YOUR SHARES GIFTED: UNLOCKING

Equiniti How-to Guide

Access your Equiniti account

Your Shares: Gifted is due to unlock on 12 September. If you wish to sell all your shares when they unlock you have until 14 August to make your decision.

To view Your Shares: Gifted you'll need to register via the Equiniti Portal.

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.

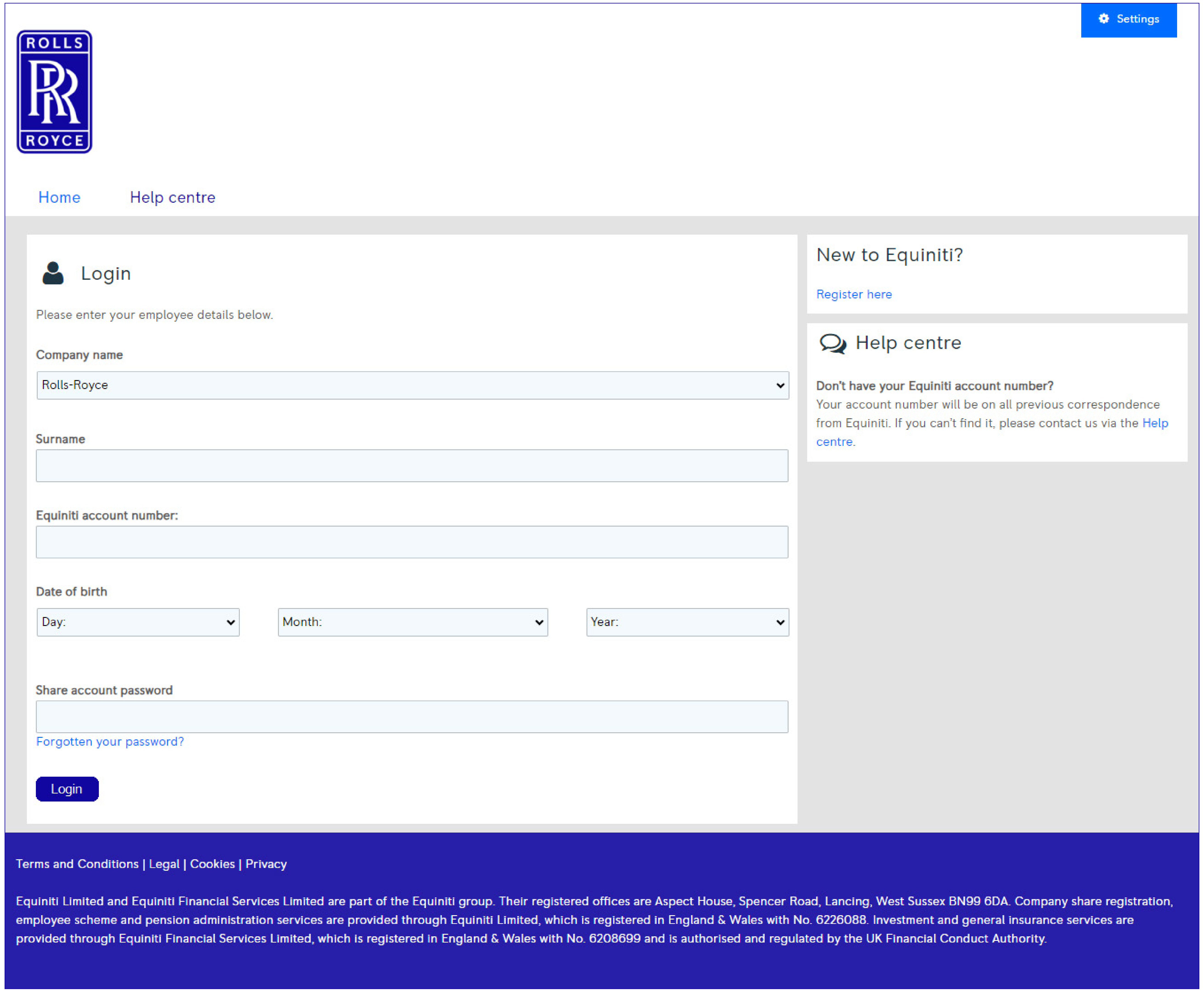
From your personal device:
Click here to log in.

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.

