



# Your ShareSave Maturity

Questions and Answers



# Contents

## 1. General

5

- [1.1 How does ShareSave work?](#)
- [1.2 What are the ShareSave option prices?](#)
- [1.3 How do I know which ShareSave plan I'm in?](#)
- [1.4 When will the last payroll deduction be taken from my salary?](#)
- [1.5 How do I know how many Share Options I was granted at the start of the plan?](#)
- [1.6 I have missed some payments during the savings contract – what does this mean for me?](#)
- [1.7 I have missed some payments and my maturity is delayed. Are all of the maturity choices still available to me?](#)
- [1.8 When do I need to make my decision by?](#)
- [1.9 I spent time out of the UK on International Assignment / permanently relocated during the savings period – how does this impact my ShareSave?](#)
- [1.10 Why is the discounted option price for the 2019 5 year plan different to the price communicated at the start of the plan?](#)

## 2. Tax

7

- [2.1 Do I need to pay income tax on the gain that I've made?](#)
- [2.2 What is Capital Gains Tax \(CGT\)](#)
- [2.3 What is my CGT annual allowance?](#)
- [2.4 Do I need to pay Capital Gains Tax \(CGT\)](#)
- [2.5 How does Capital Gains Tax \(CGT\) apply to ShareSave?](#)
- [2.6 I have Capital Gains Tax \(CGT\) to pay. How do I report this?](#)

## 3. Managing your ShareSave maturity in a tax efficient way

9

- [3.1 How can a Stocks and Shares ISA impact my CGT liabilities?](#)
- [3.2 How much can I transfer into a Stocks and Shares ISA?](#)
- [3.3 My shares will be worth more than the ISA limit of £20,000. What can I do about this?](#)
- [3.4 I already have an ISA in the 2024/25 tax year. Can I still make use of an ISA for my ShareSave shares?](#)
- [3.5 How do I value the shares when transferring them into an ISA?](#)
- [3.6 Can I transfer shares to my spouse or civil partner to take advantage of their Capital Gains Tax \(CGT\) annual allowance?](#)
- [3.7 Can I transfer my shares into a SIPP \(self-invested pension plan\)?](#)
- [3.8 Can I eliminate my CGT liability by selling my shares over multiple tax years, and ensuring that I keep within my annual allowance each tax year?](#)
- [3.9 Can I take advantage of variety of the options – for examples, transfer some shares to an ISA, transfer some to my spouse or civil partner, and sell some?](#)

# Contents

## 4. Maturity Options

11

[4.1 What are my options at maturity?](#)

## 5. EQi Stocks and Shares ISA

12

[5.1 How do I transfer my shares into the EQi Flexible Stocks and Shares ISA?](#)

[5.2 If I wish to transfer my shares into the EQi Flexible Stocks and Shares ISA so I need to confirm the number of shares to transfer, or the value of the shares?](#)

[5.3 I already have an ISA for the 2024/25 tax year – how much can I transfer into the EQi Flexible Stocks and Shares ISA?](#)

[5.4 Some of my shares went into the EQi Dealing Account. What happens to these?](#)

[5.5 I don't want the shares in my EQi Dealing Account to transfer into the EQi Flexible Stocks and Shares ISA at the start of the 2025/26 tax year. What do I need to do?](#)

[5.6 I wish to make use of both the 2024/25 and 2025/26 ISA allowance. What is the last date that I can make that decision?](#)

[5.7 What are the EQi ISA fees?](#)

[5.8 Who can I contact for more information on the EQi ISA?](#)

[5.9 What happens if I don't use my EQi ISA account after I have sold my shares?](#)

[5.10 How do I sell my shares from the EQi Flexible Stocks and Shares ISA?](#)

## 6. Equiniti Global Nominee Service

14

[6.1 What is the Equiniti Global Nominee Service?](#)

[6.2 What are the fees if I buy my shares and transfer them to the Equiniti Global Nominee Service?](#)

[6.3 I want to transfer my shares from the Equiniti Global Nominee Service to a broker of my choice – how do I do this?](#)

[6.4 I want to transfer my shares from the Equiniti Global Nominee Service to an ISA provider of my choice – how do I do this?](#)

