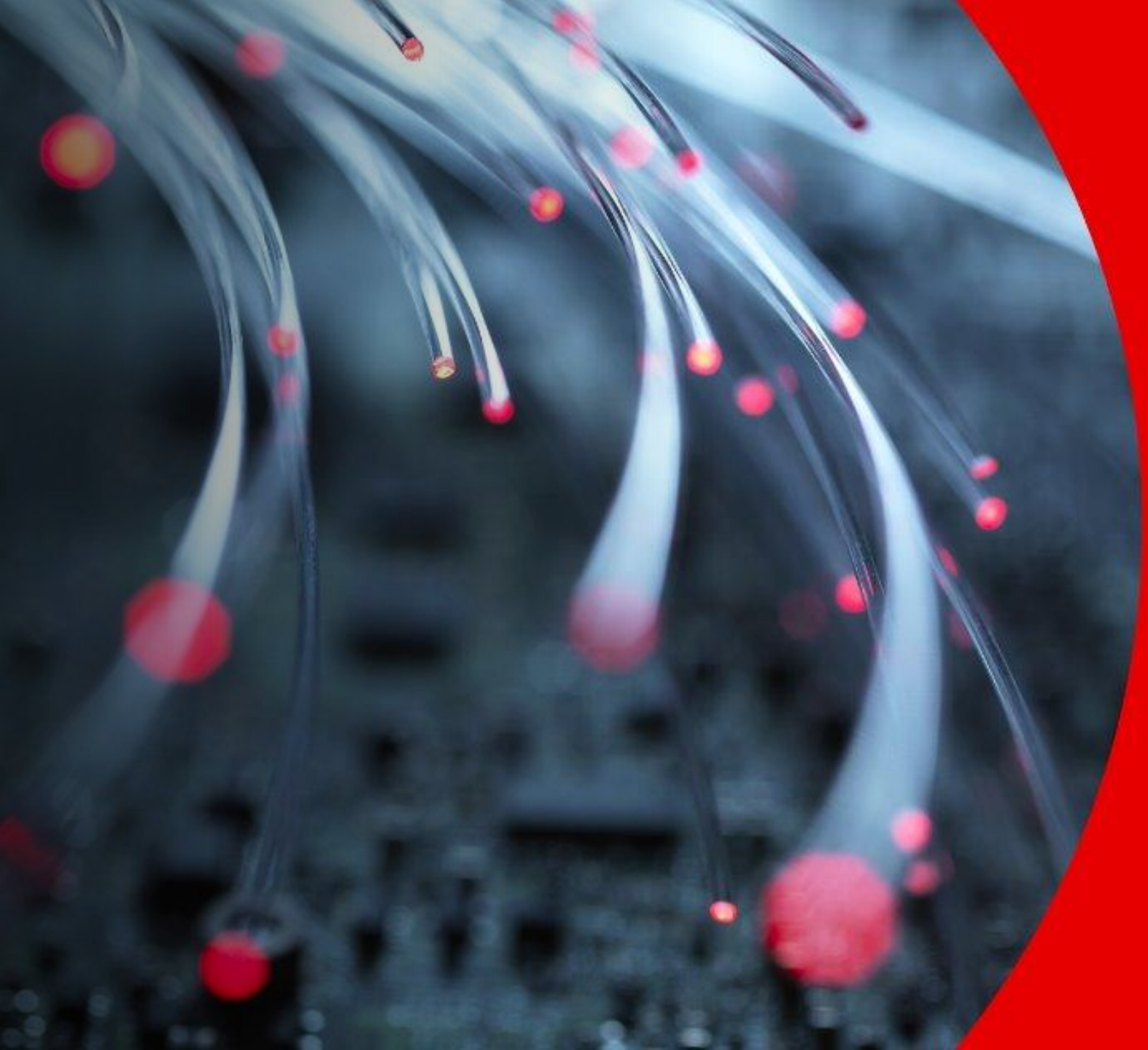


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MUFG Investor Centre (Portal) User Guide:

Managing Your directshare (SIP)

Content

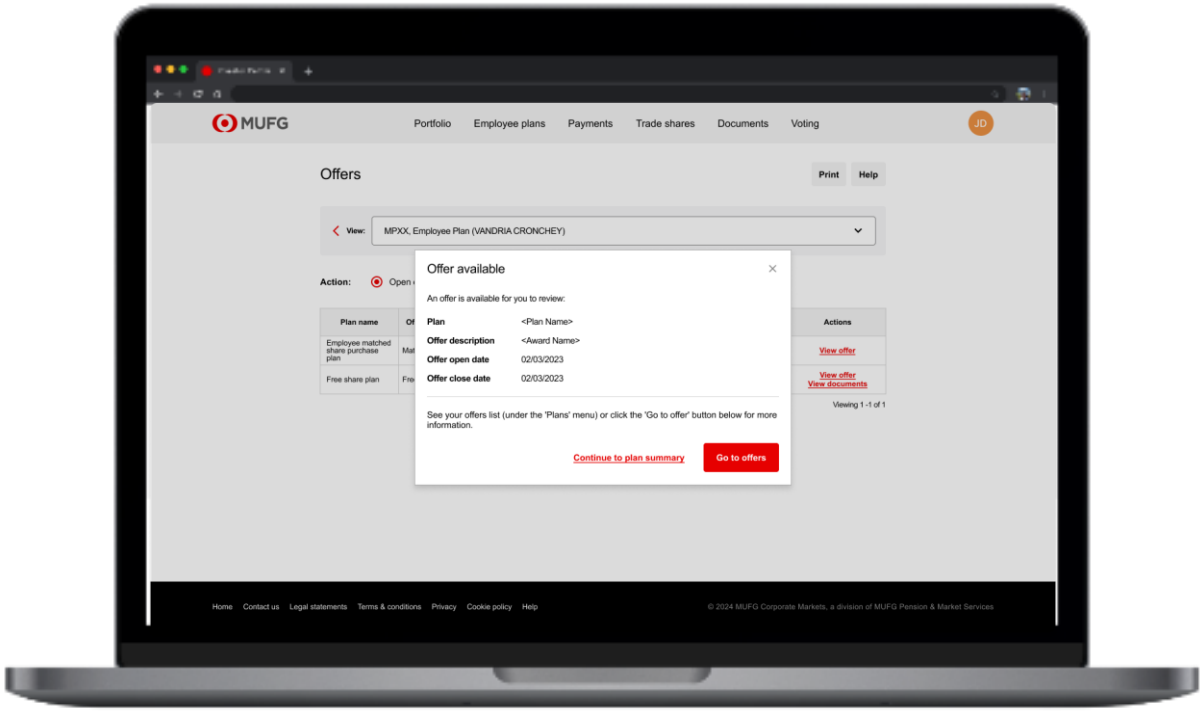
This guide helps you navigate your Share Incentive Plan (SIP) on our platform – from reviewing your award details to accepting offers and exercising your shares.