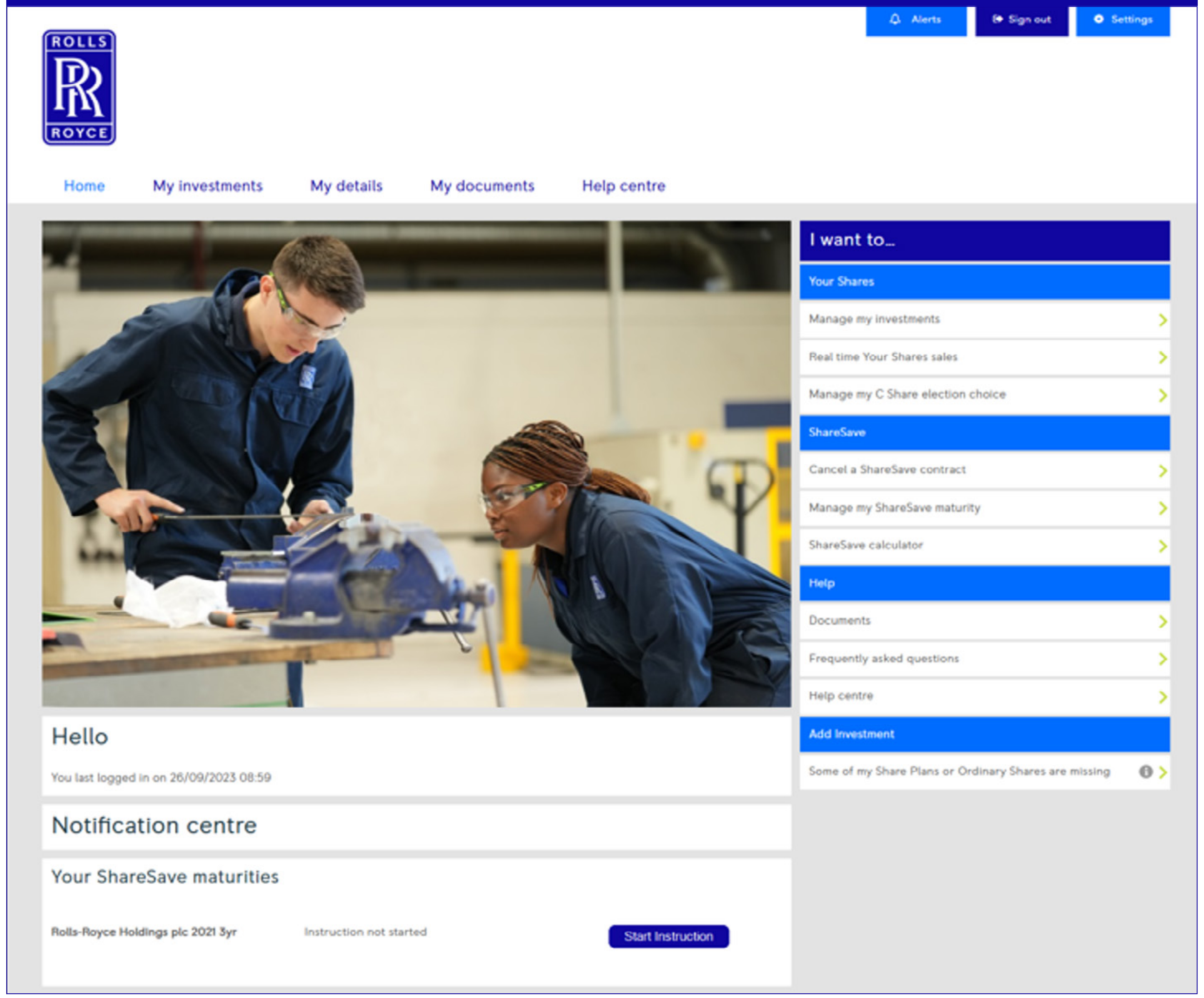
For a detailed registration guide go to the '**Resources**' section of Your Shares: Hub.



Navigate to 'Your Shares: Gifted'

Once you've logged into your account you'll reach the Home Page. To access 'Your Shares' navigate initially to '**My Investments**', and from there to '**Your Shares: Gifted and Matched**'.