[6.5 I want to transfer my shares from the Equiniti Global Nominee Service my spouse or Civil Partner – how do I do this?](#)

## 7. Buy shares and sell them using the Share Sale Service

16

[7.1 What fees apply if I choose to buy my shares and sell them using the Share Sale Service?](#)

[7.2 How do I know what price my shares will be sold at?](#)

[7.3 Which bank account will be funds to transferred to?](#)

[7.4 When will the funds arrive in my account?](#)

# Contents

## 8. Instructing your decision and timescales

17

8.1 When can I make my decision?

8.2 How do I access my Equiniti account to submit my decision?

8.3 How do I find my Equiniti account number?

8.4 I am on the closed list / clearance required list. How does this impact my choices?

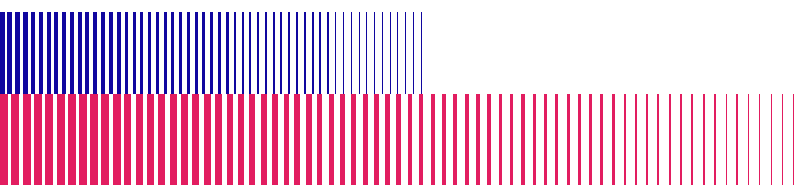
8.5 What is the deadline for submitting my decision?

8.6 What happens if I do not submit my instruction by the deadline?

8.7 Can I make submit my decision before the 1 February maturity date?

8.8 How long will it take for my decision to be processed?

8.9 I am in the 2019 5 year plan – what happens to the money that is left over after I've purchased the shares?



# 1. General

## 1.1 How does ShareSave work?

You've been saving a fixed amount each month from your net pay for three years or five years. Your savings entitle you to fixed number of 'share options'. These give you the right to buy shares at the end of the plan at a discounted Option Price that was fixed at the start of the plan.

## 1.2 What are the ShareSave option prices?

2019 5 year plan: £2.322

2021 3 year plan: £0.966

## 1.3 How do I know which ShareSave plan I'm in?

This will have been confirmed in the e-mail (or letter if you are factory staff) sent to you on 8 January. If you are unsure log on to your [Equiniti Account](#), navigate to ShareSave, and you will see which plan(s) you are in there.

## 1.4 When will the last payroll deduction be taken from my salary?

Providing you haven't missed any contributions; the final salary deduction was taken in December's salary. See question 1.6 if you have missed any monthly payments.

## 1.5 How do I know how many Share Options I was granted at the start of the plan?

This was recently confirmed in the e-mail (or letter if you are factory staff) sent to you on 8 January. If you are unsure log on to your [Equiniti Account](#), navigate to ShareSave, and you will see which plan(s) you are in there.

## 1.6 I have missed some payments during the savings contract – what does this mean for me?

If you've missed any monthly payments, your maturity date will be extended by one month for each missed payment – your actual maturity date was confirmed to you in the e-mail (or letter if you are factory staff) sent to you on 8 January 2025. You will continue to have deductions taken from your pay until you have completed your total 36 (3 year) or 60 (five year) payments. You will then have six months from your revised maturity date to exercise your option and purchase the shares).

If you missed more than 12 monthly payments your Option will have lapsed and you have lost the right to purchase the shares.

## 1.7 I have missed some payments and my maturity is delayed. Are all of the maturity choices still available to me?

This depends on when your plan matures and when you make your decision. If you make your decision before 6pm on 31 July and your Option is processed on 14 August, then all maturity options will be available to you. If you make your decision after this time or because of deferred contributions your Option cannot be exercised before 14 August, then your only option will be to transfer your shares to the Equiniti Global Nominee. If you wish to do so you can then sell; transfer the shares to a broker or an ISA provider of your choice, or transfer to a spouse or civil partner from the Global Nominee. For more details refer to the Q&A section Maturity Options; Equiniti Global Nominee Service below.

# 1. General

## 1.8 When do I need to make my decision by?

You can register your decision on the Equiniti Portal from 9am on 8 January until 6pm on 31 July. If you haven't instructed your decision by 6pm on 31 July your option to purchase the shares at the Option Price will lapse and you will need to instruct your savings to be returned.