- Understanding Your Share Plan
  - Portfolio Overview
  - Responding to New Share Plan Offers
    - View Plan Details
    - View Details of Your Share Incentive Plan
  - Exploring the Tabs in Plan Overview
    - Plan
    - Plan documents
    - Share Projection
    - Transactions
    - Plan documents
- Offers
  - View All Your Offers
  - Accept or Reject the Offer
  - Accept or Reject the Offer – Edit Instruction
- Sell and transferring of shares
  - Start a Sale or Transfer
  - Confirm your details
  - Viewing Available Shares
  - Choose how many shares to sell or transfer
  - Review transaction breakdown
  - Update MiFID II Details
  - Review and confirm

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

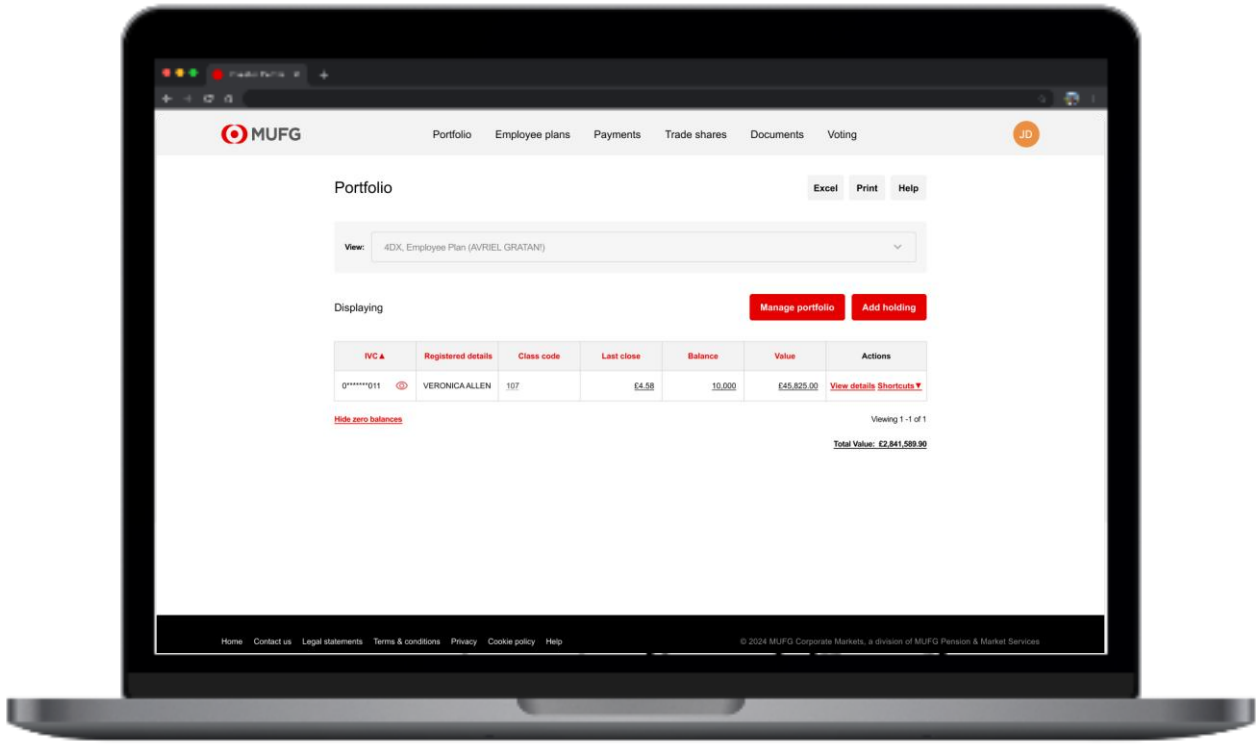
From here, you can:

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).



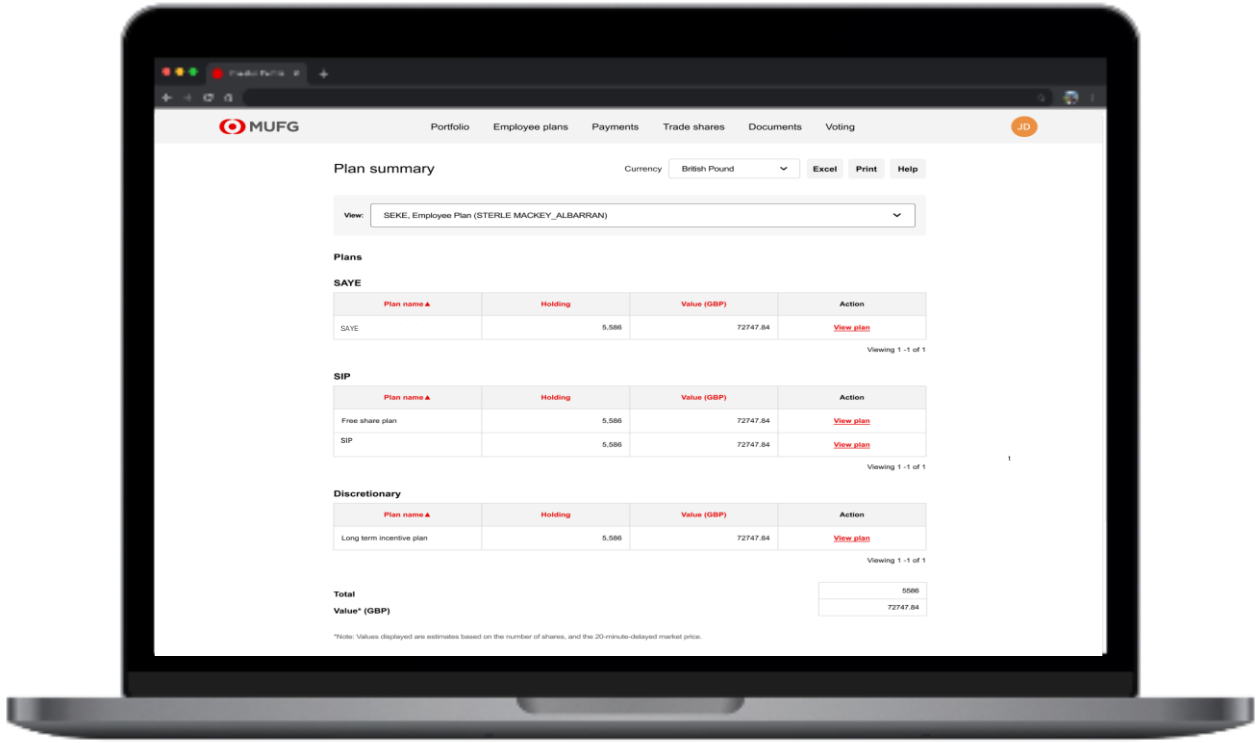
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View Plan Details

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.



