

KERRY

OurShare

 Own part of Kerry



Your How to Guide

Joining OurShare

Welcome to the start of your OurShare journey!

This guide will show you how to join OurShare in a few easy steps.

To be part of OurShare, you'll need to have an **EquatePlus** account. EquatePlus is the platform run by Computershare, our chosen share plan expert. It's where you go to join and choose how much you want to contribute, as well as make changes and manage your shares once you've started buying them.

Setting up your EquatePlus account only takes a few minutes – logging in for the first time is a bit like opening a bank account. You'll need to complete some onboarding steps to activate your account – we've created this step-by-step guide to help you through the process.



How do I join OurShare?

You'll receive your invitation to join OurShare in September.
Look out for an email from planadmin-noreply@equateplus.com

Step 1

Access your EquatePlus Account

Click on most relevant option to access your EquatePlus account...

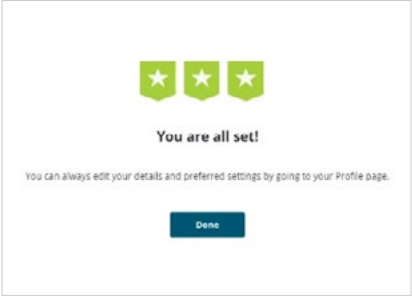
I have a Kerry email address
Log in via single sign on
(make sure you're connected to the Kerry network VPN)

I don't have a Kerry email address
Log in via www.equateplus.com
(using your USER ID from your invitation email)

[More details about Step 1](#)

Step 2

Set up your Equate Plus Account - follow the on-screen prompts and complete the steps



You are all set!

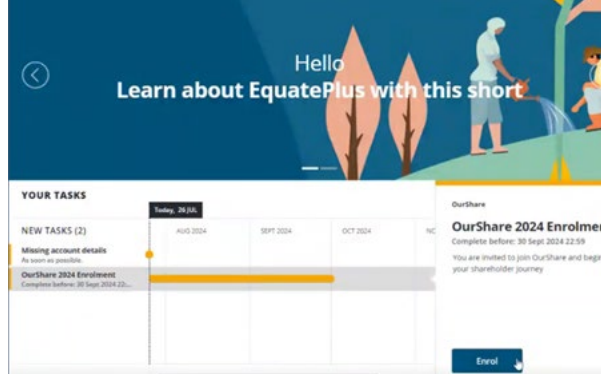
You can always edit your details and preferred settings by going to your Profile page.

Done

[More information on Step 2](#)

Step 3

On your Overview Homepage, go to the 'OurShare 2024 Enrolment' task.



YOUR TASKS

	Today, 24 Jul	AUG 2024	SEPT 2024	OCT 2024	Nov
NEW TASKS (2)					
Missing account details <small>As soon as possible</small>					
OurShare 2024 Enrolment <small>Completed before: 30 Sept 2024 23:59</small>					

OurShare
OurShare 2024 Enrolment
Complete before: 30 Sept 2024 23:59
You are invited to join OurShare and begin your shareholder journey.

Enrol

[Go to Step 3](#)

If you don't have a Kerry email address, your invitation will be sent to the personal email address you pre-registered with.
To pre-register, go to OurShare Hub: kerryourshare.com and complete the pre-registration by 19th September.

Step 1: Access your EquatePlus Account

Before you begin, you'll need a few things to hand

Setting up your account usually takes around 10 minutes.

- Your User ID. This will be in the email invite you got in September, from planadmin-noreply@equateplus.com
- Your email address
- Your date of birth
- Your bank account details
- Your mobile phone (recommended but not essential, to provide an extra layer of security)
- Your taxpayer or social security identification number e.g.
 - **Australia:** Tax File Number (TFN)
 - **China:** Chinese ID card number, passport number or travel permit number
 - **Germany:** Identificationsnummber (IdNr) or Steuernummer
 - **India:** Permanent Account Number (PAN)
 - **Ireland:** Personal Public Service Number (PPS)
 - **New Zealand:** IRD number
 - **Spain:** Documento Nacional de Identidad (DNI)
 - **United Kingdom:** National Insurance Number (NINO) or Unique Tax-payer Reference (UTR)
 - **United States:** Social Security Number (SSN) or Individual Taxpayer Identification (ITIN)

For more visit [OECD website](#).