1



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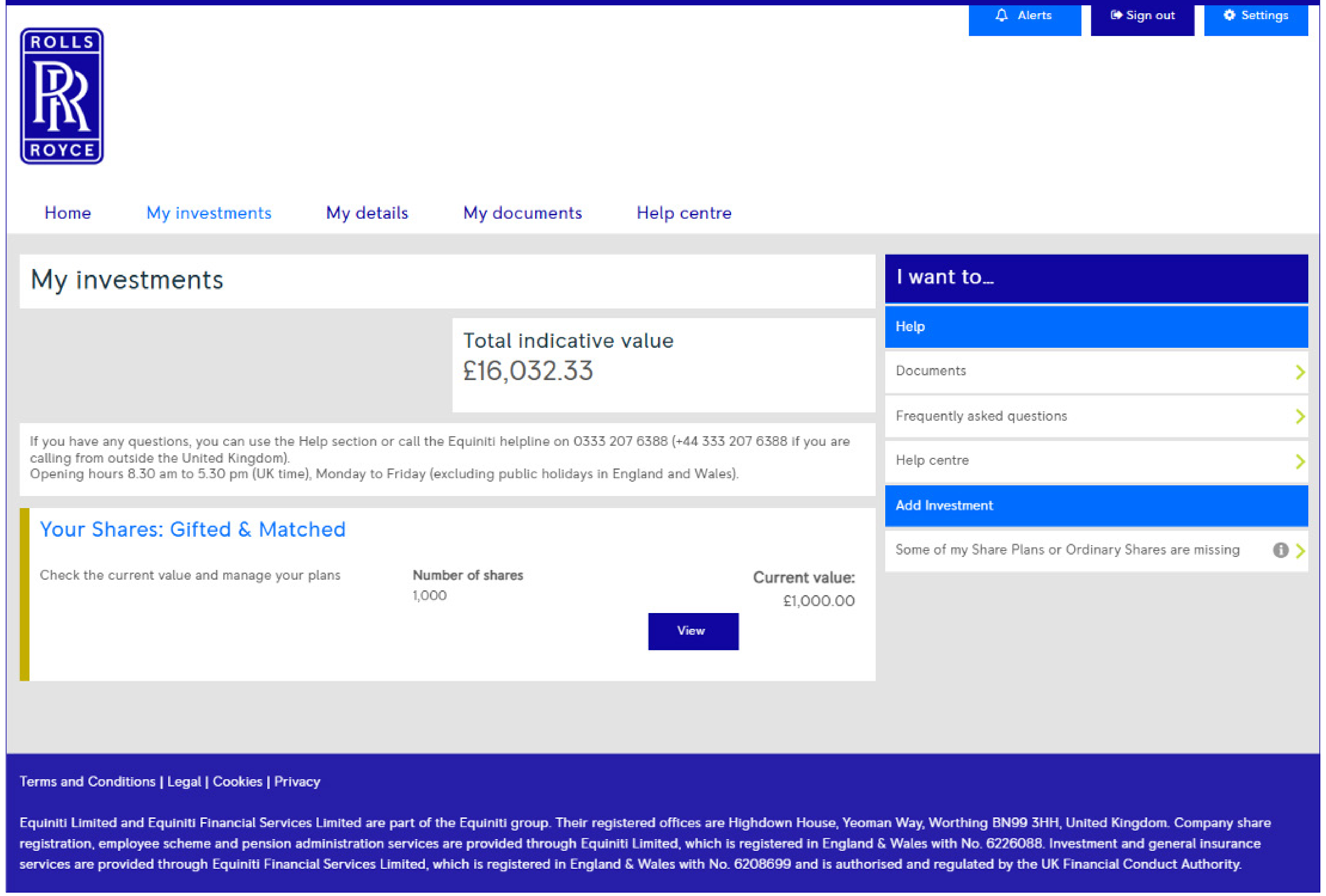
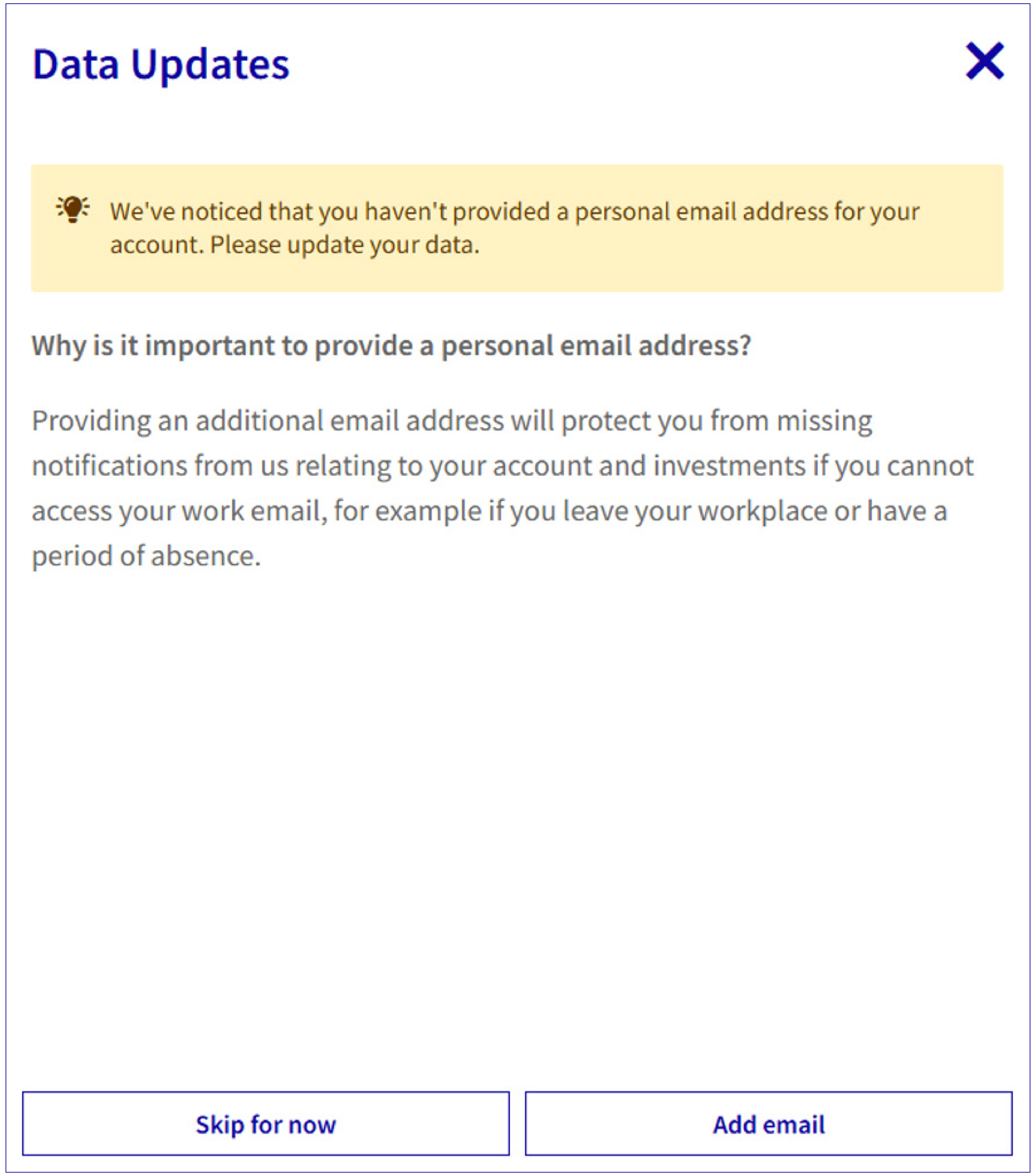


Add your e-mail address

To ensure that Equiniti can contact you, make sure you add a personal e-mail address.