If you are on the Clearance Required or Closed Period List then see the 'Instructing your decision and timescales' section on page 10 for additional information relating to timings which apply to you.

## 1.9 I spent time out of the UK on International Assignment / permanently relocated during the savings period – how does this impact my ShareSave?

If you've been on International Assignment or permanently relocated from one country to another during the savings period, there may be cross border tax implications on any gain because the tax advantages of ShareSave are limited to the UK. Where there are cross border tax implications, the Global Mobility Team will ensure that any tax compliance obligations are met with support of the Company's appointed tax provider Ernst & Young (EY).

If this applies to you the Global Mobility Team will be in touch with you in January 2025 with more details

## 1.10 Why is the discounted option price for the 2019 5 year plan different to the price communicated at the start of the plan?

The original Option Price for the 2019 5 year plan was £6.765. As a result of the Rights Issue in 2020 the Option Price was adjusted to £2.322.

## 2. Tax

The following information is provided for your information and is based on our understanding of tax rules as at January 2025. Laws and tax rules may change in the future and your own personal circumstances will impact your tax position.

### 2.1 Do I need to pay income tax on the gain that I've made?

No – so long as you've remained UK resident during the savings period there is no income tax to pay on your gains when you buy your shares. If you have been in International Assignment or permanently relocated see question 1.10 in the 'General' section.

### 2.2 What is Capital Gains Tax (CGT)?

CGT is payable on the financial gain you make when you sell or dispose of an asset that has increased in value. You can make a gain of up to £3,000 in the current tax year (6 April 2024 to 5 April 2025) before you have to pay CGT – this is known as your annual allowance. The CGT rates increased in the October 24 budget to:

- 24% for higher rate tax payers
- 18% for basic rate tax payers
- If your gain pushes you into the higher rate tax bracket you may pay some CGT at 24% and some at 18%

For more information on CGT please go to: [www.gov.uk/capital-gains-tax/what-you-pay-it-on](https://www.gov.uk/capital-gains-tax/what-you-pay-it-on).

### 2.3 What is my CGT annual allowance?

You can make a gain of up to £3,000 in the current tax year (6 April 2024 to 5 April 2025) before you have to pay CGT – this is known as your annual allowance. This allowance will apply to all financial gains – not just the gain as a result of selling your ShareSave shares.

### 2.4 Do I need to pay Capital Gains Tax (CGT)?

When you sell your shares your gain (the difference between the price that you bought the shares for and the price when you sell them) may be subject to Capital Gains Tax (CGT) depending on your personal situation and the decisions you make.

# 2. Tax

## 2.5 How does Capital Gains Tax (CGT) apply to ShareSave?

For our ShareSave Plan, the gain is calculated when you sell your shares, not when you buy them. To calculate the gain, you need to know:

The price used to buy your shares – for ShareSave this is the Option Price (£0.966 for the 3 year plan and £2.332 for the 5 year plan) The price of the shares when you sold them.

### For example:

- You are in the 3 year plan, and exercised your option to buy 2,000 shares at £0.966
- You subsequently sell your 2,000 shares for £5.25:  $2,000 \times £5.25 = £10,500$
- You paid £1,932 ( $2,000 \times £0.966$ ) for the shares you sold
- Your Capital Gain is £8,568 (£10,500, less £1,932)

Assuming you've not made any other Capital Gains in the tax year, you'll pay CGT on £5,568 (£8,568 less your £3,000 annual allowance). This would work out at:

- £1,336 if you are higher rate tax-payer (i.e.  $£5,568 \times 24\%$ )
- £1,002 if you are a basic rate tax-payer (i.e.  $£5,568 \times 18\%$ )

## 2.6 I have Capital Gains Tax (CGT) to pay? How do I report this?

If your gains within a tax year are more than your annual allowance (£3,000 for the 2024/25 tax year), then you need to report them to HMRC. Even if you don't usually complete a tax return, it is still your responsibility to notify HMRC of any taxable situations.

If your gain is greater than £3,000 then you will have a CGT liability, with any tax payable on the gain due by the 31 January following the end of the tax year in which the sale was made. In other words, if you sell shares in the tax year ending 5 April 2025, any CGT due would be payable by 31 January 2026.