From this point, EquatePlus is only available in certain languages: Arabic, Danish, Dutch English, French, German, Indonesian, Italian, Portuguese, Polish, Spanish, Simplified Chinese and Traditional Chinese.

1

Enter your User ID on the EquatePlus website. Click 'Continue'.

2

Enter your email address – this needs to be the address your invitation was sent to. Click 'Continue'.

3

Enter your date of birth for security purposes. Click 'Continue'.

4

A temporary password will be sent to your email address. Enter in that password as soon as possible. Click 'Continue'.

5

Create a new password, following EquatePlus guidelines on length and characters. Click 'Login'.

6

Congratulations, you've created your EquatePlus account! To set it up, click 'Get Started'.

Step 2: Setting up your EquatePlus Account

Setting up your EquatePlus account – T&C's and contact information

1

1. Account setup 2. Security 3. Tax settings

Please read and accept the agreements below

To use EquatePlus, you must read and accept the agreements below. These documents will remain available for you to view and download in EquatePlus Library.

Share-Plan Account Terms and Conditions

Accept

SHARE PLAN ACCOUNT TERMS AND CONDITIONS

Key information about this Service

1.1 What Service are we providing?

- Equity of Issuance, including the receipt and conversion of money to full share purchase and the corresponding to the solution, unless you are a participant in a SIP Plan or an IPO Plan and your account is used for a to doing
- Exercise of Options
- Submission of dividend elections
- Sale or transfer of securities
- Issuance of Securities within the Share Plan Account (unless you are a participant in a SIP Plan or an IPO Plan and your account is used for a to doing)

Fullscreen

You need to accept Computershare's agreement. This allows Computershare to manage your Account. Click 'Accept'.

2

1. Account setup 2. Security 3. Tax settings

What regional formats would you like to use?

You can update these settings at any time in your account preferences.

Preferred currency

Euro (EUR / €)

Format (numbers, date, time)

English (United Kingdom) 1,200.25 31 Dec 2023, 16:50:00 CET

Next

Next, you can choose how you want to see your information. Choose what currency you want to see, and your preferred date and time format. Click 'Next'.

3

1. Account setup 2. Security 3. Tax settings

Enter your contact information

This information is needed to provide you with alerts, notifications, and if we must reach you regarding your account activity.

Your home address

Country

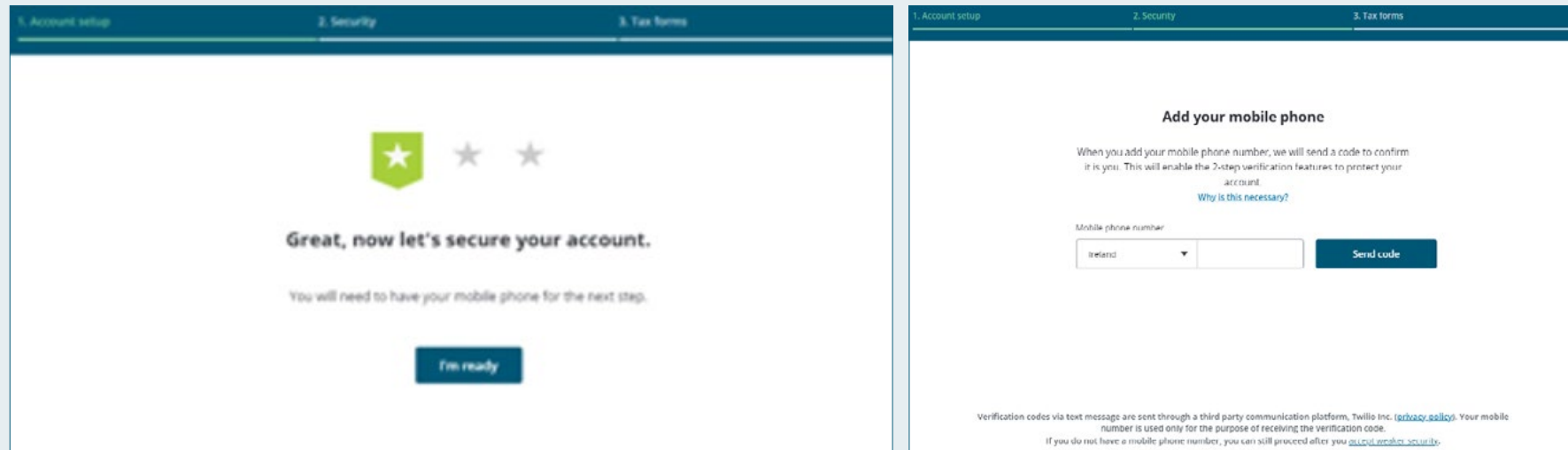
Street address + Add address line

City State / Province / Region Postal code

Next

Now, enter your personal contact details. The system may already have this information. Click 'Next'.