A pop-up box will appear when you first click on ‘**Your Shares: Gifted and Matched**’ where you can do this.

Please also ensure that you add your personal e-mail address in the field ‘CC E-mail address’.

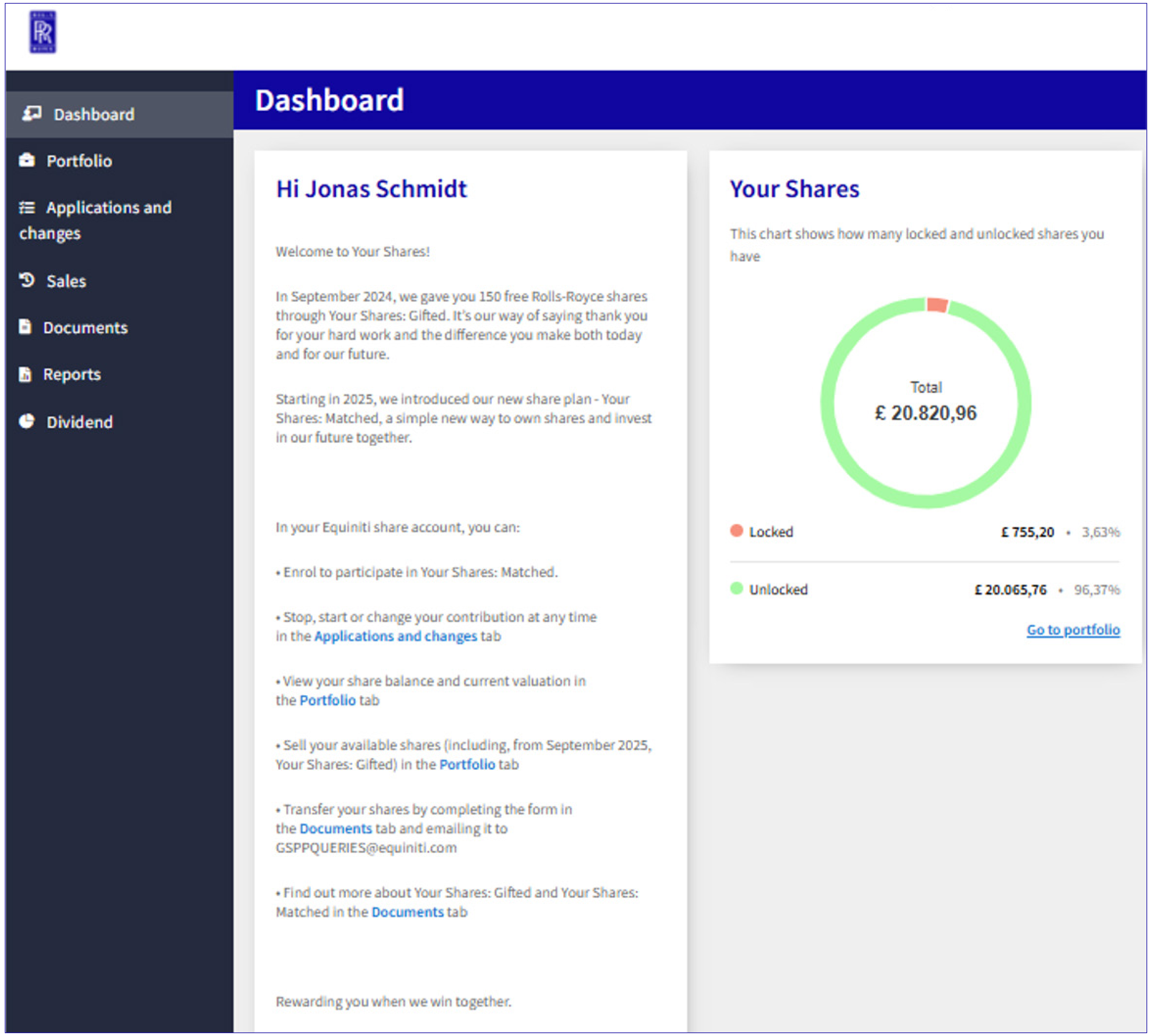


Your Shares Dashboard

Once you've added your e-mail address you can navigate to the Your Shares '**Dashboard**'. This screen shows a high level view of how many locked and unlocked shares that you have, and the estimated value.

