



# YOUR SHARES: GIFTED

Rewarding you when we win together





## Accessing your Equiniti share account

### Welcome to the start of your share ownership journey!

To be part of *Your Shares: Gifted*, you'll need to have an Equiniti (EQ) share account. This is the platform where you'll view and manage your free shares, as well as make changes to your contact details. This guide will show you how to access your Equiniti account in a few easy steps.

Setting up your account only takes a few minutes – you'll need to complete some onboarding steps to activate your account. If you already have an account from being part of another Rolls-Royce share plan, you'll follow a few simple steps to log in.

You'll be able to see how many shares you have, their estimated current value and how long you have remaining before they unlock.





# Step 1: Access your Equiniti account

This page is the first page all users will see when accessing their share account. You will log in here to gain access to the portal following successful registration.

### Existing account holders

If you have an existing Equiniti share account, you can easily log in and access your account.

#### From a Rolls-Royce device:

Simply access via Single Sign On (SSO) [here](#).

#### From your personal device:

Click [here](#) to log in.

If SSO isn't available for you, or you're logging on from a personal device, you'll need your Equiniti account number. You can find this on your share plan welcome letter/email and all share plan communications from Equiniti.

### New users

You'll need to register by clicking the 'Register' button on the right hand side of the page. Once registration is complete, you'll be able to use the Single Sign On (SSO) method to access your account in future from a Rolls-Royce device.

See the next pages for detailed instructions on the registration process.

The screenshot shows the Equiniti login interface. At the top left is the Rolls-Royce logo. A 'Settings' button is in the top right. Below the logo are 'Home' and 'Help centre' links. The main content area is titled 'Login' and includes a user icon and the text 'Please enter your employee details below.' The form fields are: 'Company name' (a dropdown menu with 'Rolls-Royce' selected), 'Surname' (a text input field), 'Equiniti account number:' (a text input field), and 'Date of birth' (three dropdown menus for Day, Month, and Year). Below these is a 'Share account password' text input field and a 'Forgotten your password?' link. A blue 'Login' button is at the bottom of the form. To the right of the form are two sections: 'New to Equiniti?' with a 'Register here' link, and 'Help centre' with a 'Don't have your Equiniti account number?' section containing explanatory text and a 'Help centre' link. The footer contains links for 'Terms and Conditions | Legal | Cookies | Privacy' and a detailed paragraph about Equiniti Limited and Equiniti Financial Services Limited, including their registered offices and registration numbers.

## Step 2: Registration process

We'll need some basic information about you to get started.

You'll need to confirm your last name, Equiniti account number and your date of birth. Your last name must be exactly as it appears on Workday, and you can find your account number in your share plan welcome letter/email and all previous communications from Equiniti. If you can't find it, contact Equiniti via the Help Centre by clicking 'Help' on the right-hand side of the screen.

The screenshot shows the Equiniti registration interface. At the top left is the Rolls-Royce logo. Navigation links for 'Home' and 'Help centre' are visible. A 'Settings' button is in the top right. The main heading is 'Tell us who you are', with a sub-heading 'Your details'. The form includes a 'Company name' dropdown menu set to 'Rolls-Royce', a 'Surname' text input field, an 'Equiniti account number' text input field, and a 'Date of birth' section with 'Day', 'Month', and 'Year' dropdown menus. A 'Next' button is at the bottom of the form. On the right, a 'I want to...' menu has 'Help' selected, with a link for 'Forgotten your password?'. Below that, a message asks 'Don't have your Equiniti account number?' and provides instructions to contact the Help Centre. The footer contains links for 'Terms and Conditions', 'Legal', 'Cookies', and 'Privacy', followed by a detailed disclaimer about Equiniti Limited and Equiniti Financial Services Limited.

ROLLS ROYCE

Home Help centre

Tell us who you are

Setting up your account is easy. Simply enter your details below to start.  
If you already have an account, please [return to the Login page](#), or [reset your forgotten password](#).

Your details

Company name  
Rolls-Royce

Surname

Equiniti account number:

Date of birth  
Day: Month: Year:

Next

I want to...  
Help  
Forgotten your password?

Don't have your Equiniti account number?  
Your account number will be on all previous correspondence from Equiniti. If you can't find it, please contact us via the [Help centre](#).

Terms and Conditions | Legal | Cookies | Privacy

Equiniti Limited and Equiniti Financial Services Limited are part of the Equiniti group. Their registered offices are Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA. Company share registration, employee scheme and pension administration services are provided through Equiniti Limited, which is registered in England & Wales with No. 6226088. Investment and general insurance services are provided through Equiniti Financial Services Limited, which is registered in England & Wales with No. 6208699 and is authorised and regulated by the UK Financial Conduct Authority.