Setting up your EquatePlus account – Security via Mobile Phone



Next, you can secure your EquatePlus account with two-tier authentication. This isn't mandatory, but it adds an extra layer of security.*

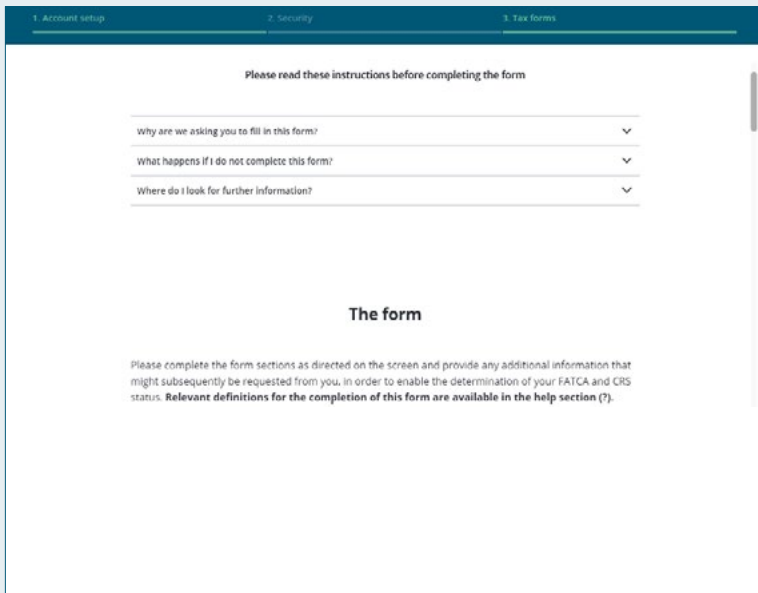
If you want to set up two-tier authentication, make sure you have your mobile phone handy. Follow the on-screen prompts to set up two-tier authentication.



*Please note two-tier authentication is not available in **China** - please choose the option to "accept weaker security".

Setting up your EquatePlus account – Tax Certification

You're almost there... there are just a few tax certification details to fill in first. This is to make sure your account is compliant for tax purposes. There are six parts to this section:



Part 1 – put in details about your location and country of citizenship

Part 2 – select 'no' unless you should be treated as a United States person

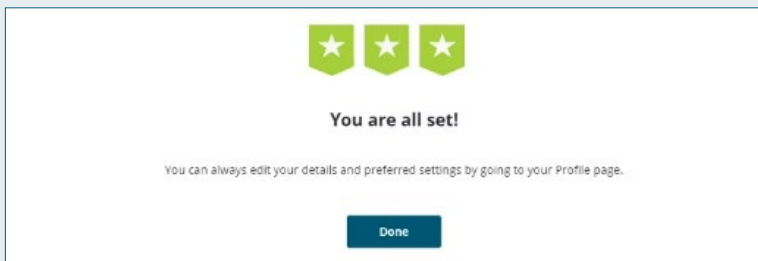
Part 3 – put in your country of residence – this is where you pay your tax

Part 4 – put in your taxpayer identification number. For example:

- UK: National Insurance Number
- Ireland: Personal Public Service (PPS) number
- US: Social Security Number (SSN)

Part 5 – you can leave this blank unless you are resident in two countries

Part 6 – confirm the information you provided is accurate by ticking the box



And that's it – you're all set. Now you're ready to join OurShare!

Step 3: Joining OurShare!