From this page you can navigate to:

- The '**Portfolio**' tab to view your share balances and how much your shares are currently worth. You can also sell any available shares from here
- The '**Sales**' tab to view in progress or completed sales transactions
- The '**Documents**' tab to view the documents that govern the plan – including the Privacy Notice, the Plan Rules, the Trust Deed, the Global Appendix and the Purchase Agreement
- The '**Dividend**' tab to view any dividends that you've been issued

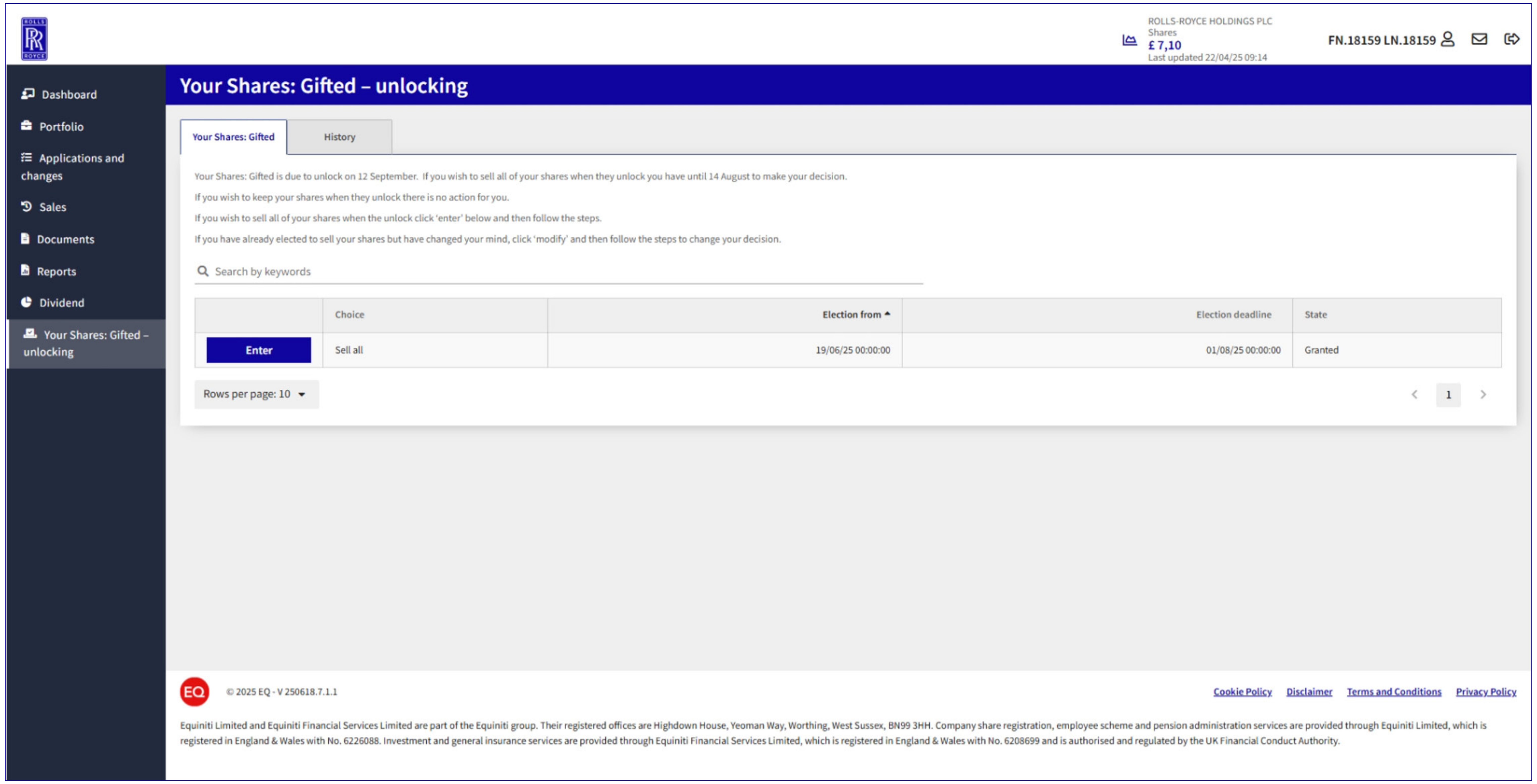


Register your decision: Step 1

If you wish to keep your shares when they unlock there is no action for you.