View Details of Your Share Incentive Plan

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

The page includes:

- A plan overview, summarising total awards and their status
- A series of tabs where you can explore your plan documents, share projection tool, managing contributions and transaction history

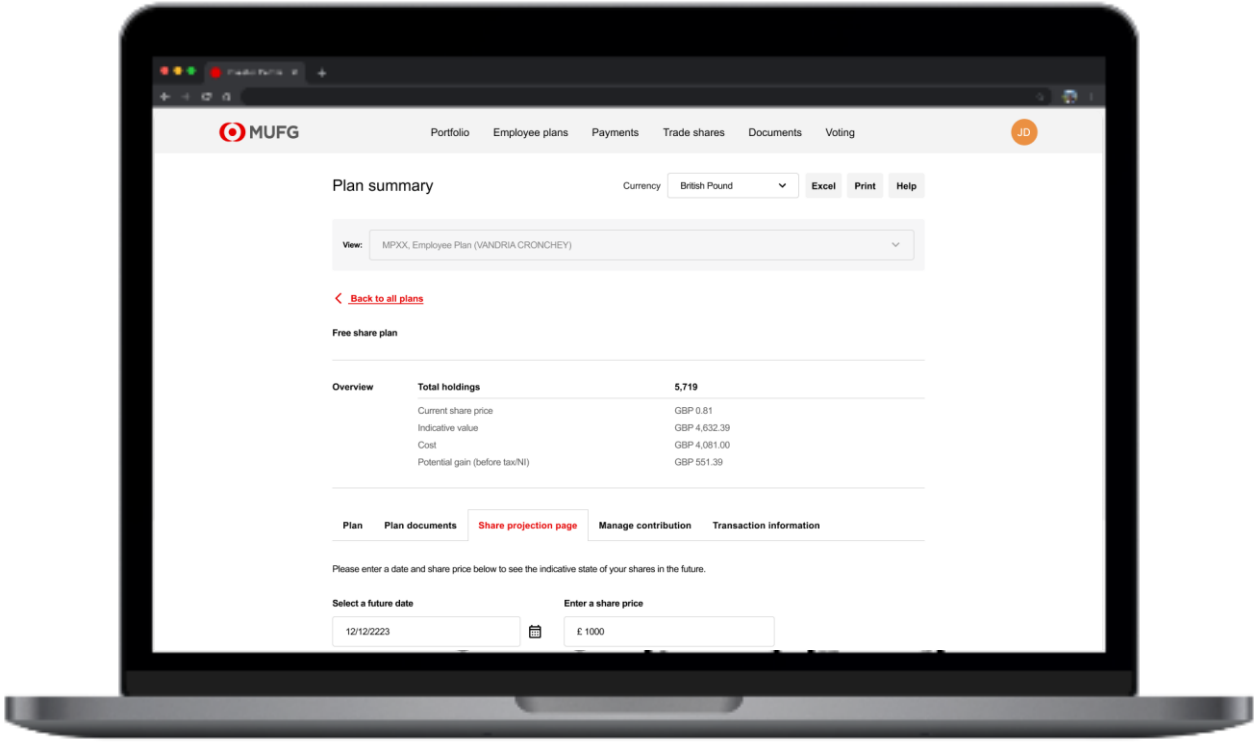
The plan overview gives you a high-level snapshot of your summary under this plan.

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Exploring the Tabs in Plan Overview

Key terms you'll see across tabs:

- **Plan name:** The name of your share plan.
- **Tax-free shares:** No Income Tax or National Insurance if plan conditions are met.
- **Taxable shares:** Shares that may be subject to tax.
- **Partnership shares:** Shares you buy from pay before tax.
- **Matching shares:** Extra shares your employer gives when you buy partnership shares.
- **Free shares:** Shares your employer gives you at no cost.
- **Dividend shares:** Shares you buy using dividend payments from shares you already own.
- **RSU shares:** Shares that could be received based on the award type.

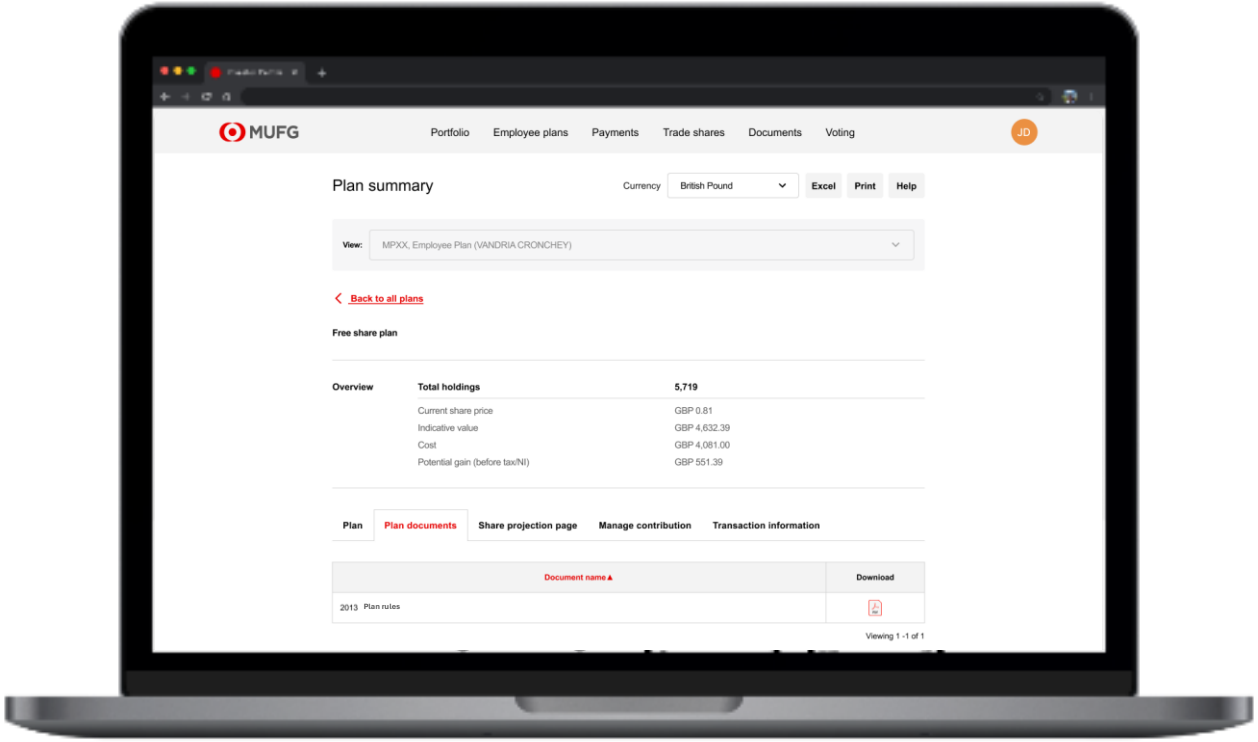


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Exploring the Tabs – Plan Documents