You do this by completing a Self-Assessment tax return form or using the 'real-time' service available by this link [www.gov.uk/report-and-pay-your-capital-gains-tax/if-you-have-other-capital-gains-to-report](https://www.gov.uk/report-and-pay-your-capital-gains-tax/if-you-have-other-capital-gains-to-report).



# 3. Managing your ShareSave maturity in a tax efficient way

The following information is provided for your information and is based on our understanding of tax rules as at January 2025. Laws and tax rules may change in the future and your own personal circumstances will impact your tax position.

## 3.1 How can a Stocks and Shares ISA impact my CGT liabilities?

If you transfer your shares into a stocks and shares ISA within 90 days of exercising your option to buy the shares then:

- There is no CGT payable when you transfer the shares or when you sell them from the ISA
- Any future growth is protected from CGT
- Any future shareholder distributions are tax free
- You can usually diversify your investment within an ISA to spread your risk
- You can leave your shares in the ISA for as long as you choose

## 3.2 How much can I transfer into a Stocks and Shares ISA?

In the UK you have an annual ISA allowance of £20,000 and can split the ISA allowance across any combination of different ISAs. For more information go to [www.gov.uk/individual-savings-accounts/how-isas-work](http://www.gov.uk/individual-savings-accounts/how-isas-work). It is your responsibility to make sure that you manage your investments within this limit.

## 3.3 My shares will be worth more than the ISA limit of £20,000. What can I do about this?

Can you only transfer a maximum of £20,000 into ISA products within one tax year. If your shares are worth more than this when you purchase them you can transfer some of the shares into an ISA in the 24/25 tax year, and the remainder in the 25/26 tax year, and so long as this is all complete within 90 days of buying the shares there will be no CGT to pay. Remember though:

That your £20,000 allowance is across all ISA products, so if you already have ISA investments in the 24/25 tax year your allowance will reduce accordingly.

You must transfer the shares into an ISA within 90 days of buying them to take advantage of the CGT benefit. That if you wish to make use of ISAs over two different tax years you give yourself sufficient time to do this – see section ‘Instructing my decision & timelines’

## 3.4 I already have an ISA in the 2024/25 tax year. Can I still make use of an ISA for my ShareSave shares?

Your ISA allowance for the 2024/25 tax year is £20,000. If for example you already invested £10,000 in another ISA product in the 2024/25 tax year, you can only invest a maximum of the remaining £10,000 allowance into a Stocks and Shares ISA in the same tax year. You can of course make use of the 2025/26 ISA allowance, and so long as your shares are transferred into the ISA within 90 days of buying the shares there will be no CGT to pay.

## 3.5 How do I value the shares when transferring them into an ISA?

Your ShareSave shares are valued against the £20,000 ISA limit according to their value at the time of transfer into the ISA – not the price at which you bought them.

## 3. Managing your ShareSave maturity in a tax efficient way

### 3.6 Can I transfer shares to my spouse or civil partner to take advantage of their Capital Gains Tax (CGT) annual allowance?

Yes – if you transfer shares to your spouse or civil partner you can make use of their £3,000 CGT annual allowance. Remember to consider any other capital gains that they have made within the tax year.

### 3.7 Can I transfer my shares into a SIPP (self-invested pension plan)?

For more information on this option visit [Tax and Employee Share Schemes: Save As You Earn \(SAYE\) - GOV.UK](#).

You will need to find an appropriate provider and work with them to understand the process to transfer the shares. This is not an option that Rolls-Royce will support you with, so if you wish to consider this we strongly encourage you to take independent financial advice.

You cannot transfer your shares into the Rolls-Royce Retirement Savings Trust.

### 3.8 Can I eliminate my CGT liability by selling my shares over multiple tax years, and ensuring that I keep within my annual allowance each tax year?

Yes – If your gain in a particular year is below the Annual Allowance (currently £3,000) in any tax year, you won't have to pay any CGT. Remember to take into account any other Capital Gains that you may have made in each tax year and remember that the share price can fall as well as rise.

### 3.9 Can I take advantage of variety of the options – for examples, transfer some shares to an ISA, transfer some to my spouse or civil partner, and sell some?