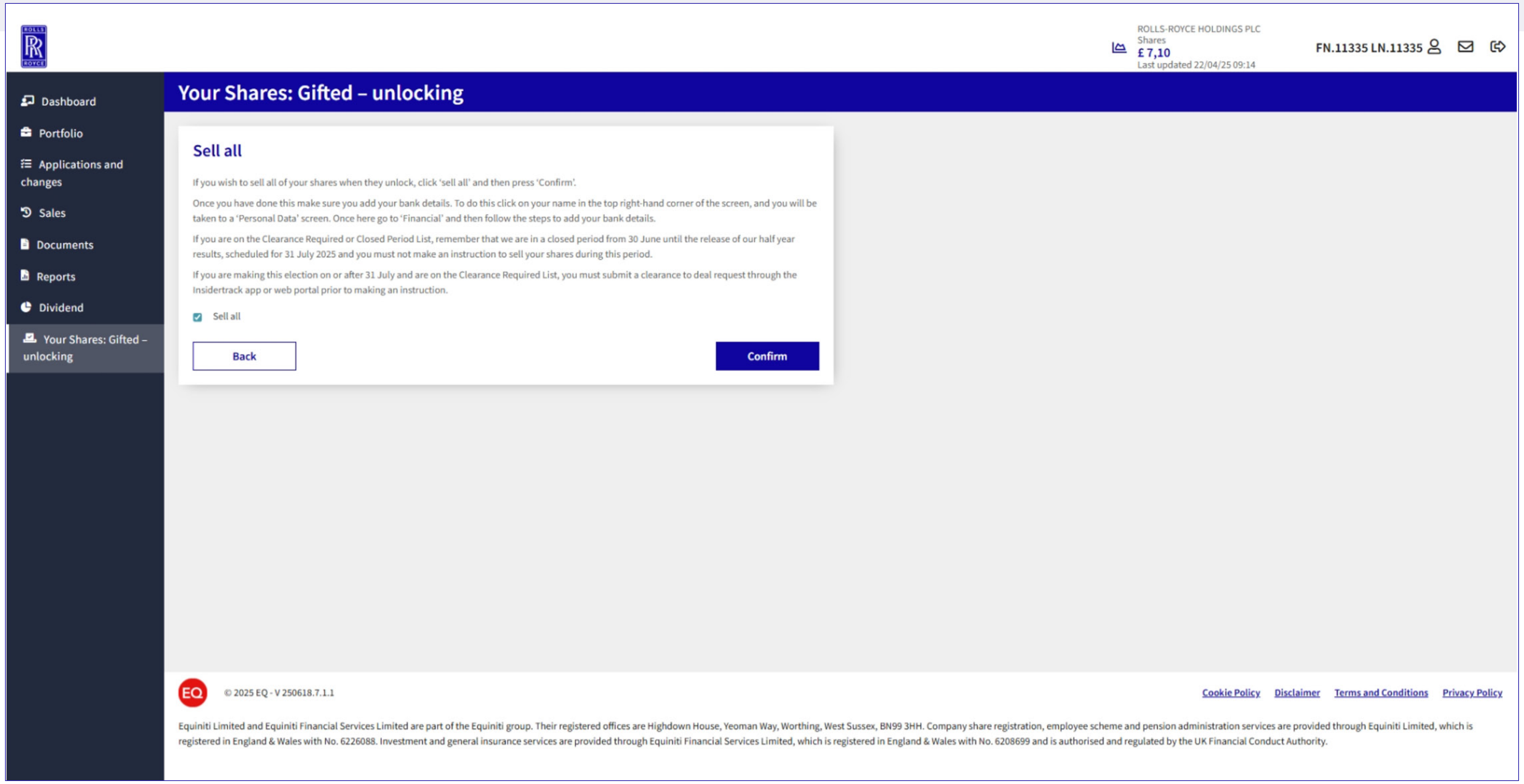
If you wish to sell all of your shares when they unlock you have until 14 August to make your decision.

To sell your shares click '**Enter**' and then follow the steps.



