

Tesco **Share Account** (Employees Guide)

The modern way to look after your Tesco PLC shares

January 2019



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Important Information

The investments you hold in the Tesco Share Account (“Share Account”) are in one company (Tesco PLC) only and should therefore be considered as only one part of a balanced portfolio.

The value of shares and any income from them can go down as well as up and you may not get back the amount of money you invest. Past performance is no guide to future performance.

Suitability and Appropriateness

If you are in any doubt about the suitability of Share Account or the investments held on your behalf under it, you should consult an authorised financial adviser.

Equiniti Financial Services Limited (“Equiniti FS”) or Tesco PLC, will not assess the suitability or appropriateness of investments held for you or other services provided to you and you do not benefit from the Financial Conduct Authority (“FCA”) Rules on assessing suitability and appropriateness.

You agree that you have not asked for or received any advice from Equiniti FS and it is your decision to accept this nominee service is suitable to your requirements. Nothing in this booklet constitutes financial or other professional advice. You should consult an authorised financial adviser if you require financial advice.

Equiniti Financial Services Limited is authorised and regulated by the Financial Conduct Authority.

Registered office: Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA United Kingdom. Registered in England and Wales no. 6208699.

Tesco PLC, Tesco House, Shire Park, Kestrel Way, Welwyn Garden City, AL7 1GA

How does Equiniti Financial Services Limited protect my data

Equiniti FS’s Privacy Notice explains how your information is used and protected within Equiniti FS, and how your enhanced rights apply from 25 May 2018.

To read the latest version of the Privacy Notice and understand more about how Equiniti FS safeguards your data, please visit Equiniti’s Privacy Centre at privacy.equiniti.com or contact the Shareholder Helpline (see CONTACTS).

INTRODUCTION



Tesco Share Account (“Share Account”)

Share Account enables you to hold your Tesco PLC shares electronically rather than keeping paper share certificates. It is administered by Equiniti Financial Services Limited .

This booklet has answers to frequently asked questions about Share Account. If you need more information about Share Account, please call the Tesco Shareholder Helpline (see [Contacts](#)).

ABOUT SHARE ACCOUNT



You must be aged 18 or over and resident in the European Economic Area (EEA) (including the UK), Switzerland, Isle of Man, Channel Islands or Gibraltar in order to participate in the CSN.

The advantages of Share Account

- You do not have to keep paper share certificates (or pay for duplicates if your certificates are lost)
- You can buy or sell shares online, by phone, or by post
- You can sell shares from the day they are transferred into Share Account as you do not have to wait for a share certificate(s) to arrive in the post
- There are usually shorter settlement periods than when selling paper share certificates
- Your details will be held on a separate register, which is not open to public inspection

Who will be the registered holder of my shares?

Your shares will be held on your behalf in the name of Equiniti Corporate Nominees Limited, on a separate register, which is not open to public inspection.

You continue to be the beneficial owner of the shares.

Will I still be able to attend and vote at general meetings and receive shareholder documents?

Yes. You will still be able to attend and vote, or appoint a proxy to vote, at general meetings. You can receive the same communications as other shareholders.

How will I know how many shares I have in Share Account?

You will receive a Share Account statement as soon as you join Share Account and then on a quarterly basis a statement will be made available for you within your Shareview Portfolio showing the number of shares held for you (see [When and how will I receive my share account statement?](#)).

You can check your details at any other time on www.shareview.co.uk/tesco

Share Account Shareholder Charges

Annual Maintenance	FREE
Transfer shares into Share Account	FREE
Transfer shares out of Share Account	
within 90 days of transfer into Share Account	FREE
more than 90 days after transfer into Share Account	£10
Annual Statement	FREE
Duplicate Statement	£10 +VAT
Confirmation of holding	
by telephone	FREE
in writing	£10 +VAT
Annual management fee for unclaimed payments where share balance is zero	Max £5 (incl VAT) p/a

What is the annual management fee for unclaimed payments?

This fee **ONLY** applies if you've sold or transferred all your shares, but where Equiniti FS continues to hold unclaimed payments for you which it has previously notified you of. Unclaimed payments are payments over twelve (12) months old which have been issued to you but not been cashed and any unclaimed payments are shown on your Share Account statement.

The fee is up to a maximum of £5 (incl VAT) per annum and you will be notified in advance of any fee being applied and given the opportunity to claim these funds (less any applicable reissue fee) before the management fee is applied.

When and how will I receive my nominee statement?

You'll receive four statements a year if assets are held on your behalf in the Share Account, and these will be made available online via your Shareview Portfolio ("Portfolio"). An email will be sent to the address associated with your Portfolio to let you know when each statement is available and how to access it. The dates online statements will be made available are provided on the front of each statement.

