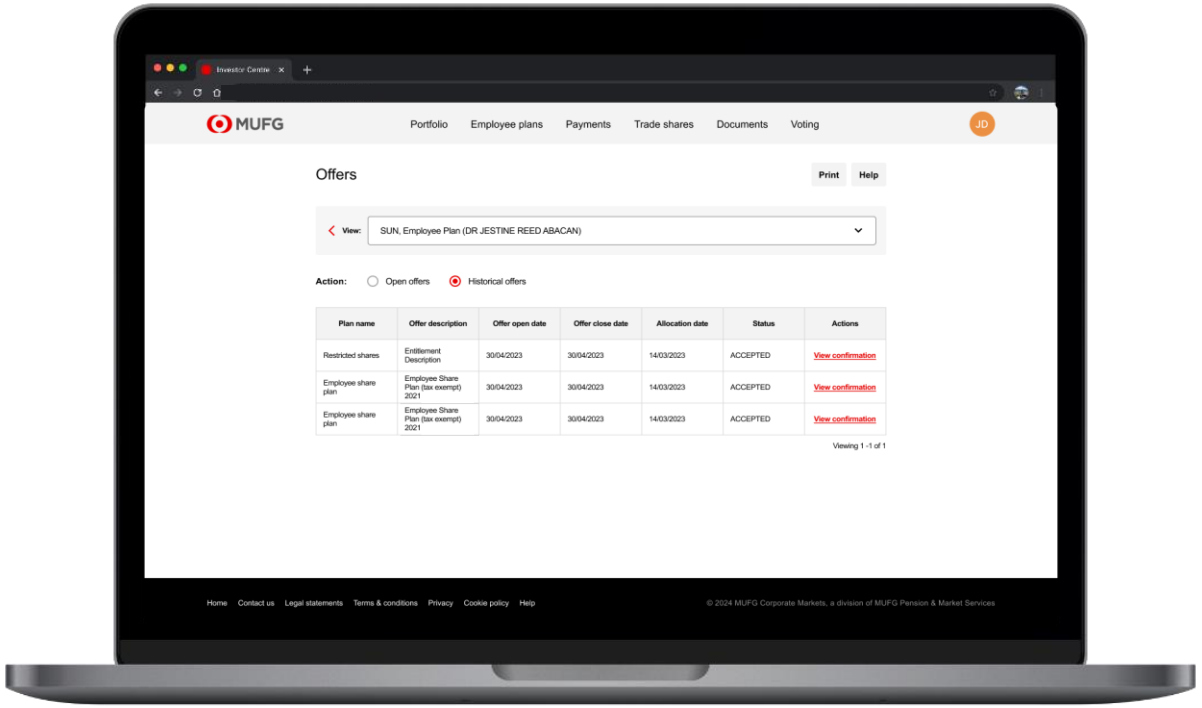
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Viewing All Your Offers

You can view and manage your share plan offers at any time by navigating to:

Top menu ➜ Plans ➜ Offers

This brings you to the **Offers** page, where you can see both current and past offers.



Open Offers vs Historical Offers

At the top of the page, you can choose:

- **Open offers** – Active offers you can still respond to
- **Historical offers** – Offers you've already accepted, rejected, or that have expired

Accept or Reject the Offer

Selecting your Instruction

Once you've clicked into **View offer** from **Open offers** table, you'll land on **Accept/reject offer** screen. Here you can:

- See basic offer details
- Choose your response
    - **Accept** – Agree to participate in the offer
    - **Reject** – Decline the offer

Once ready, click **Continue**

Confirm your Instruction

You'll now be shown a confirmation screen with a summary of your acceptance. You'll need to:

- Review the summary carefully
- Tick the box to confirm you accept the terms and conditions
- Click **Confirm**

Receive Confirmation Receipt

Once submitted, you'll be taken to a receipt screen. This will show your final response and transactional details, with downloadable PDF receipt for your records.

You can edit your response (Accept or Reject) after submitting it, as long as the offer has not yet expired. Simply return to the **Offers** page and click **view details** next to the relevant offer.