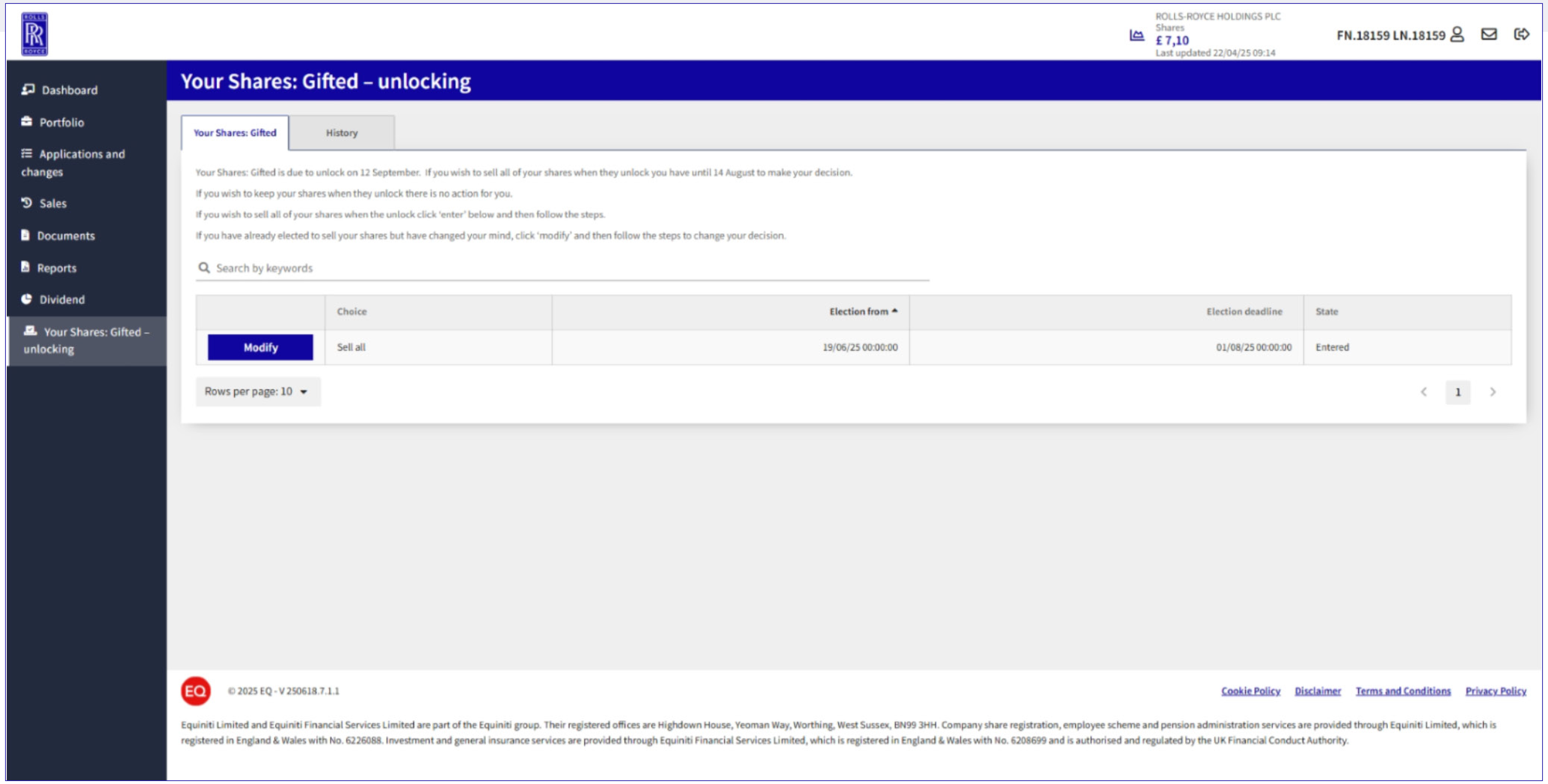
Register your decision: Step 2

Sell All. Please read all information and tick the option ‘Sell all’. Your option will be saved by clicking on ‘Confirm’.



Register your decision: Step 3

Sell All. If you have already elected to sell your shares but have changed your mind, click 'modify' and then follow the steps to change your decision.

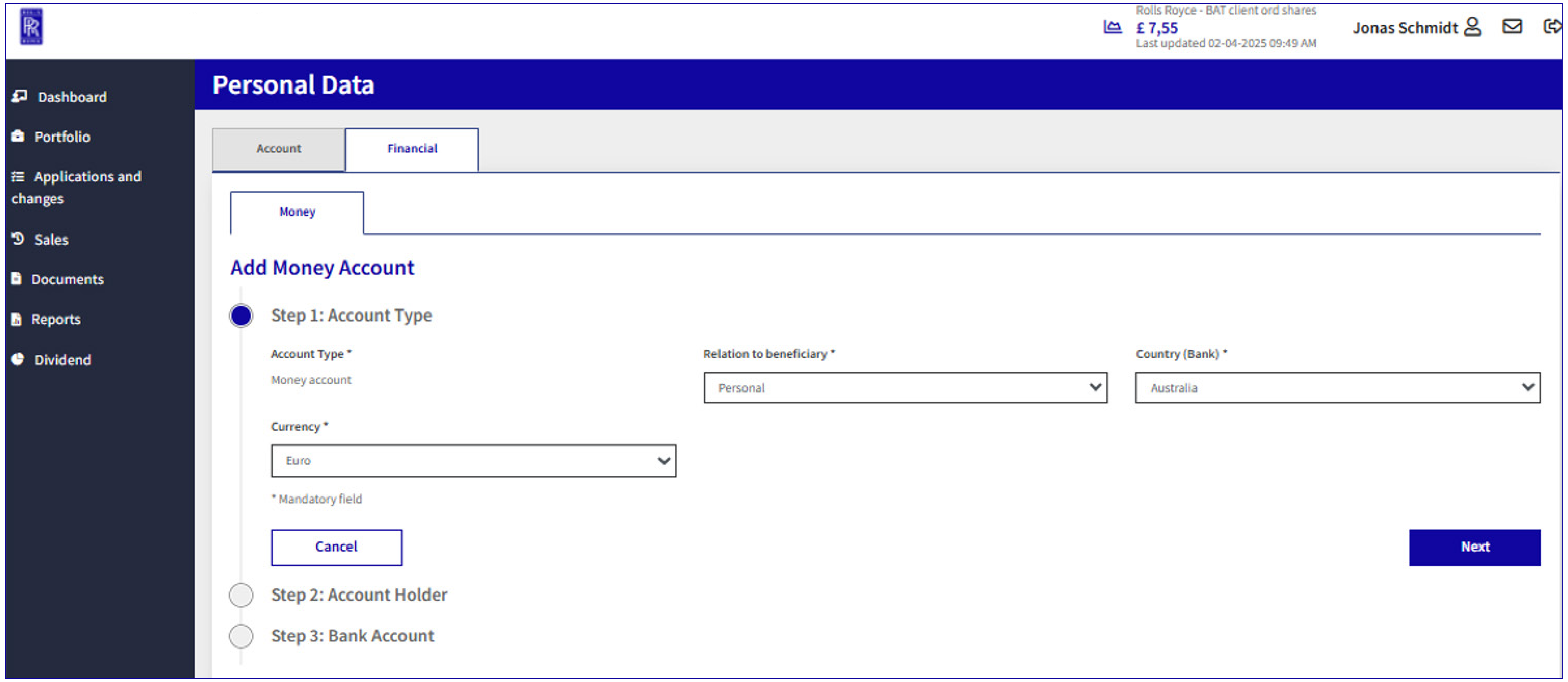


Add your bank details : Step 1

Once you have done this make sure you add your bank details.

To do this click on your name in the top right hand corner of the screen, and you will be taken to a ‘**personal data**’ screen.

Once here go to ‘**financial**’ and then follow the steps to add your bank details.