# Step 3: Setting up your account

This is where we'll require more detailed information from you to set up your share account.

**To complete this page, you'll need to provide memorable answers for some security questions. Please keep these answers safe as you'll need them if you ever forget your password.**

One of the security questions will ask you to enter your mother's maiden name (or family surname). If you'd prefer, you can enter a memorable word.

We recommend that you use your work email address, so you can receive your activation code by email. If you don't have one you can enter a personal email, and your activation code will be sent in a letter to your home address.

**ROLLS ROYCE**

Home Help centre

### Set up your account

Now we need you to give us some more detail about yourself, create your security details and set-up your preferences.

#### Your details

Name: Address:

Date of birth

Work email address: <sup>i</sup>

Confirm email:

Preferred name (optional): <sup>i</sup>

Contact phone number (optional): <sup>i</sup>

#### Your security

Your password should be between 12 and 64 characters in length and contain at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character

Enter password:

Confirm password:

Mother's maiden name?

Question 1: <sup>i</sup>

Please select

Answer

Question 2: <sup>i</sup>

Please select

Answer

Question 3: <sup>i</sup>

Please select

Answer

Contact phone number (optional): <sup>i</sup>

### Your security

Your password should be between 12 and 64 characters in length and contain at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character

Enter password:

Confirm password:

Mother's maiden name?

Question 1: <sup>i</sup>

Please select

Answer

Question 2: <sup>i</sup>

Please select

Answer

Question 3: <sup>i</sup>

Please select

Answer

### Your preferences

Select your preferred method of receiving your employee communications.

Email plain text <sup>i</sup>

Email HTML <sup>i</sup>

Receive information from Equiniti about products and services <sup>i</sup>

Please select if you would like to receive information from Equiniti Financial Services Limited relating to share products and services.

### Terms and conditions

By clicking 'Register now' below, you accept the [Terms and conditions](#) of this service. This is also available as a [printable version](#). You need [Adobe Reader](#) or other relevant software to view this document.

Register now

Terms and Conditions | Legal | Cookies | Privacy

## Step 4: Activating your account

Following successful registration, you'll need to activate your Equiniti share account.

If you used a Rolls-Royce email address, your activation code will be sent to your email address. If you used a personal email address, your activation code will be sent in the post. Once you've received your activation code, you can login to your Equiniti share account with your password and code.

### Trouble accessing your code?

If you don't receive your activation code or misplace it, you can request a new one by clicking 'Request new activation code' on the right-hand side menu. Once you've activated your account, you'll be able to use all the services and manage your shares.

The screenshot shows the Equiniti Share Account activation page. At the top left is the Rolls-Royce logo. In the top right corner, there are links for 'Sign out' and 'Settings'. Below the logo are links for 'Home' and 'Help centre'. The main heading reads 'You've successfully registered for your Equiniti Share Account'. Below this, a message states: 'There's just one more step to complete the process. We'll send you your activation code via email if you registered with your Rolls-Royce email, or by post if you registered with your personal email. Once you've received your activation code, you can login to your Equiniti share account with your password and code.' The 'Activation code' section includes the instruction 'Once you've activated your account, you'll be able to use all the services in your Equiniti share account and manage your shares.' and a form with the label 'Please enter your activation code here:' and an 'Activate' button. The 'My contact details' section has the heading 'Add or update your contact details.' and a note: 'German employees only - you will need to contact your local coordinator to change your home address.' It contains fields for 'Work email address', 'Home number', 'Work number', 'Mobile number', and 'Ext.', with a 'Change' button. On the right side, there is a sidebar with a blue header 'I want to...' and a 'Your Shares' section with an 'Apply' button and a right-pointing arrow. Below that is a section titled 'Not yet received your activation code?' with text: 'Where your activation code has been posted to your registered address, it will normally take 2 - 3 working days to get to you (international addresses may vary). If you have forgotten or lost this, you can request a new activation code.' At the bottom, there is a dark blue footer with links for 'Terms and Conditions | Legal | Cookies | Privacy' and a paragraph of legal information: 'Equiniti Limited and Equiniti Financial Services Limited are part of the Equiniti group. Their registered offices are Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA. Company share registration, employee scheme and pension administration services are provided through Equiniti Limited, which is registered in England & Wales with No. 6226088. Investment and general insurance services are provided through Equiniti Financial Services Limited, which is registered in England & Wales with No. 6208699 and is authorised and regulated by the UK Financial Conduct Authority.'



## For additional support...

### And that's it – you're all set.

This how-to guide should cover everything you need to set up your Equiniti share account. If you have any questions or need further support, contact Equiniti via the Help Centre.

You'll find Equiniti's contact information on Your Shares Hub:  
[shareplans.rolls-royce.com](https://shareplans.rolls-royce.com)

Remember to bookmark this guide for future reference.