Exercise

Exercising Your Vested Awards

Once your discretionary awards have vested, you may have the option to exercise them – meaning you convert your share options into actual shares, typically by paying the exercise price.

Accessing the Exercise Page

To start, navigate to:

Top menu ➜ Plans ➜ Exercise

Alternatively, you can get to Exercise page via a pop-up notification on the main **Portfolio** page. This appears when you have a plan that is available to be exercised (see right).

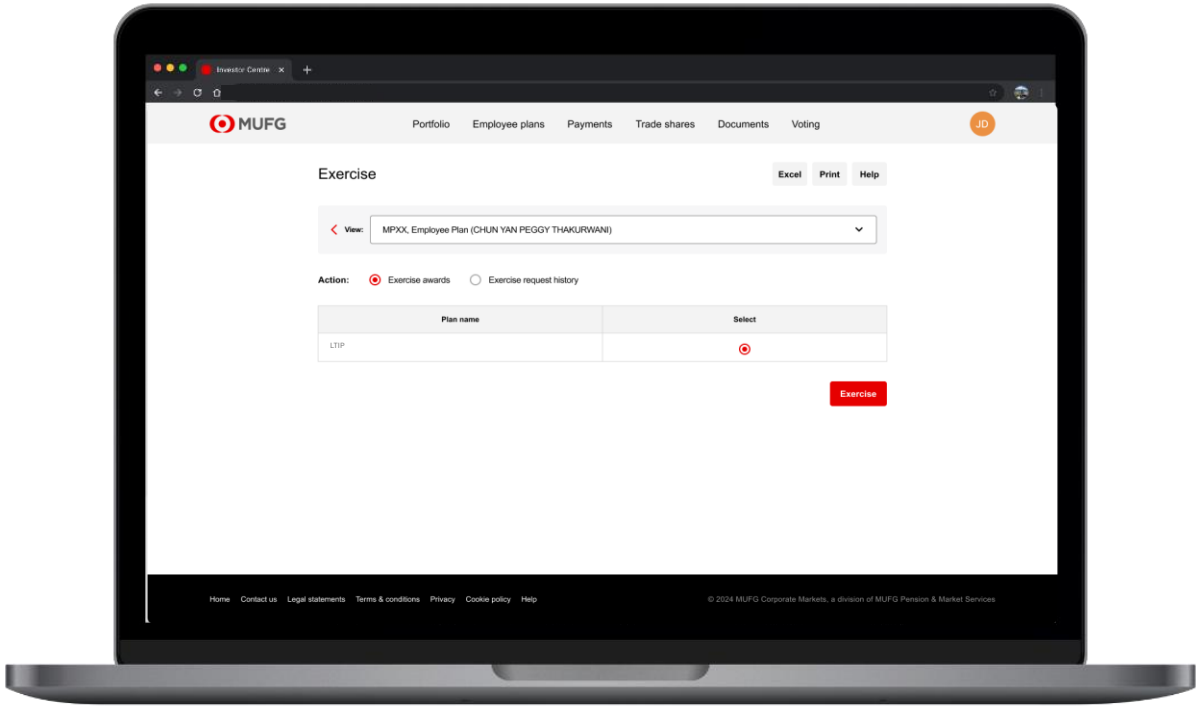
On the Exercise page, you'll see the exercise page, which lets you:

- **Exercise awards** (default tab)

If you have multiple plans, they'll appear in a list. To proceed:

1. Select the plan by clicking the radio button under **Select**
2. Click the **Exercise** button at the bottom

- View **Exercise request history** (for tracking past submissions)