Yes – you can take advantage of any combination of the options described in questions 1 – 8 above. Remember though that each tax efficient option has its own rules and you need to ensure that you remain within the rules to benefit from any tax efficiency.

# 4. Maturity Options

## 4.1 What are my options at maturity?

Buy shares at the discounted Option Price and either:

- Transfer them to the EQi Flexible Stocks and Shares ISA
- Transfer them into the Equiniti Global Nominee Service
- Sell them using the Equiniti Financial Services Limited 'Share Sale Service'

## 5. EQi Stocks and Shares ISA

### 5.1 How do I transfer my shares into the EQi Flexible Stocks and Shares ISA?

When you exercise your maturity option in the Equiniti Portal, you'll be able to seamlessly transfer your shares (up to the £20,000 per tax year ISA limit) to Equiniti's **EQi Flexible ISA**. To find out more about the EQi ISA read the terms and conditions available in the Quick links section of the Equiniti Portal or go to [eqi.co.uk/info/important-information](https://eqi.co.uk/info/important-information).

The **EQi Flexible ISA** is opened with a complimentary **Dealing account**. You can choose to transfer up to £20,000 into the EQi Flexible ISA, with any surplus shares transferred to the Dealing account.

### 5.2 If I wish to transfer my shares into the EQi Flexible Stocks and Shares ISA so I need to confirm the number of shares to transfer, or the value of the shares?

You will need to decide on the **value** of shares which you will transfer into the ISA. The **number** of shares that will ultimately be transferred will depend on the share price on the day that the shares are purchased and transferred.

### 5.3 I already have an ISA for the 2024/25 tax year – how much can I transfer into the EQi Flexible Stocks and Shares ISA?

It is your responsibility to stay within the annual £20,000 limit. For example, if you have already used £10,000 of your 2024/25 ISA allowance, you can transfer a maximum of £10,000 into the EQi Flexible ISA before 5 April 2025.

### 5.4 Some of my shares went into the EQi Dealing Account. What happens to these?

If you transfer your shares into the EQi Flexible ISA before the end of the 2024/25 tax year, then any surplus shares that have gone into the EQi Dealing account will automatically be transferred into the EQi Flexible ISA at the start of the 2025/26 tax year. **If you do not want your surplus shares in your Dealing account to transfer into the EQi Flexible ISA then you will need to let us know by logging into your EQi account and sending us a secure message or by calling the Customer Experience Centre on +44 (0) 345 0700 720. Lines are open 08:00 – 17:30 Monday to Friday (excluding UK Public holidays).**

If you transfer your shares into the EQi Flexible ISA in the 2025/26 tax year, then any surplus shares that have gone into the EQi Dealing account will remain there until you sell or transfer them.

### 5.5 I don't want the shares in my EQi Dealing Account to transfer into the EQi Flexible Stocks and Shares ISA at the start of the 2025/26 tax year. What do I need to do?

You will need to let Equiniti know by logging into your EQi account and sending a secure message or, by calling the Customer Experience Centre on +44 (0) 345 0700 720 and let them know of your decision. Lines are open 08:00 – 17:30 Monday to Friday (excluding UK Public holidays). The EQi Team will contact you nearer the time advising you of the date you need to let them know by that you do not wish to transfer your shares to the ISA.

### 5.6 I wish to make use of both the 2024/25 and 2025/26 ISA allowance. What is the last date that I can make that decision?

You will need to make your instruction on the Equiniti Portal by no later than 6pm on Monday 24 March. Any instruction made later than this will result in your shares reaching your EQi ISA by 10 April, after the 2025/26 tax year has started.

Remember that it will take up to 5 working days from the date of transfer for your shares to be visible in your account. For example:

- You submit your instruction by 24 March
- Date of Transfer – 3 April. At this point you are the beneficial owner of the shares, and they will be secured within the EQi Flexible Stocks and Shares ISA
- Your shares become visible to you – 10 April

# 5. EQi Stocks and Shares ISA

## 5.7 What are the EQi ISA fees?

### Admin Fee

If you choose to transfer your shares into the EQi ISA, you'll pay an admin fee of 0.2% of the total value of the shares that you transfer into the ISA / Dealing account (based on the value when the shares are transferred in). For example:

- £25,000 transferred total, of which:
- £10,000 went directly into the ISA
- £15,000 into the Dealing account
- Fees would be £25,000 x 0.2% = £50

The admin fee can be paid by debit card or bank transfer (BACs) using the bank details collected when you open the EQi Flexible ISA, online or over the telephone. If the fee is not paid by the date which you will be notified of, EQi will collect the amount owing by bank transfer (BACS) or, you may need to sell some of your shares to cover the amount owed. Please refer to the EQi terms and conditions for full details on the admin fee and other charges associated with an EQi account

### Trading Fee

Your first sale of shares through EQi will not be subject to any dealing commission fees. Any subsequent sales will be charged at £10.99 per online trade or £27.50 over the telephone.

### Fees from 1 January 2026

If you continue to hold an EQi account from 1 January 2026, you will revert to the standard EQi pricing. Full details of the EQi pricing can be found here: [eqi.co.uk/info/how-it-works/pricing](https://eqi.co.uk/info/how-it-works/pricing)

## 5.8 Who can I contact for more information on the EQi ISA?

For further information on the EQi ISA please visit [www.EQi.co.uk](http://www.EQi.co.uk) or contact the EQi Customer Experience Centre on 0345 0700 720. Lines are open 08:00 to 17:30, Monday to Friday (excluding UK Public holidays).

## 5.9 What happens if I don't use my EQi ISA account after I have sold my shares?

There is no custody fee to pay if there are no cash or assets held within the EQi ISA, however if there is no activity over a year, your account will be classed as dormant and you'll be contacted to see if you want to keep your account open. If there is no reply or you let us know that you'd like to close the account, EQi will make these arrangements.

## 5.10 How do I sell my shares from the EQi Flexible Stocks and Shares ISA?

You'll need to login to your EQi account and trade (buy/sell). You can view the current share price and obtain a quote confirming all costs and charges relating to that trade. Alternatively, you can contact the EQi Customer Experience Centre on 0345 0700 720 or [eqi.co.uk/info/contact](https://eqi.co.uk/info/contact), but telephone trading fees will apply (see question 7 for more information about fees).

# 6. Equiniti Global Nominee Service

## 6.1 What is the Equiniti Global Nominee Service?

The Global Nominee is an **Equiniti Financial Services Limited ('EFSL')** product available for employees only who have received shares as a result of their participation in Rolls-Royce share plans. You can hold your shares in the Global Nominee and instruct the sale or transfer of your shares when you choose to do so. Further information on the Global Nominee can be found in the Global Nominee Brochure and the Global Nominee Terms and Conditions, both can be found in the Quick Links section of the Equiniti Portal.

## 6.2 What are the fees if I buy my shares and transfer them to the Equiniti Global Nominee Service

- There is no fee to transfer your shares into the Equiniti Global Nominee Service.
- When you sell your shares from the Global Nominee Service commission fees of 0.2% will apply, with a minimum of £35.
- To transfer to another nominee / broker / ISA provider the cost will be £25
- To transfer to a certificate the cost will be £35.

## 6.3 I want to transfer my shares from the Equiniti Global Nominee Service to a broker of my choice – how do I do this?

The process is two way – you need to instruct Equiniti to transfer the shares. Equiniti will then contact the broker that you want to transfer the shares to, and they must be ready to receive them. To do this you'll need to complete the relevant Share Transfer Request Form, which is available on the Equiniti Portal, and send it by email (using the email address that Equiniti hold for you in your account) to [nominee@equiniti.com](mailto:nominee@equiniti.com). You'll need to include:

- Number of shares to transfer
- Confirmation of name on your brokerage account (this must be in your name)
- Confirmation of your home and email addresses
- Details of the bank/broker/custodian to which you want to transfer your shares, including:
  - Their full name and address
  - Their CREST participant ID and member account
  - Their contact email address and phone number
  - Your account number with the bank/broker/custodian

Upon receipt of the required details, Equiniti will initiate the transfer and will confirm to you when the shares have been accepted by the bank/broker/custodian.

## 6. Equiniti Global Nominee Service

### 6.4 I want to transfer my shares from the Equiniti Global Nominee Service to an ISA provider of my choice – how do I do this?