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

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



Exploring the Tabs – Share projection

Click on the share projection tool from the plan screen

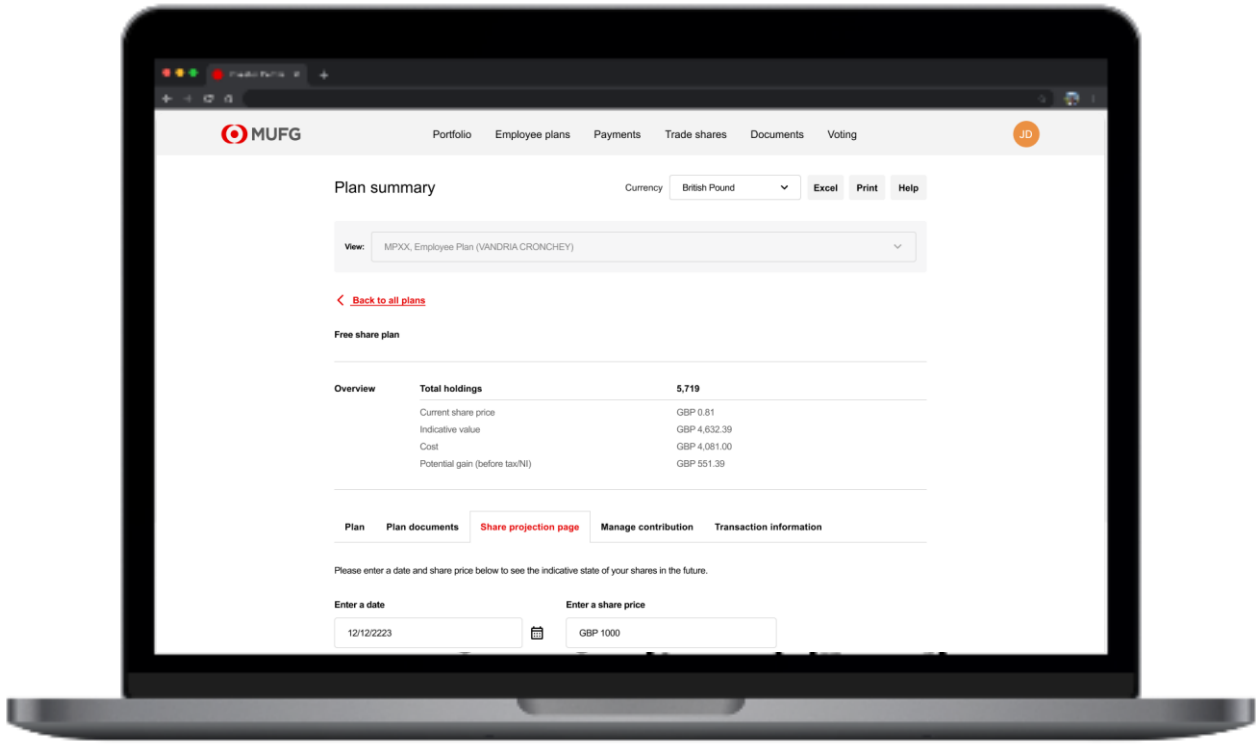
Enter your details

- Choose a date (future projection date)
- Enter a share price you'd like to test

The tool will calculate and display an indicative value of your holdings

Results include:

- Total value by share type
- Breakdown by status



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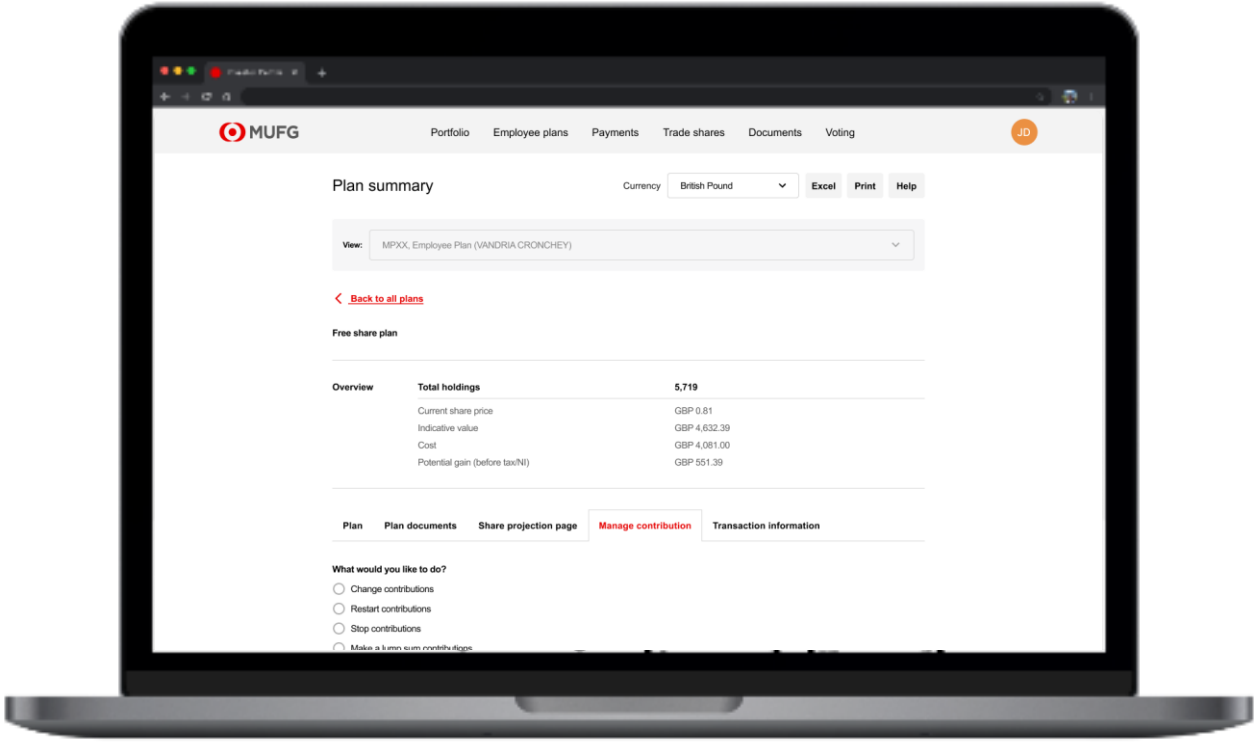
Exploring the Tabs – Manage Contributions

Click on Manage contributions to adjust your regular deductions

Under Transactions to see movements in your account

Each entry shows type, date, number of shares, and value

Dividends – To access Dividend Reinvestment, please click on **'Payments' on the top navigation and** you can choose to reinvest your dividends or have them paid to you.



