

Tesco Global Share Account Colleague Guide

The simple, convenient way to manage your Tesco PLC
shares from share plan releases

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IMPORTANT INFORMATION

The investments you hold in the Tesco Global Share Account are in one company only, Tesco PLC, and should therefore be considered as just 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.

If you are not in the UK the value of shares and dividends is subject to changes in the exchange rate.

Past performance is no guide to future performance, and if you are in any doubt about the suitability of the Tesco Global Share Account or the investments held on your behalf, you should consult a financial adviser.

Nothing in this booklet constitutes financial or other professional advice. You should consult a financial adviser if you require financial advice.

Neither Equiniti Financial Services Limited nor Tesco PLC will 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 or appropriateness.



INTRODUCTION



TESCO GLOBAL SHARE ACCOUNT

The Tesco Global Share Account enables colleagues who are resident outside the UK to hold Tesco PLC ordinary shares, retained from share plan releases, electronically rather than keeping paper share certificates. It is a Global Nominee Service (the “Service”) administered by Equiniti Financial Services Limited (“Equiniti”) and details of the Service are set out in the Equiniti Global Nominee Terms and Conditions.

If you are resident in the UK, you should participate in the Tesco Share Account for UK colleagues and shareholders instead of the Tesco Global Share Account. Details of the Tesco Share Account can be found in the Useful Links section of the Tesco Employee Share Plans Portal (“ESP Portal”) by visiting www.shareview.co.uk/tesco.

This booklet has answers to frequently asked questions about the Tesco Global Share Account. If you need more information, please call the Equiniti Global Nominee Helpline (see Contacts).

ABOUT THE TESCO GLOBAL SHARE ACCOUNT

ADVANTAGES OF THE TESCO GLOBAL SHARE ACCOUNT

- Your shares will be held in an uncertificated account which you can view online. This means that you do not have to keep paper share certificates, making selling shares and administration easier and avoiding the risk of paying for replacement certificates if your certificates are lost.
- A share dealing service is provided, and you can sell shares online from the day they are transferred into the Tesco Global Share Account as you do not have to wait for a share certificate to arrive in the post. This also means that when selling shares there are usually shorter settlement periods, expected to be two business days after the trade date. This provides a straightforward and accessible way to sell shares (see Share Dealing).

- You can choose to sell your shares at a limit, which means that they will only be sold when the market price reaches the limit price you have chosen (see Share Dealing).
- You can request to receive cash proceeds into your bank account in your local currency. There is a charge of £25 for payment to a non-UK bank account plus a currency conversion charge of 1.5%.
- You can use the Tesco Global Share Account if you are resident outside the UK.
- You can transfer ordinary shares from Tesco PLC share plan releases into the Tesco Global Share Account. This includes shares held on share certificates from previous releases.
- Advantages are listed here, but there are also general risks of holding shares and you should consider the Important Information outlined on page 2.

TESCO GLOBAL SHARE ACCOUNT PARTICIPANT CHARGES

Annual maintenance	FREE
Transfer shares into Nominee	FREE
Transfer shares out of Nominee	£25
Issue a paper certificate	£35
Share dealing and payments	
Sale of shares	
First £50,000	1.0%
Balance above £50,000	0.25%
	Minimum £15
PTM levy (sale over £10,000)	£1
BACS payment to a UK bank account	FREE
Payment to a UK bank account (over £100,000)	£35
Payment to a non-UK bank account	£25
Sterling to foreign currency conversion (foreign exchange)	1.5%
Annual consolidated tax certificate	FREE
Duplicate contract note	£10 +VAT
Dividend reinvestment	
Purchase	£1.75
Stamp Duty Reserve Tax	0.5%
PTM levy (purchase over £10,000)	£1

WHO WILL BE THE REGISTERED HOLDER OF MY SHARES?

Your shares will be held on your behalf by Equiniti using a nominee of their choice. You continue to be the beneficial owner of the shares. Information about your account may be shared with Tesco PLC if they request it. The details of the shares held on your behalf will not be available for public inspection.

HOW WILL I KNOW HOW MANY SHARES I HAVE IN THE TESCO GLOBAL SHARE ACCOUNT?

