

CREST DIVIDEND ELECTIONS

May 2020

CREST Personal Members, or other CREST Sponsored Members, may benefit from contacting their CREST sponsor before taking any actions as they may be able to support them in taking the required steps. In turn Sponsors may contact CREST members they sponsor to ensure the appropriate actions are taken.

Please read both options in this document before making your dividend election or contacting your CREST Sponsor.

Dividend Reinvestment elections in CREST – procedures

The CREST procedures require you to use the Dividend Election Input Message in accordance with the CREST Manual. The message should be correctly completed in order for a valid election to be made. The Company and/or Plan Administrator reserves the right to treat as valid an election which is not complete in all respects. A valid election made by means of Dividend Election Input Message will to the extent it relates to shares held in uncertificated form at the record date for the relevant dividend, supersede all previous written elections made in respect of holdings in the same member account. By inputting a Dividend Election Input Message as described above, you confirm your election to participate in the Plan in accordance with the details input and with the Terms and Conditions of the Plan as amended from time to time, and you appoint Equiniti Financial Services Limited or any successor administrator of the Plan as may be appointed from time to time as your agent to arrange the purchase of shares in the Company in accordance with such Terms and Conditions.

The shares purchased on your behalf pursuant to the Plan will be credited to your relevant CREST member account unless the Company or the Plan Administrator from time to time determines that such shares shall be issued to you in certificated form. You may only revoke an election which has been made by Dividend Election Input Message by utilising the CREST procedure for deletions described in the CREST Manual, unless the Company and Plan Administrator consents to a revocation in another form. The deletion will be valid in relation to the then current dividend only if the deletion is accepted, in accordance with the CREST procedures, by or on behalf of the Company prior to the deadline for receipt of withdrawals set out in the Terms and Conditions. It is recommended that you input any deletion message 24 hours in advance of this deadline to give the Company and the Plan Administrator sufficient time to accept the deletion. There is no facility to amend an election which has been made by Dividend Election Input Message; if you wish to change your election details you must first delete the existing election as described above and then input a Dividend Election Input Message with the required new details.

It is possible to revoke previous written elections made in respect of your uncertificated holding to participate in the Plan (without having to make a new election) by means of the “Non-CREST Election” and “Deletion Request Status” fields in the Dividend Election Input Message in accordance with the procedures described in the CREST Manual. The deletion will be valid in relation to the then current dividend only if the deletion is accepted, in accordance with the CREST procedures, by the Plan Administrator on behalf of the Company prior to the deadline for receipt of withdrawals set out in the Terms and Conditions. It is recommended that you input any deletion message 24 hours in advance of this deadline to give the Company and Plan Administrator sufficient time to accept the deletion.

If the election relates to a Dividend Reinvestment Plan provided by Equiniti Financial Services Limited this document and the procedures set out in it form part of the Terms and Conditions of the Plan which are available at www.shareview.co.uk/info/drip

Dividend elections via Dividend with Options (“DWO”)

Instead of setting up a mandate, the standard corporate action election functionality of the CREST system will be applied. Elections will need to be made each dividend as elections via DWO cannot be setup as ‘evergreen’ or ‘standing instructions’.

As part of the CREST November 2019 release, the “Dividend with Options” enhancement (“DWO”) became effective on Monday, the 18th of November 2019^[1] ^[2]. This enhancement was introduced to:

- a) remove inefficiencies with the incumbent election process,
- b) comply with Corporate Actions market standards to break down barriers to cross-border settlement, and
- c) append buyer protection instructions to open positions^[3].

DWO is an alternative method in which elections are made via the standard CREST system corporate action functionality, and represents a material improvement and benefit to investors and their custodians and is endorsed by the UK Custody Working Group, representing CREST Members, Users and Sponsors.

For each future dividend Electronic Election Entitlements (“EEEs”) will be distributed to all CREST Members holding shares on the dividend record date. CREST Members will have up to the cut-off of the dividend election to elect for an alternative.

To make an election, a USE transaction must be input to transfer the required quantities of the EEE to the preferred choices. It will be possible for CREST Members to delete such USE transactions, while it remains unsettled. Once settled, a CREST Member needs to contact the Plan Administrator to request such deletion.

The CREST Reference Manual (version November 2019) provides further detail in its section 12 “Dividend Election Instructions and Dividend and Interest Payments” from page 330 onwards.

Contacting Equiniti

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^[1] Euroclear UK & Ireland, Operational bulletin 2019-072 – November 2019 Release

^[2] Euroclear UK & Ireland, Newsletter 2019-N-098, 4 December 2019

^[3] Euroclear UK & Ireland, “Enhancing the CREST system- Dividends with options”, White Book, November 2018