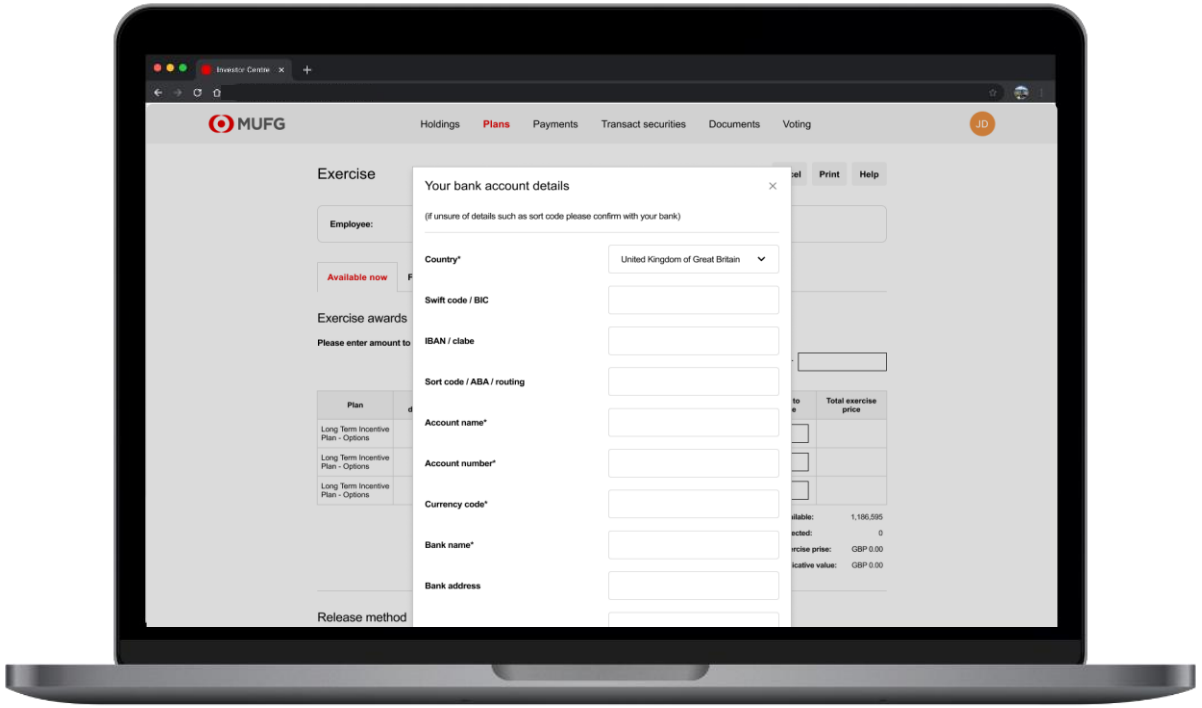


Confirm Your Payment Details

After selecting your plan and clicking **Exercise**, you may be prompted to review your bank details linked to the account. This ensures any proceeds (if applicable) are sent to the correct place.

If you need to update your payment details:

- Click the **link** provided in the message to update them
- You'll be navigated away from this page – after making updates, return here to continue



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Viewing Available vs Future Awards

When you're on the **Exercise** page, you'll notice two tabs that help you manage timing:

- **Available now** (default tab):
  Displays all awards that have vested and are currently exercisable
- **Future vest date**:
  Shows awards that haven't vested yet — these are not available for action until the specified vesting date arrives