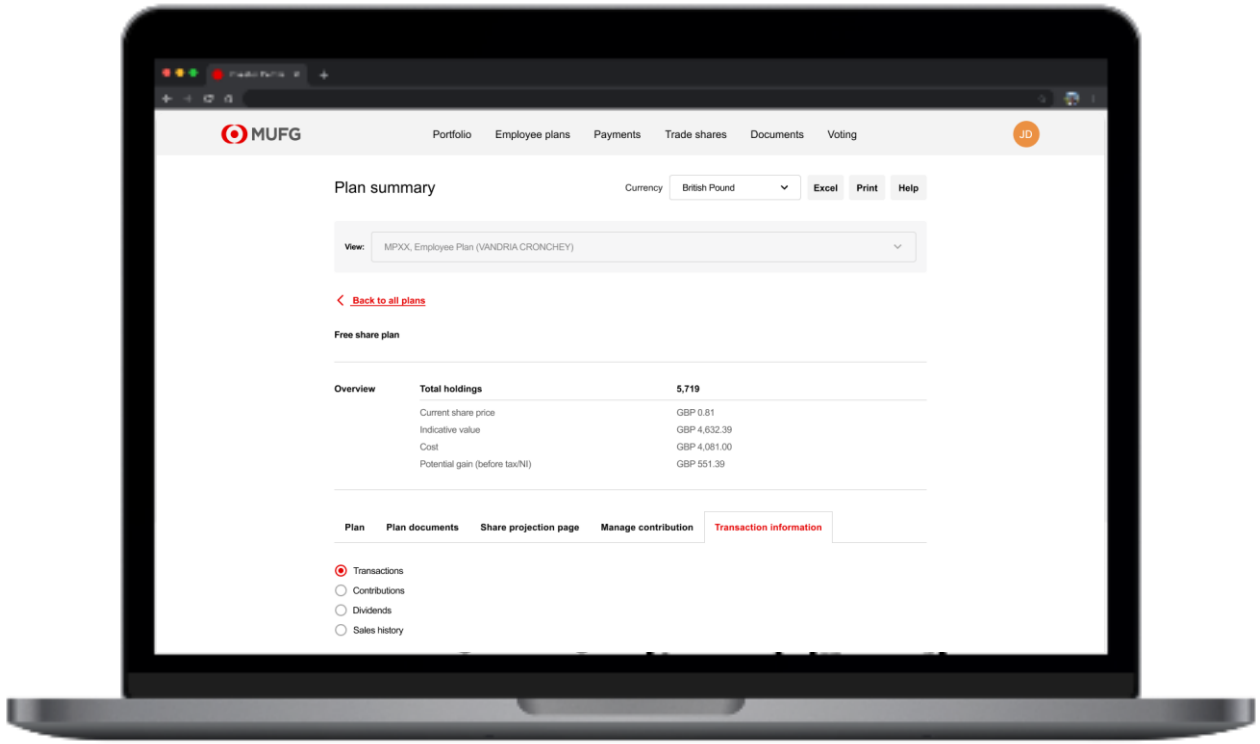
Exploring the Tabs – Transactions

Review the transaction breakdown and select the sale method.

If transferring shares, select the **Transfer type.**

You may also be asked to confirm or update bank details and MiFID II details

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Offers

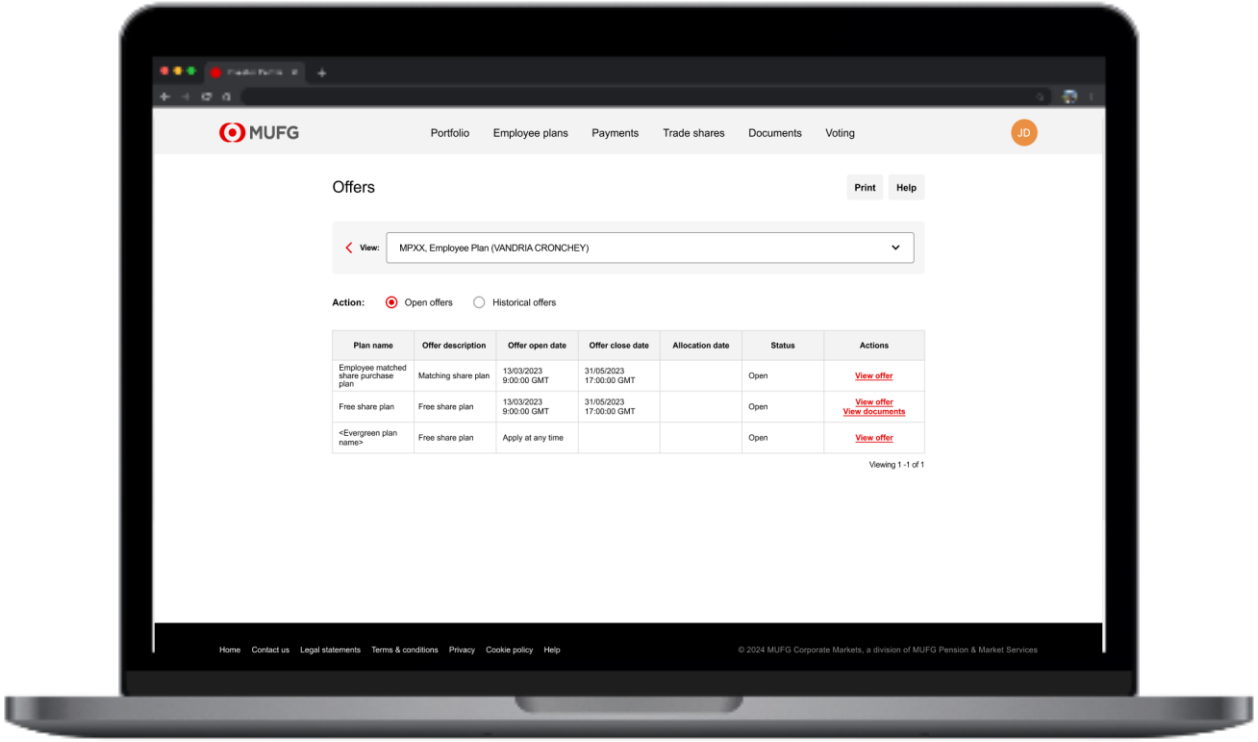
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Viewing All Your Offers