To take advantage of the CGT efficiencies, you must transfer the shares directly into the ISA to avoid CGT becoming due at the point of transfer – if you instead sell them and then re-purchase them in an ISA, you will become liable for CGT. **Make sure you check the ISA transfer process with your provider before you make your decision.**

To do this you need to transfer the shares initially into the Equiniti Global Nominee. You will then need to work with your chosen ISA provider to understand how to transfer the shares from the Global Nominee into your chosen provider. You will need to provide your ISA provider with evidence of the date on which you exercised the Option to buy the shares – this is so that they can check that you are transferring the shares within the 90 day window. You will be able to download a letter confirming this date from the Equiniti Portal - when logged into the Equiniti Portal please select the 'Letter of Appropriation' link on the right hand navigation bar.

As the maturity date is 1 February and you have 90 days from the date of exercising your Option to transfer the shares directly into an ISA, you can take advantage of both the 2024/25 tax year ISA and a 2025/26 tax year ISA. When transferring shares from the Global Nominee please be mindful of the time that it will take for the transfer to take place when planning what to do with your shares.

### 6.5 I want to transfer my shares from the Equiniti Global Nominee Service my spouse or Civil Partner – how do I do this?

You'll need to buy your shares and hold them in the Global Nominee. Once in the Global Nominee, please contact the Global Nominee Team for the appropriate forms to transfer the shares into your spouse or civil partner's name. The Global Nominee Team can be contacted by phone + 44(0) 330 123 0059 or by email [nominee@equiniti.com](mailto:nominee@equiniti.com)

# 7. Buy shares and sell them using the Share Sale Service

## 7.1 What fees apply if I choose to buy my shares and sell them using the Share Sale Service?

Commission fees of 0.2% with a minimum of £25 apply to this maturity.

## 7.2 How do I know what price my shares will be sold at?

Your shares will be sold on the date of transfer and you will be issued with a Sale Advice by post the next working day once your shares have been sold. The Sale Advice will provide details of the sale including the sale price and when the sale proceeds will be released to you.

For example, if you instruct your sale by Monday 10 February, the date of transfer will be Thursday 20 February. You will have no control at what price the shares will be sold at.

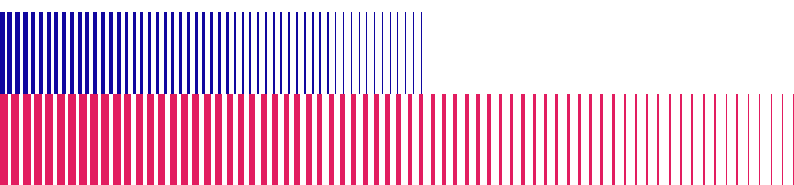
## 7.3 Which bank account will be funds to transferred to?

The same bank account in which you receive your salary.

## 7.4 When will the funds arrive in my account?

This will depend on when your sale request has been actioned, and the sale of shares has settled. Generally speaking, if your shares are sold on the Date of Transfer (Thursday), the sale proceeds will be released to you by the Monday of the following week with funds expected to appear in your bank account by the following Thursday.

Please refer to the Share Sale Service Terms and Conditions for more information.





# 8. Instructing your decision and timescales

## 8.1 When can I make my decision?

You can instruct your decision on the Equiniti Portal from 9am on 8 January until 6pm on 31 July.

## 8.2 How do I access my Equiniti account to submit my decision?

You can access your Equiniti account [here](#).

If single sign on does not work for you, or if you are logging on from a personal device go to <https://esp-portal.com/clients/rolls-royce>. You'll need your Equiniti account number, which can be found on your maturity letter/ e-mail, and your password.

If you're using your Equiniti account for the first time you'll need to register first. We've produced a step-by-step guide to help you through this process. You can find this at [Your Shares: Hub](#) under 'Resources'.

If you need help with logging in, please contact the Equiniti helpline on +44 (0)333 207 6388

## 8.3 How do I find my Equiniti account number?

You can find this on the e-mail (or letter if you are factory staff) sent to you on 8 January. If you cannot locate this please contact the Equiniti helpline on +44 (0)333 207 6388.