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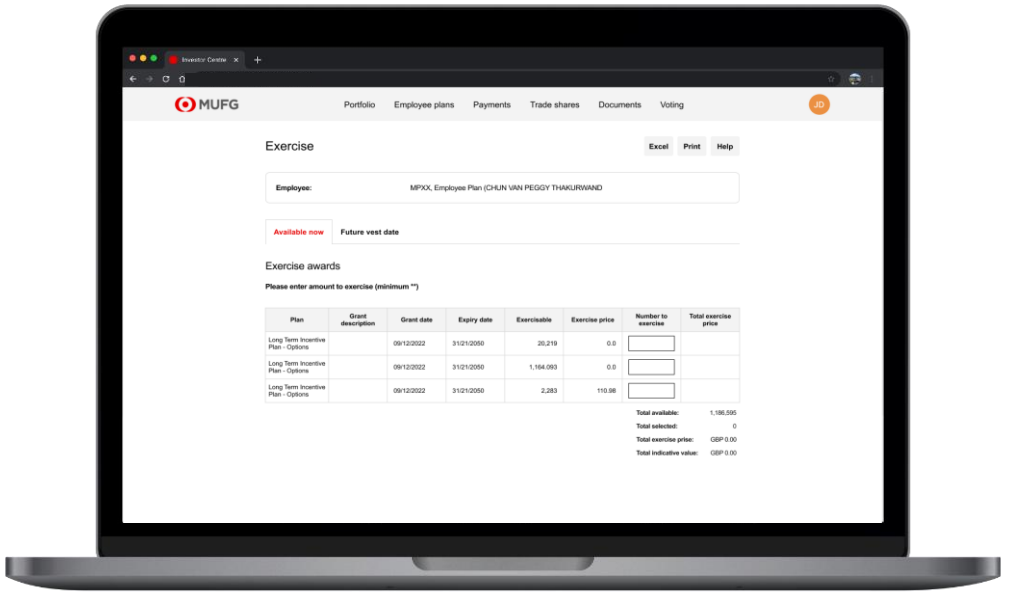
Enter Your Exercise Instructions

Exercise Instructions:

Understanding the Table

Each row in the table represents a different grant within your plan.

- **Plan**: The name of the plan
- **Grant description:** A brief description of the grant
- **Grant date:** When the award was issued to you
- **Expiry date:** The last day you can exercise this grant
- **Exercisable:** The number of shares currently available to exercise
- **Number to exercise:** Enter how many shares you want to exercise for each grant
- **Total exercise price:** This will auto-calculate based on the number of shares and their exercise price



Choose How You Want to Exercise

At the top of the table, choose:

1. **Exercise all** – this will automatically populate all eligible shares across all grants
2. **Exercise number** – you can enter a specific number of shares to exercise in total