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

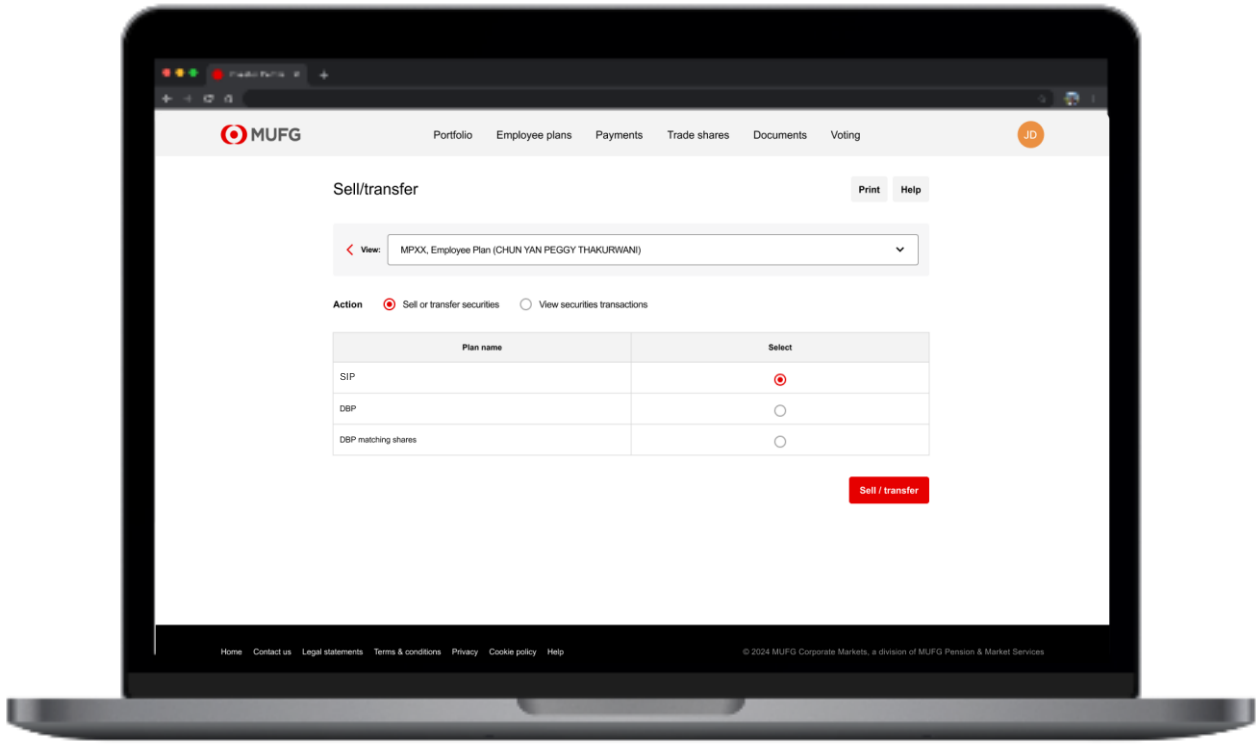
Once submitted, you'll be taken to a receipt screen. This will show your final response and transactional details, with downloadable PDF receipt for your records.

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.

Sell and Transferring of shares

Start a sale or transfer

- From your **Portfolio**, select **Sell/transfer shares**
- If trading is temporarily restricted, you may see a **Trading blackout** message. You'll need to wait until the blackout period ends



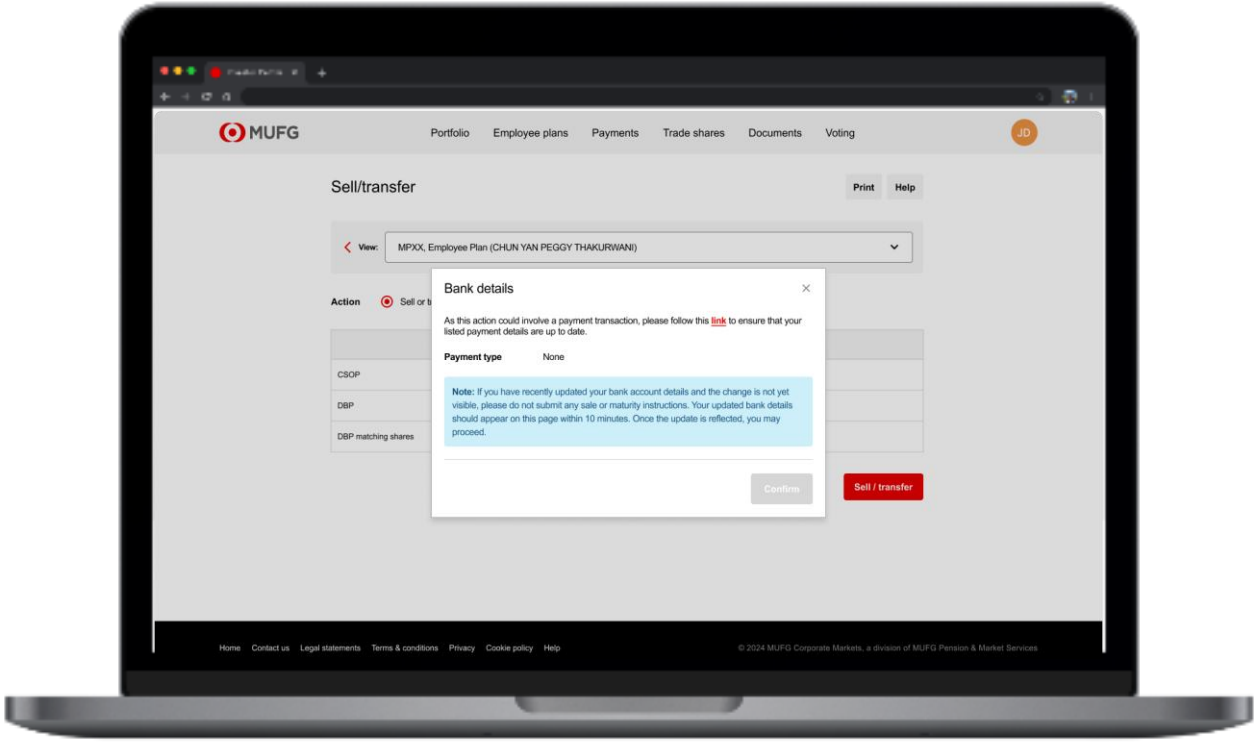
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Confirm Your Details