## 8.4 I am on the closed list / clearance required list. How does this impact my choices?

If you are on the Clearance Required or Closed Period List, remember that we are in a closed period from 1 January 2025 until the release of our full year results, currently scheduled for 27 February 2025. You will not be able to make an instruction relating to your ShareSave during this period. You will be notified as soon as the closed period ends and you must obtain clearance to deal before giving an instruction to exercise your ShareSave option. You can submit a clearance to deal request through the [Insidertrack app](#) or web portal, choosing the option 'ShareSave – Buy shares during the maturity window'.

If you are unsure whether you need seek clearance to deal, check with the Governance Team at [governanceteam@rolls-royce.com](mailto:governanceteam@rolls-royce.com).

## 8.5 What is the deadline for submitting my decision?

6pm on 31 July 2024 (if you have missed any payments your maturity will be delayed – refer to your maturity communications for confirmation of this).

## 8.6 What happens if I do not submit my instruction by the deadline?

You no longer have the option to purchase the shares at the discounted Option Price. You will need to instruct the return of your savings.

## 8. Instructing your decision and timescales

### 8.7 Can I make submit my decision before the 1 February maturity date?

Yes, if you wish to do so you can make an early election on the Equiniti Share Portal to buy shares at the Option Price, from Monday 8 January at 9am. The pre-election window will remain open until 20 January at 6pm. The pre-election window is not available if you are on a Clearance Required or Closed Period List (see question 2 for more details).

If you take advantage of the pre-election window, here's how the ShareSave maturity will work for you.

8 January – 20 January

Make your selection on the Equiniti Portal. Your choices are:

- Transfer the shares into an EQi Stocks & Shares ISA
- Transfer into the Equiniti Global Nominee
- Sell the shares

3 February 2025

Date of Transfer - your instruction will be made, and so long as the trade is completed on this day then this is the date that you become the beneficial owner of the shares. If you've chosen to either transfer your shares into the EQi Flexible Stocks & Shares ISA or into the Global Nominee, your shares are legally in this account (though not visible to you) from this date.

4 February 2025

If you've chosen to sell your shares immediately, your sales advice will be issued by post.

10 February 2025

If you've chosen to sell your shares using the Share Sale Service, the proceeds from your sale will be issued to your payroll bank account and should arrive on 10 February.

The shares will be sold as soon as reasonably possible, once the shares have been allocated to you. Please note that the sale may take longer than one day to complete. The Share Sale Service Terms & Conditions will provide more information.

10 February 2025

If you've chosen to transfer your shares to the EQi Flexible Stocks and Shares ISA, your shares will be visible to you in your account (with any remaining shares transferred into the Equiniti Dealing Account).

If you've chosen to keep the shares without transferring them to the EQi Stocks and Shares Flexible ISA, the shares will be visible in the Equiniti Global Nominee from this date.

## 8. Instructing your decision and timescales

### 8.8 How long will it take for my decision to be processed?

If you don't use the pre-election window, the ordinary election will work as follows.

Election made by 6pm on	Date of Transfer	Shares appear in EQi Flexible ISA or Equiniti Global Nominee Service
Monday 27 January 2025	Thursday 6 February 2025 *	Thursday 13 February
Monday 4 February 2025	Thursday 13 February 2025 **	Thursday 20 February

\* If you've chosen to either transfer your shares to the EQi Flexible Stocks and Shares ISA or the Equiniti Global Nominee Service, your shares will appear in your relevant account within 5 working days from the 'Date of Transfer'.

\*\* If you've chosen to sell your shares see question 7 above for details on when the funds will be transferred to your account.

This pattern continues until Monday 28 July 2025, with a final opportunity to submit your decision by 6pm on Thursday 31 July 2025. The exception to this is when there is a UK bank holiday on a Monday – in this case the timeline will move by one day.

### 8.9 I am in the 2019 5 year plan – what happens to the money that is left over after I've purchased the shares?

If you participate in the 2019 5 year plan it is likely that there will be a small amount of your savings remaining once you've purchased your shares. This is due to the adjustment of the Option Price as a result of the Rights Issue in 2020. For the majority of people the residual value is less than the price of one share. All residual values will be donated to charity via ShareGift. To find out more about ShareGift and the charities supported go to:

[Charities We Support » Home](#)