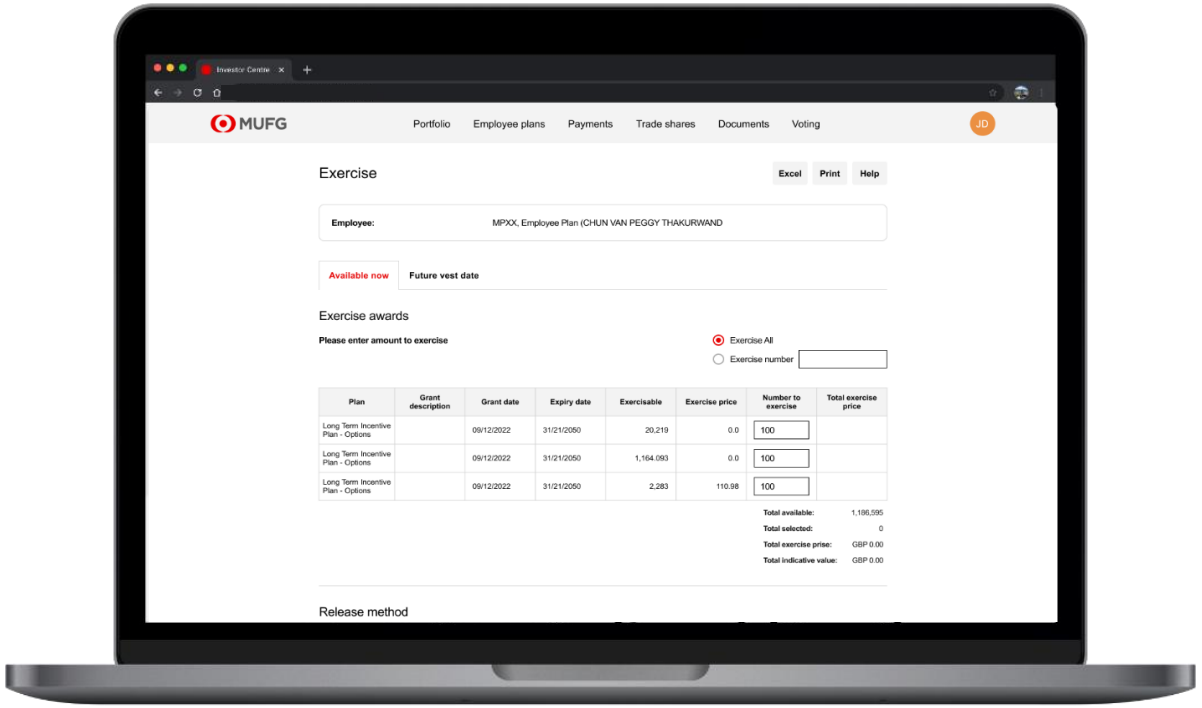
Choose a Release Method

Once you've selected the number of shares you want to exercise, you'll be asked how you want to release your shares – this means deciding what happens to the shares once they're exercised.

You'll see a list of **Release methods**, examples include:

- **Self-fund the cost of exercise** – You pay the cost upfront and keep all the shares
- **Sell all shares** – All exercised shares are sold immediately
- **Sell sufficient shares to cover the cost of exercise** – Only enough shares are sold to pay for the exercise cost
- **Sell custom amount and keep the remainder** – You choose how many shares to sell, and keep the rest

Disclaimer: *The release method options available to you will depend on how your specific plan is set up. For example, one plan may offer all four options, while another may only offer two. Only the options relevant to your plan will appear on screen.*

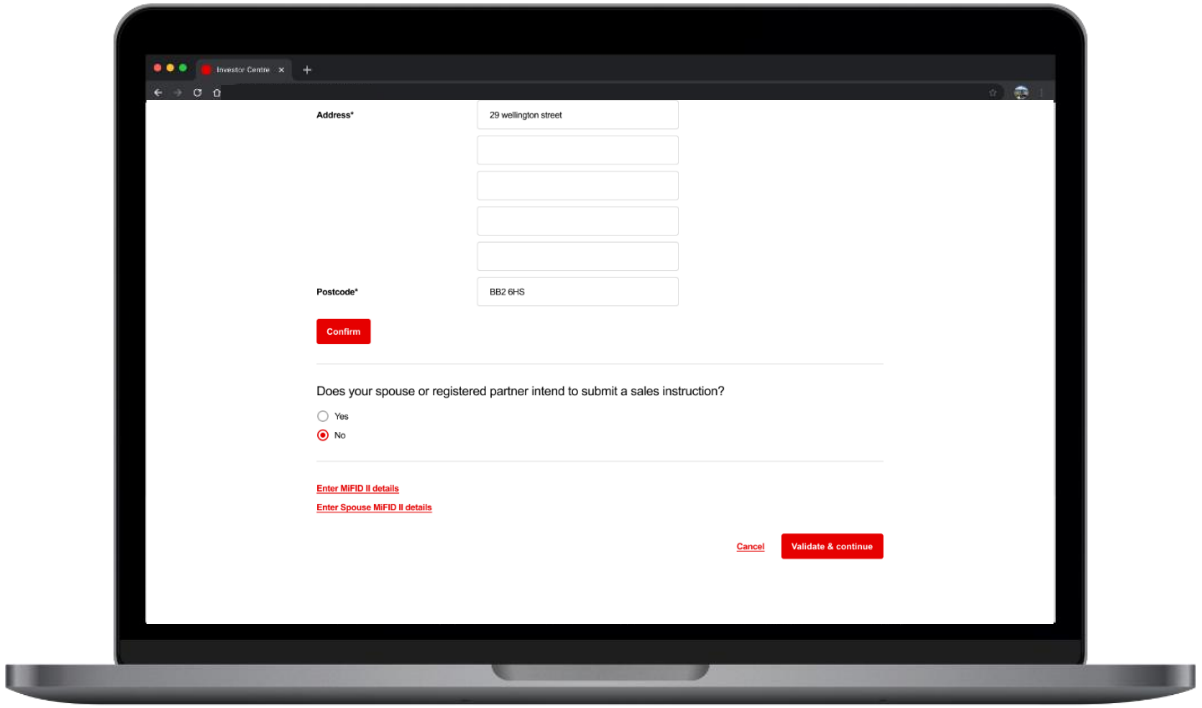


Update MiFID II Details

Before you can proceed with your transaction, you may be asked to review or update your **MiFID II details**. This information is required under European regulation to ensure all financial transactions are correctly reported.