Once you're logged into your EquatePlus account, you'll see the OurShare Homepage. From here, you can:

- Join the plan – EquatePlus calls this 'enrolment'
- Choose how much to contribute
- Manage your account
- Keep track of your shares
- Add your bank account details

EquatePlus – Home Page & Enrolment Task

The screenshot displays the EquatePlus home page. At the top, there is a banner with the text "Hello Learn about EquatePlus with this short" and an illustration of two people watering plants. Below the banner is a "YOUR TASKS" section. On the left, under "NEW TASKS (2)", there are two tasks: "Missing account details" (As soon as possible) and "OurShare 2024 Enrolment" (Complete before: 30 Sept 2024 22:59). A calendar view shows the current date as "Today, 26 JUL" and the enrolment task is highlighted in orange across the months of July, August, and September. On the right, a detailed view of the "OurShare 2024 Enrolment" task is shown, including the completion deadline and a description: "You are invited to join OurShare and begin your shareholder journey". A blue "Enrol" button with a hand cursor is visible at the bottom of this task view.

On the Home Page, you will see a number of tasks to complete:

- **Missing Account Details:**
Click here to add your bank account details (and brokerage account details if you have a share broker but this isn't relevant for most people).
- **OurShare Enrolment:**
Select this task and click 'enrol' to join OurShare.
- **US Participants Only:**
You may also have an extra task to complete a US Tax Form (please have your social security number to hand).

Joining OurShare – OurShare Agreement

OurShare Enrolment ✕

1. Agreement 2. Election 3. Summary

Welcome to OurShare – Kerry's Global Employee Share Plan

In order to participate in OurShare you must first read and accept the following document(s):

[Kerry OurShare Award Agreement](#)

By clicking the "I Accept" button, I confirm that I have read and understood the terms and conditions of the plan linked above and accept that I am bound by them.

Read through the 'OurShare Award Agreement'. This sets out the terms and conditions of OurShare. If you're happy to continue, click 'I Accept'.

Joining OurShare – Contributions

OurShare Enrolment

1. Agreement 2. Election 3. Summary

OurShare – Confirm your Monthly Contribution

Please enter the amount you wish to contribute to OurShare each month.

Contributions

Please note:

- i. The minimum amount that you can contribute in your local currency each month is 10.
- ii. The maximum amount that you can contribute in your local currency each month is 200.
- iii. All contributions must be entered as a monthly amount. Payroll will calculate the weekly or bi-weekly equivalent where relevant.

Contribution Currency: EUR

Contribution Amount:

By clicking 'continue' you are confirming you wish to enrol in OurShare and the monthly contribution amount you entered above is correct. You are also authorising your employer to deduct this amount from your net pay for the purpose of purchasing shares.

Auto re-enrolment

You will be automatically re-enrolled with the same contribution amount for the next year if you are still eligible – this saves you having to go through enrolment process each year. You can always opt out or change the contribution amount during the enrolment window. You will only be asked to actively re-enrol if the contribution limit has changed and your contribution amount is below the revised minimum amount.

Finally, you can choose how much you want to contribute each month.

To help you decide the amount that's right for you, you might want to try modelling different amounts on the Calculator on OurShare Hub – kerryourshare.com

Joining OurShare – Confirmation of Enrolment

The image shows two screenshots from the Kerry portal. The top screenshot is the 'OurShare - Summary' page, which is part of a three-step process (1. Agreement, 2. Election, 3. Summary). It prompts the user to review their contribution details. The amount to contribute per month is set to 200 USD. A 'Save' button is visible at the bottom right of the form.

The bottom screenshot shows the 'Tasks' section of the portal. The 'Tasks' menu item is selected, and a dropdown menu is open, showing 'Tasks' as the active filter. Below the filter, there is a table with one task listed: 'Ourshare Enrolment' with a status of 'Submitted' and a date of 'Jul 30, 2024'.

Remember to click 'Save' to complete your enrolment!

When your task is successfully finalised, you'll receive an 'Enrolment Confirmation' email from EquatePlus.

You will also see a record of your submission in the 'Task' section of your Library.

If you don't receive the confirmation email or see the submission in your Library, your enrolment may not have saved correctly. In that case, please try again or reach out to your OurShare Champion.

Joining OurShare – welcome

And that's it – welcome to OurShare! This is the start of your exciting shareholder journey...

You can now login to your EquatePlus account at any time. From here, you can:

- Manage your account
- Update your contact details
- Keep track of your shares



For additional support...

This guide should cover everything you need to join OurShare, but if you have any questions or need further support, use the support section on OurShare Hub – kerryourshare.com.