You will receive an annual statement showing the number of shares held for you. You can check your details at any other time via the **My Tesco Shares** section of the **ESP Portal**,

www.shareview.co.uk/tesco.

HOW CAN I VIEW MY ACCOUNT AND SELL SHARES?

You can view your account through the **ESP Portal**, www.shareview.co.uk/tesco. Your shareholding valuation will be based on a 15 minute delayed share price and you can sell shares online (see Share dealing).

WILL I STILL BE ABLE TO ATTEND AND VOTE AT GENERAL MEETINGS AND RECEIVE SHAREHOLDER DOCUMENTS?

If you email the Equiniti administration team and request it, you will still be able to attend and vote, or appoint a proxy to vote, at general meetings. You will not be sent an annual report.

IS THE SERVICE AVAILABLE IN ALL COUNTRIES?

It is available in many countries and there is a list of permitted territories (see page 10 for details of how to access a copy). If you move your residence to a country outside this list you must close your account immediately and transfer your shares.

WHAT HAPPENS IF I MOVE TO THE UK?

If you become a UK resident, you should open a Tesco Share Account when you have shares released to you from a Tesco share plan and transfer shares held in the Tesco Global Share Account to the Tesco Share Account. There will be no charge for transferring shares between these Accounts.

WHAT HAPPENS IF I LEAVE TESCO?

If you leave Tesco you may continue to use the Tesco Global Share Account for a period of up to two years from your leaving date (or, if later, up to 60 days after you have acquired shares from a Tesco PLC share plan release) before you must close your account and transfer your shares. If you do not provide instructions regarding closing your account, at the end of the notice period your shares will be sold and cash proceeds (deducting applicable fees) will be paid to you as set out in the Equiniti Global Nominee Terms and Conditions (see page 10 for details of how to obtain a copy).



SHARE DEALING

HOW CAN I SELL MY SHARES?

You can place a sale instruction online by logging into your Tesco Global Share Account and following the guidelines.

WHEN CAN I SELL MY SHARES?

You can submit sale orders online at any time. Dealing instructions received by 4.15pm (UK time, Monday to Friday excluding UK public holidays) will be processed the same day subject to the instruction being valid. Instructions submitted outside of market hours will be traded the next working day.

CAN I SET A PRICE FOR SELLING MY SHARES?

You can instruct Equiniti to sell your shares 'at best' which means they will immediately sell the shares in the market for the best price they can obtain.

Alternatively you can request a 'limit order' which means you can stipulate the price at

which you would like your shares to be sold. Equiniti will then monitor the Tesco PLC share price in the market and sell your shares when the market price reaches your target price. Limit orders can be set for up to 90 days.

DO I NEED PERMISSION TO DEAL?

If you are subject to the Tesco PLC Share Dealing Code you are responsible for ensuring you have permission to deal and that permission covers the time period set in any limit order instruction.

HOW MUCH WILL IT COST ME TO SELL SHARES?

The dealing charge is 1.0% on sale proceeds up to £50,000 with 0.25% on any balance above this (with a minimum charge of £15). There is a PTM levy of £1 for a sale over £10,000.

HOW WILL I RECEIVE MY SALE PROCEEDS?

Proceeds from the sale of your shares will usually be credited to your Tesco Global Share Account two business days after the trade date. You can request to have the sale proceeds transferred directly to your bank account when

you enter your sale instruction. If you want your funds to be paid to you in a currency other than Sterling (GBP), there is a fee of £25 for a payment to a non-UK bank account plus 1.5% conversion charge.

CAN I BUY ADDITIONAL SHARES THROUGH THE TESCO GLOBAL SHARE ACCOUNT?

You cannot buy additional shares using the Tesco Global Share Account except for cash received from a dividend or from a corporate action.

DIVIDENDS



HOW WILL MY DIVIDENDS BE PAID?

Cash Dividends

Dividends are collected on your behalf and will be credited to your Tesco Global Share Account which you can access online.

When you open your account you can choose to either:

- a) Have the cash automatically paid to your nominated bank account;
- b) Keep the funds in the Tesco Global Share Account until you choose to withdraw them; or

c) Reinvest your dividends to purchase more Tesco PLC shares – see Dividend Reinvestment. If you do not make a selection, dividend cash will be retained in your account. The automatic payaway facility (described in a) above) will only be triggered when your cash balance is greater than £100.