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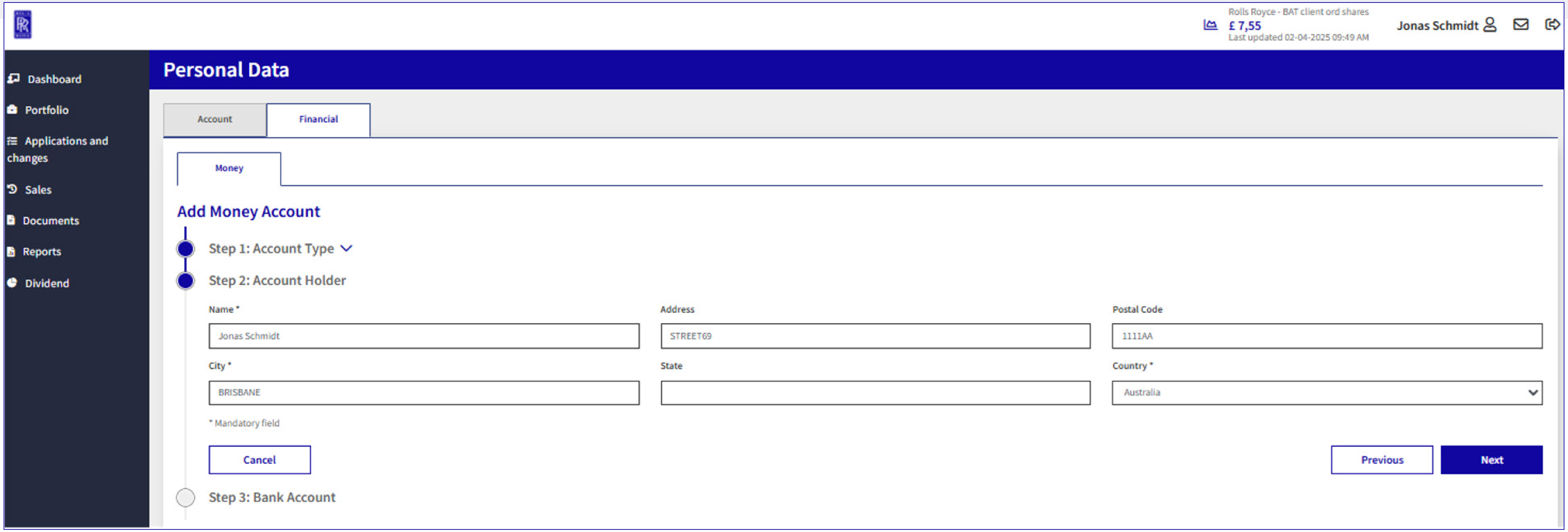

Add your bank details: Step 3

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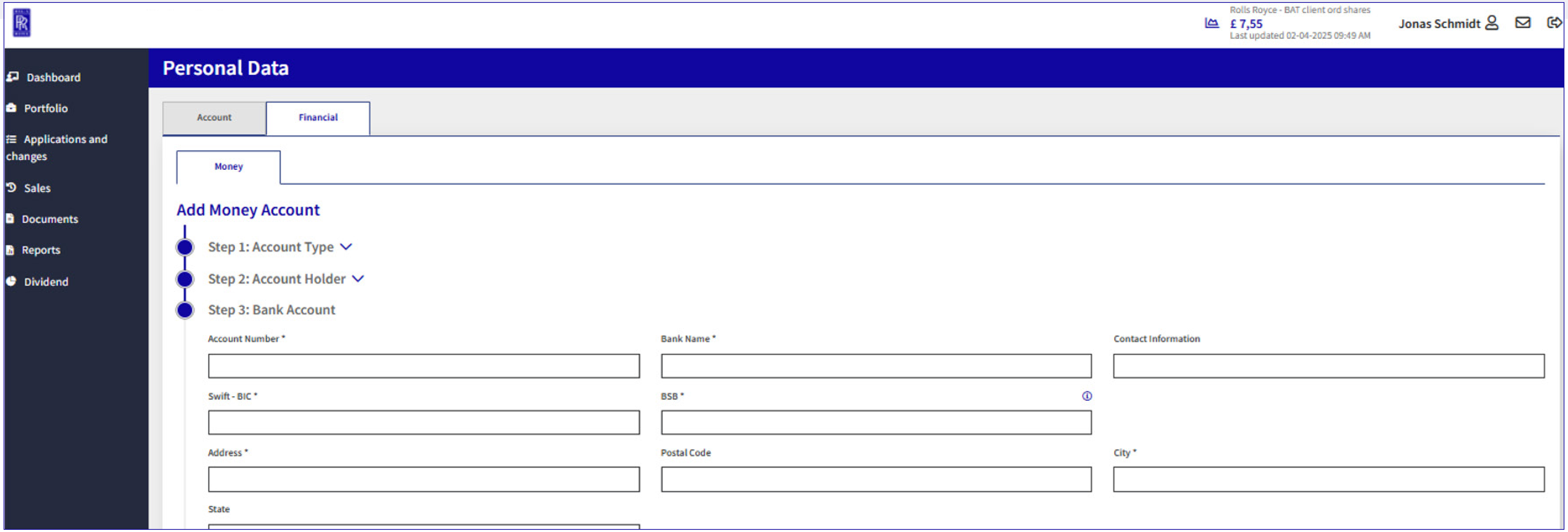

For additional support...

And that's it – you're all set.

This how-to guide should cover everything you need.
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

Remember to bookmark this guide for future reference.

Your Shares Hub!