

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 computershare_plan_managers@mailservice.computershare.co.uk


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!

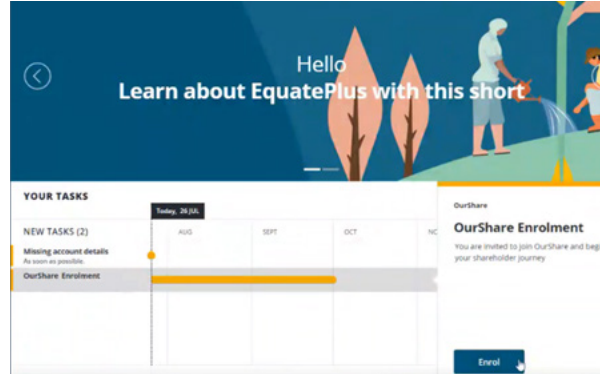
You can always edit your details and preferred settings by going to your Profile page.

[Done](#)

[More information on Step 2](#)

Step 3

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



[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:** Identificationsnummer (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

EQUATEPLUS

Help English

User ID 123456

Forgot [user ID](#) or [password](#)?

CONTINUE

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

2

EQUATEPLUS

Help English

Please identify yourself

User ID 123456

Email an.other@gmail.com

Which email address should I enter?

BACK CONTINUE

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

3

EQUATEPLUS

Help English

Date of birth

d/MMM/yyyy 01/01/1986

Please enter a valid Date of Birth.

BACK CONTINUE

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

4

EQUATEPLUS

Help English

A new temporary password has been sent to your email address. You should type that temporary password here. Please do this as soon as possible.

Temporary password

[I am not able to receive a password](#)

REQUEST NEW PASSWORD CONTINUE

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

5

EQUATEPLUS

Help English

The password must include:

- * At least 7 characters
- * A combination of uppercase and lowercase letters
- * At least 1 number

Create a new password.

User ID 123456

Enter new password

Confirm new password

CANCEL LOGIN

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

6

English (United Kingdom)

Welcome !

Please take the next few minutes to set up your EquatePlus account.

If you are ready, let's get started.

Logout Get started

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 Notes

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?

These terms and conditions govern your use of a Share Plan account to facilitate your participation in a Company Share Plan entitling you to acquire shares.

- Issuing of securities, including the receipt and conversion of money to fully paid shares and the corresponding entry to the relevant records and a participant in a SIP Plan or an EPS Plan and your account are held in a database.
- Transfer of shares.
- Submission of relevant evidence.
- Sale or transfer of shares.
- Issuing of securities within the Share Plan Account (where you are a participant in a SIP Plan or an EPS Plan and your account are held in a database).

Full screen

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

2

1. Account Setup 2. Security 3. Tax Notes

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 Notes

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

1. Account setup 2. Security 3. Tax forms

Great, now let's secure your account.

You will need to have your mobile phone for the next step.

I'm ready

Add your mobile phone

When you add your mobile phone number, we will send a code to confirm it is you. This will enable the 2-step verification features to protect your account.

[Why is this necessary?](#)

Mobile phone number

Ireland

Send code

Verification codes via text message are sent through a third party communication platform, Twilio Inc. [privacy policy](#). Your mobile number is used only for the purpose of receiving the verification code.

If you do not have a mobile phone number, you can still proceed after you [accept weaker security](#).