You'll see a screen like the one here prompting you to confirm your details. Please review the information shown. If any fields are blank or incorrect, select **Update MiFID II details** and complete required information.

Once all details are correct, click **Validate & Continue** to proceed with your transaction.



Review and Confirm You Instruction

Before submitting your request, you'll be taken to the **confirmation screen**. This is your chance to review all of your instructions in one place to make sure everything's correct.

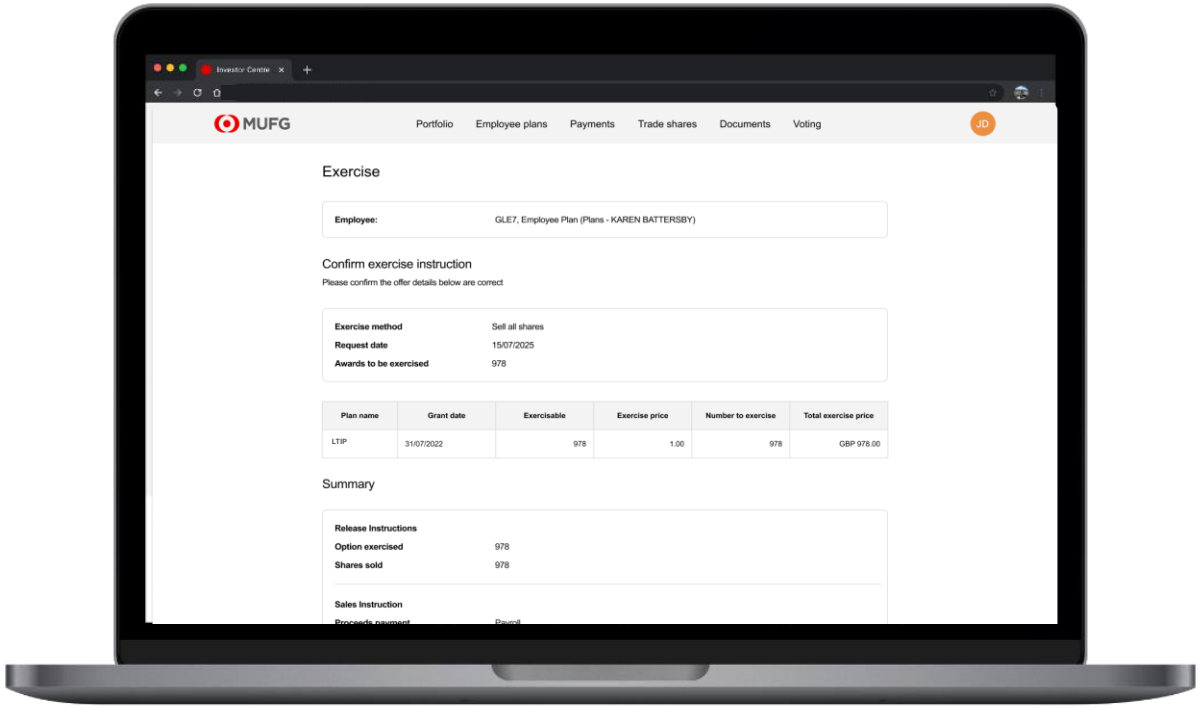
Check these details carefully, if any of these details are incorrect, click **Cancel** to go back and edit your instruction.

If the details are correct, before submitting, you must:

- Review and agree to the Terms & Conditions
- Tick the checkbox to confirm acceptance

Click **Confirm** to complete your request.

After submitting, you'll land on a receipt screen confirming your instruction was successfully placed. You can also download a copy for your record.



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