What If I Don't Have A Portfolio?

If you don't have a Portfolio, or your Portfolio is not activated, we will still send you one paper statement each year.

What If I Want All My Statements Issued In Paper Form?

If you would prefer to receive all four of your statements in the post, please call **0333 207 6389*** (+44 **121 415 0936** if calling from outside the UK). You will need your Shareholder Reference to hand.

You can also ask to receive more frequent paper statements. Please contact the Shareholder Helpline (see [CONTACTS](#)) for further information and how much this would cost.

DIVIDENDS



IMPORTANT

Dividend election instructions are not transferable to the CSN.

How will my dividends be paid?

Paid direct to UK Bank or Building Society account

If you live and work in the UK, you can have your dividends paid direct to your UK bank or building society account by completing a bank mandate form.

Benefits of receiving payments direct include:

- Fast and convenient method of payment
- No lost or stolen cheques
- Reduces the amount of paper used

For more information on receiving dividends direct to your UK bank or building society account please visit www.shareview.co.uk/info/directdividends or contact Equiniti FS (see [CONTACTS](#)).

Tesco PLC Dividend Reinvestment Plan

The Tesco PLC Dividend Reinvestment Plan (“DRIP”) offers a convenient, easy and cost effective way to use your cash dividend to purchase additional shares in Tesco PLC at market value, which are then added to your Share Account holding.

For more information on the DRIP, including Terms and Conditions, charges and how to apply, please go to www.shareview.co.uk/info/drip or contact Equiniti FS (see [CONTACTS](#)). Unless you instruct Equiniti FS otherwise the DRIP will be applied to your Share Account Holding.

Paid direct to Overseas Bank Account via Overseas Payment Service

If you live and work overseas, you can arrange to have your dividends paid in your local currency direct to your overseas bank account using our Overseas Payment Service. Operating in over 90 countries it provides:

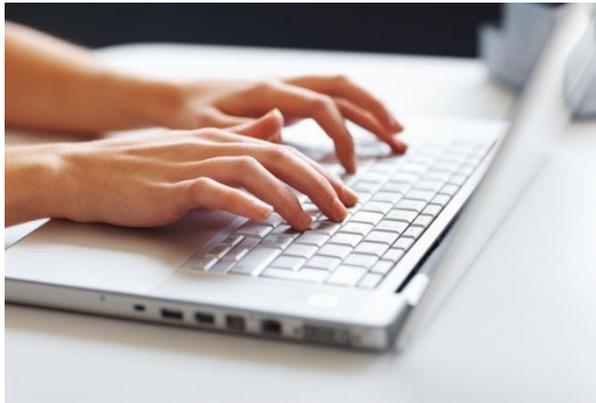
- Faster access to your dividends
- Increased security
- Very competitive fees

For further information including the list of countries the Service operates in, application forms, Terms and Conditions, payment limits and charges please visit:

www.shareview.co.uk/info/ops

Or contact Equiniti FS (see [CONTACTS](#)).

TRANSFERRING SHARES



I already have certificates. Can I transfer them into Share Account?

Yes. If you have Tesco shares in your name, and you are resident in the UK or European Economic Area (EEA), you can arrange to transfer these shares into Share Account by completing a transfer form (see [Transfer forms](#)).

Will I be able to transfer shares out of Share Account?