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

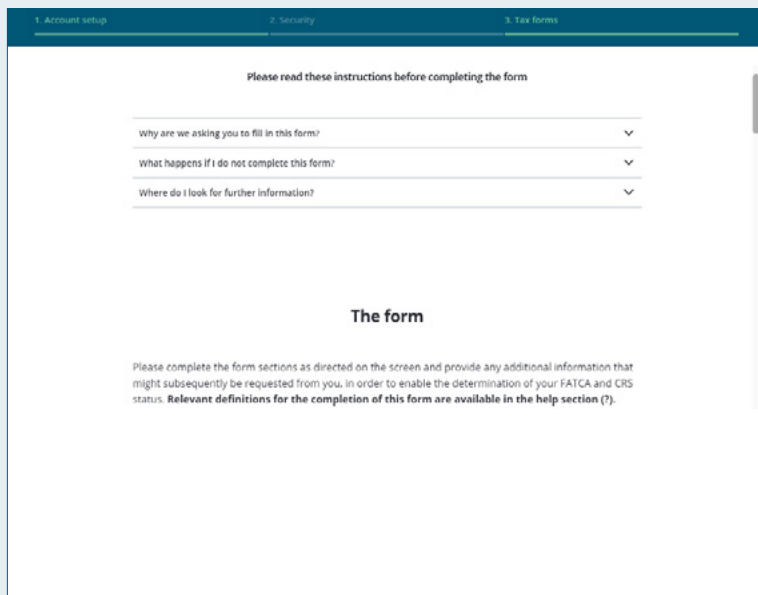
If you want to set up two-tier authentication, make sure you have your mobile phone handy. Follow the on-screen prompts to set up two-tier authentication.



*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:



The screenshot shows the '3. Tax forms' step of the account setup process. At the top, there are three tabs: '1. Account setup', '2. Security', and '3. Tax forms'. Below the tabs, a message says 'Please read these instructions before completing the form'. There are three expandable sections with dropdown arrows: 'Why are we asking you to fill in this form?', 'What happens if I do not complete this form?', and 'Where do I look for further information?'. Below these is the heading 'The form' followed by instructions: 'Please complete the form sections as directed on the screen and provide any additional information that might subsequently be requested from you, in order to enable the determination of your FATCA and CRS status. Relevant definitions for the completion of this form are available in the help section (?)'. A 'Done' button is visible at the bottom right of the form area.

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

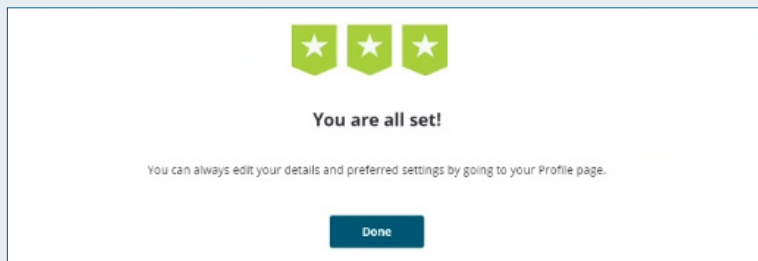
Part 3 – put in your country of residence – this is where you pay your tax

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



The screenshot shows the 'You are all set!' confirmation screen. At the top, there are three green stars. Below them, the text 'You are all set!' is displayed. Underneath, a smaller line of text says 'You can always edit your details and preferred settings by going to your Profile page.' At the bottom, there is a blue 'Done' button.