After selecting your plan and clicking **sell or transfer**, 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 go update them
- You'll be navigated away from this page – after making updates, return here to continue



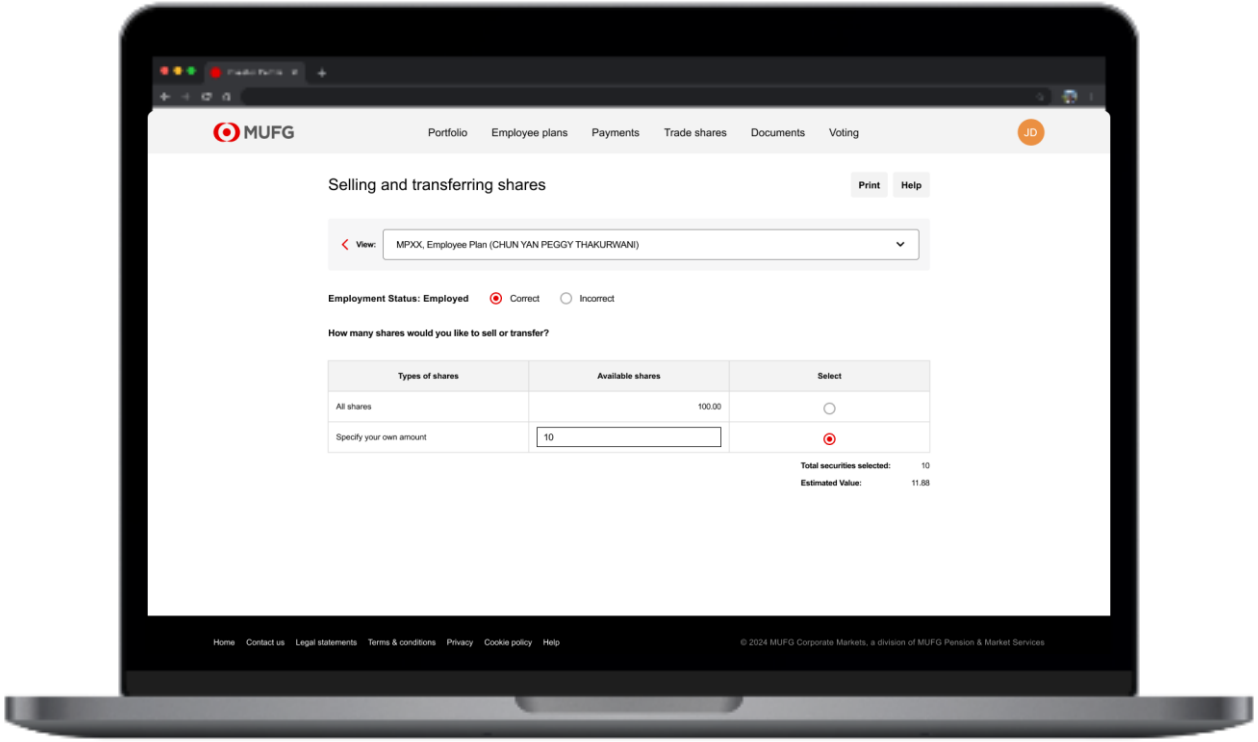
Choose how many shares to sell or transfer

Select from the available options.

You'll need to select a release method. Choose whether to:

Sell shares (proceeds paid into your bank)

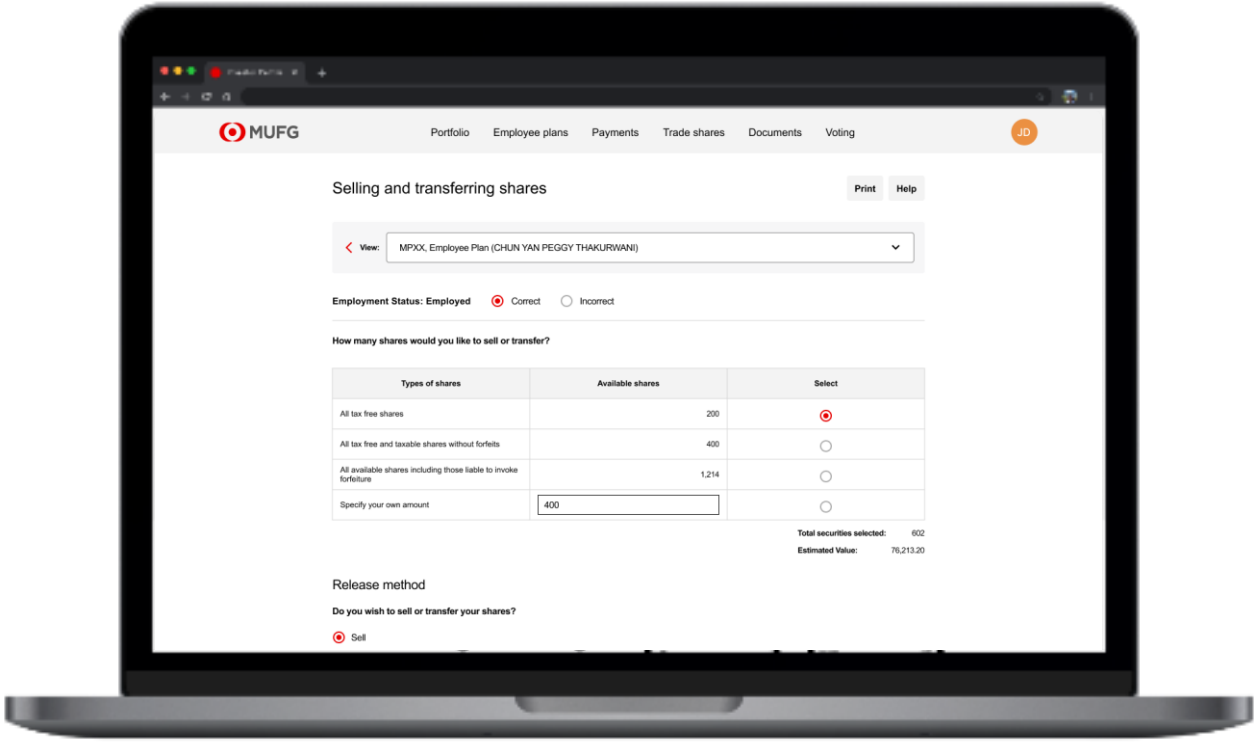
Transfer shares (move them into your own name/certificate, nominee, or brokerage account)



Review transaction breakdown

Review the transaction breakdown and select the sale method.