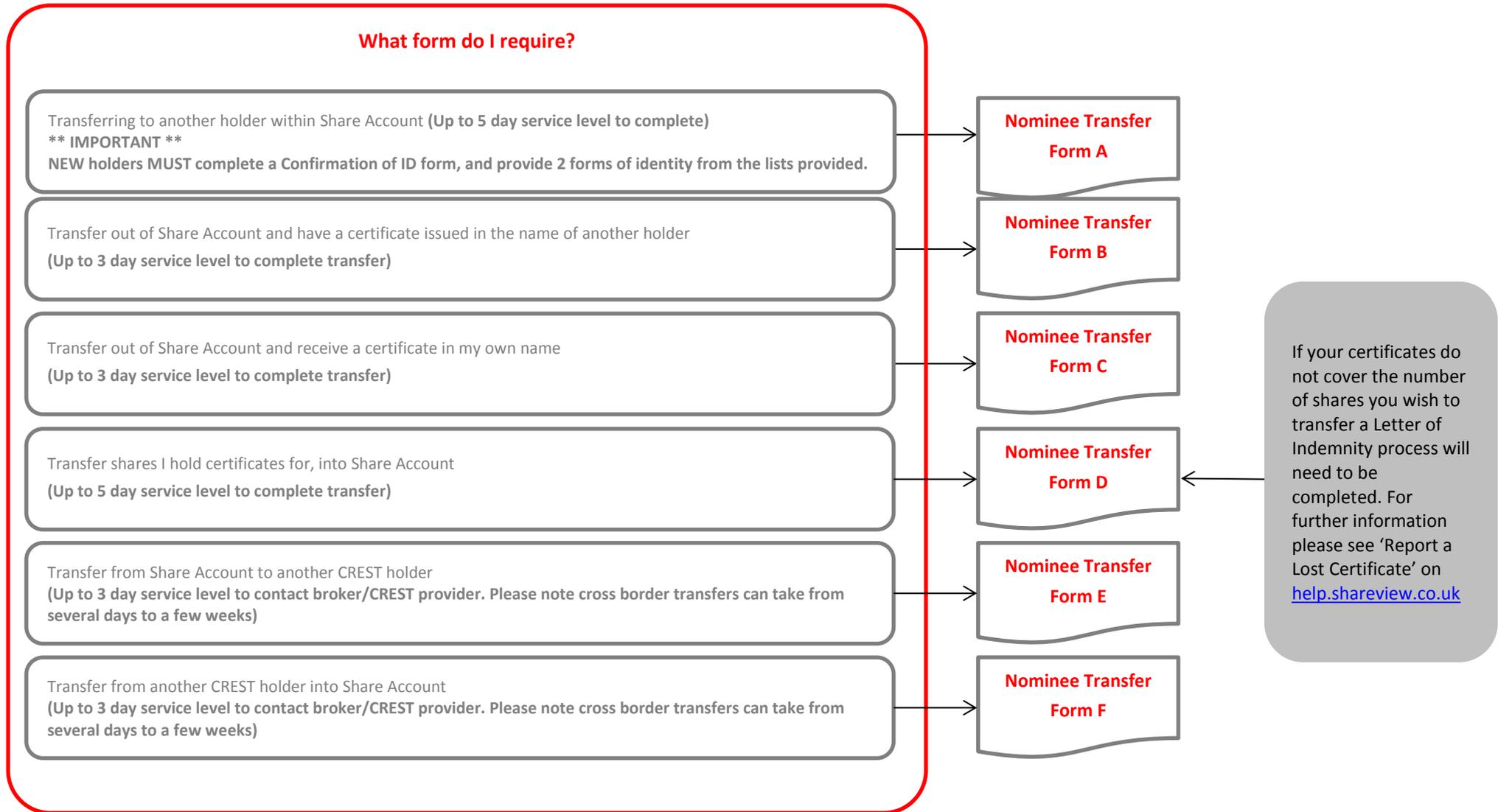
Yes. You can arrange to transfer your Tesco shares out of Share Account to another nominee provider or arrange for a share certificate to be issued to you by completing a Transfer Form (see [Transfer forms](#)).

Please note there may be a charge for transferring shares out of Share Account (see [Share Account Shareholder Charges](#)). Charges are also set out in the [Share Account Terms and Conditions](#).

Transfer forms

Transfer Forms are available from the **Tesco Shareholder Helpline** or from the **Documents Section** in the **Tesco Employee Share Plans Portal** (see [Contacts](#)).

Share Account Transfer Forms



SHARE DEALING



Who can I sell/buy my shares through

Tesco has made arrangements to allow you to buy or sell Tesco shares through Equiniti Financial Services Limited.

Can I use another share dealing service provider not on the dealing service list?

To deal through a share dealing provider not appointed to Share Account, you will need to transfer shares out of Share Account to another nominee provider or arrange for a share certificate to be issued to you. Please note there may be a charge for the transfer (see [Share Account Shareholder Charges](#)).