WHAT HAPPENS IF THE BALANCE IS UNDER £100?

Dividend balances under £100 will be retained in your account. You can choose to withdraw the funds at any time, but you will have to pay charges as set out below.

WHAT CHARGES ARE THERE FOR PAYMENTS FROM MY ACCOUNT?

BACS payment to a UK bank account	FREE
Payment to a UK bank account (over £100,000)	£35
Payment to a non-UK bank account	£25
Sterling (GBP) to foreign currency conversion (foreign exchange)	1.5%

DIVIDEND REINVESTMENT

Where local laws permit, you can choose to have the cash you receive from a dividend used to purchase more Tesco PLC shares. The shares will be added to your Tesco Global Share Account and will be visible online. Any residual money not used to purchase shares (i.e. an amount less than the cost of one additional share) will be retained in your account. There is a charge of £1.75 and Stamp Duty Reserve Tax of 0.5% (a £1 PTM levy also applies for a purchase over £10,000).

If you live in a country where Equiniti are allowed to offer you dividend reinvestment you will be given the option to set this as your dividend preference. If you wish to change your dividend preference at a later date you can do this by emailing the Equiniti administration team. If you live in a country where Equiniti are not allowed to offer dividend reinvestment you will automatically receive cash.

TRANSFERRING SHARES



I ALREADY HOLD SHARES IN MY OWN NAME. CAN I TRANSFER THEM INTO THE TESCO GLOBAL SHARE ACCOUNT?

You can only transfer Tesco PLC ordinary shares into the Tesco Share Account if they originated from a Tesco PLC share plan. Contact the Equiniti administration team for further information (see Contacts).

CAN I TRANSFER SHARES OUT OF THE TESCO GLOBAL SHARE ACCOUNT?

You can arrange for your shares to be transferred out of the Tesco Global Share Account to another service provider for a fee of £25. You can also request that your shares are transferred into a share certificate for a fee of £35.

You can contact the Equiniti administration team to request a transfer (see contacts). Equiniti will process your transfer request within five business days of receipt. It may take several weeks for you to receive your share certificate through the post. Where shares are being

transferred to another service provider, you should contact them directly about when shares will be in the new account.

WHAT SHOULD I DO WITH MY SHARES IF I BECOME A UK RESIDENT?

If you become a UK resident, you should open a Tesco Share Account and transfer any shares held in your Tesco Global Share Account to your new Tesco Share Account. Contact the Equiniti administration team for further information (see Contacts). There will be no charge for transferring shares between these Accounts.

CONTACTS

EQUINITI FINANCIAL SERVICES LIMITED

The Tesco Global Share Account is administered by Equiniti Financial Services Limited.

Details of your shares can be found on the



**TESCO EMPLOYEE SHARE PLANS
PORTAL**

www.shareview.co.uk/tesco

You can contact the Equiniti administration team by phone, email or in writing. Contact details are:



EQUINITI GLOBAL NOMINEE HELPLINE

UK: 0330 123 0059

International: +44 330 123 0059

Lines are open 8.30am to 5.30pm (UK time), Monday to Friday (excluding public holidays in England and Wales).

A text phone service is also available on:

UK: 0371 384 2255

International: +44 121 415 7028



EMAIL

nominee@equiniti.com

Please be advised email communications are not totally secure.



POST

**Global Nominee Team,
Equiniti Premier Services,
PO Box 4982,
Lancing,
BN99 8SQ,
United Kingdom**

Please include a daytime telephone number (including any dialing codes), so Equiniti can contact you should further information be required.

EQUINITI GLOBAL NOMINEE TERMS AND CONDITIONS

You must agree the Equiniti Global Nominee Terms and Conditions before you can open a Tesco Global Share Account. You can download a printable copy of the latest Equiniti Global Nominee Terms and Conditions and the list of permitted territories from **Tesco Global Share Account Documents** section of the **My Documents** page in the **Executive Awards** section of the **ESP Portal**, www.shareview.co.uk/tesco.

Alternatively, you can request a copy by contacting the Equiniti Global Nominee Helpline (see Contacts). These terms and conditions between you and us are drafted in English. If these terms and conditions are translated into any other language, then the English language version shall prevail over the translation.