If transferring shares, select the **Transfer type.**



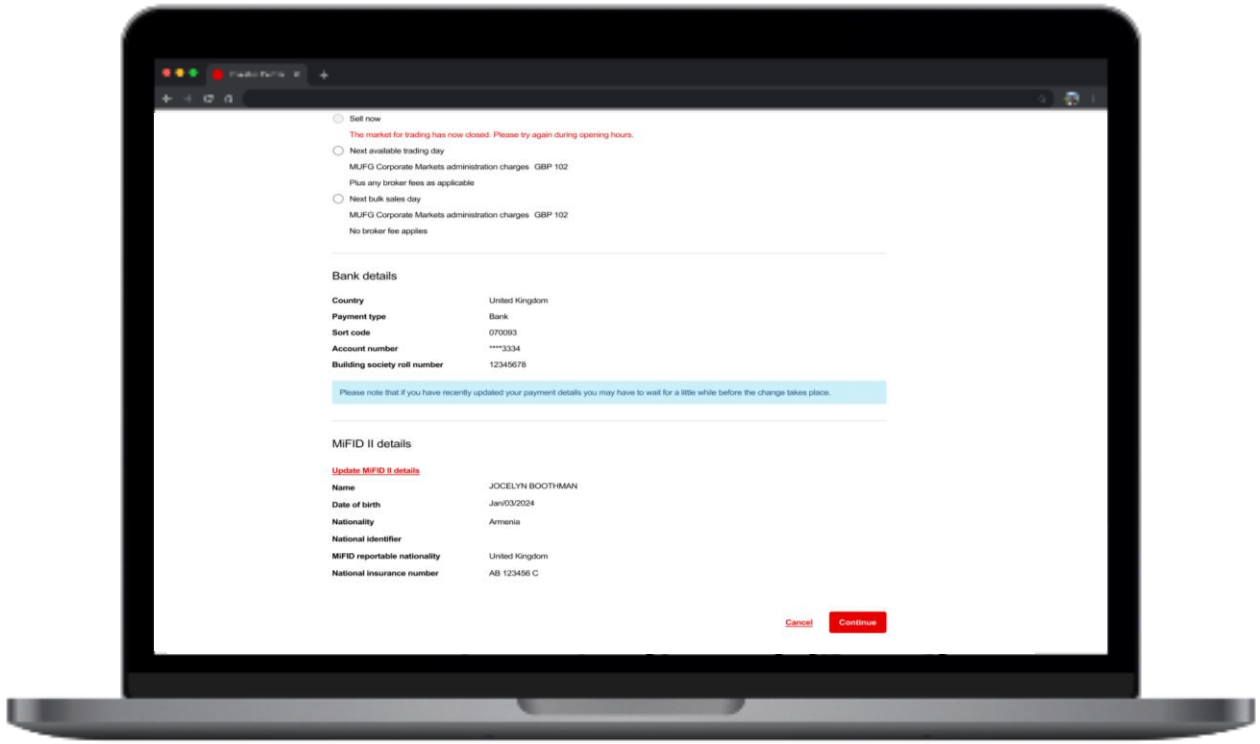
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Update MiFID II Details

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.



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Review and Confirm

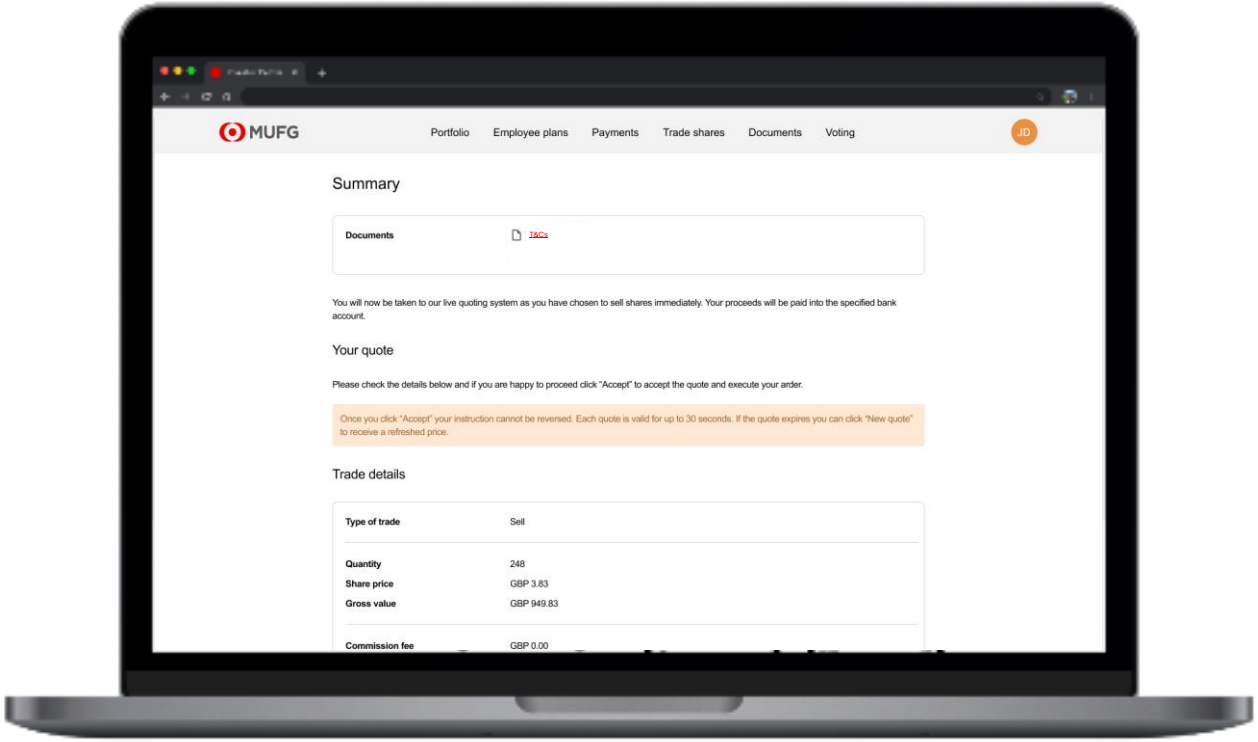
Before submitting your request, you'll be taken to the **confirmation screen**. This is your chance to review all of your instructions in one place to make sure everything's correct.

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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