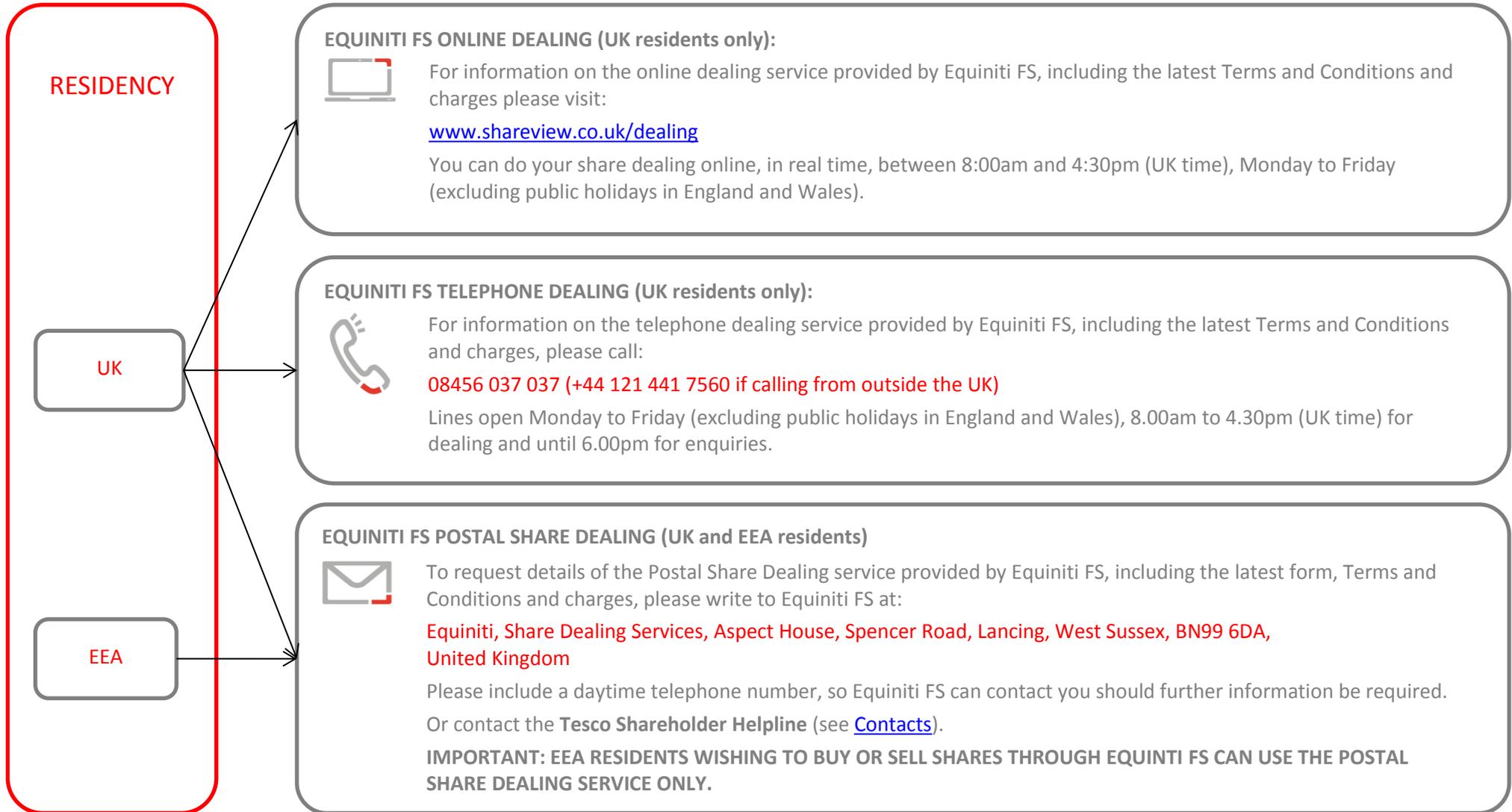
Charges are also set out in the [Share Account Terms and Conditions](#).

How much will share dealing cost me?

As the dealing process is simpler than dealing with share certificate sales, share dealing providers appointed to Share Account look to provide very competitive rates.

As commission rates can change at any time, you need to need to contact the appointed share dealing providers direct for the latest information (see [Share Dealing Providers](#)).

SHAREDEALING OPTIONS THROUGH EQUINITI FINANCIAL SERVICES LIMITED



CONTACTS



EQUINITI FINANCIAL SERVICES LIMITED

Share Account is provided by Equiniti Financial Services Limited and details can be found at:



TESCO EMPLOYEE SHARE PLANS PORTAL

www.shareview.co.uk/Tesco



TESCO SHAREHOLDER HELPLINE:

UK: 0371 384 2977*

International: +44 121 415 7053

A text phone service is also available on:

UK: 0371 384 2255*

International: +44 121 415 7028

Lines open 8.30am to 5.30pm (UK time), Monday to Friday (excluding public holidays in England and Wales). *Calls to 03 numbers cost no more than a national rate call to a 01 or 02 number.



The Manager, Equiniti Corporate Nominees Limited, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA, United Kingdom

Please include a daytime telephone number, so Equiniti FS can contact you should further information be required.

SHARE ACCOUNT TERMS AND CONDITIONS

You can download a printable copy of the latest Share Account Terms and Conditions [here](#), or from the **Documents Section** in the **Tesco Employee Share Plans Portal** (see [Contacts](#)).

Alternatively, you can get a copy by contacting the **Tesco Shareholder Helpline** (see [Contacts](#)).