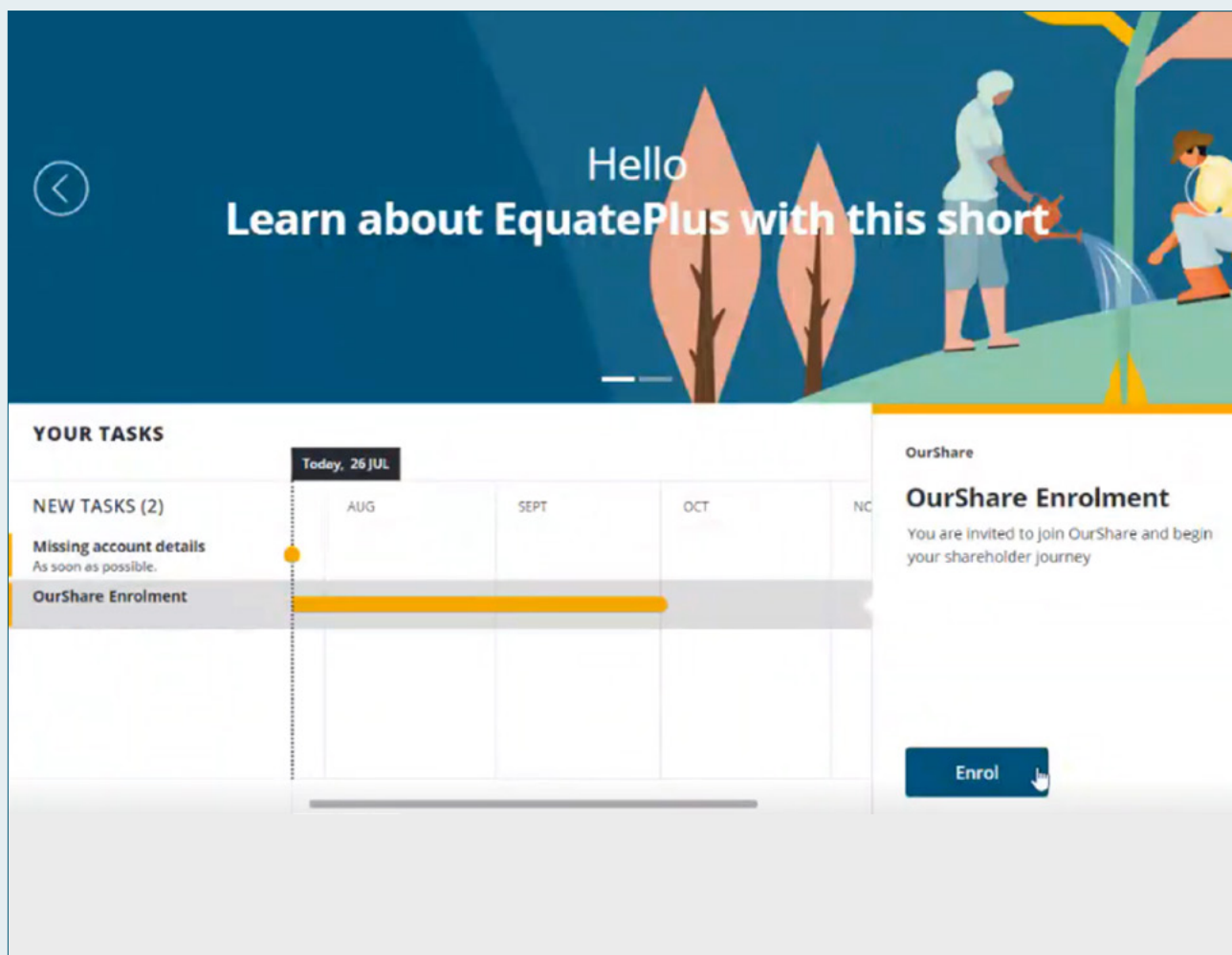
And that's it – you're all set. Now you're ready to join OurShare!

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

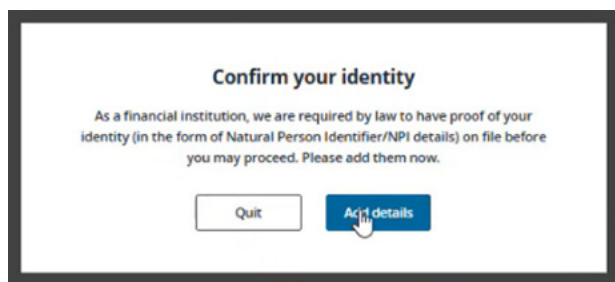


On the Home Page, you will see a number of tasks to complete:

- **OurShare Enrolment:**
Select this task and click 'enrol' to join OurShare.
- **Missing Account Details**
(can enrol in OurShare without completing this task):
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).
- **US Participants Only**
(can enrol in OurShare without completing this task):
You may also have an extra task to complete a US Tax Form (please have your social security number to hand).

Joining OurShare – Confirming Your Identity

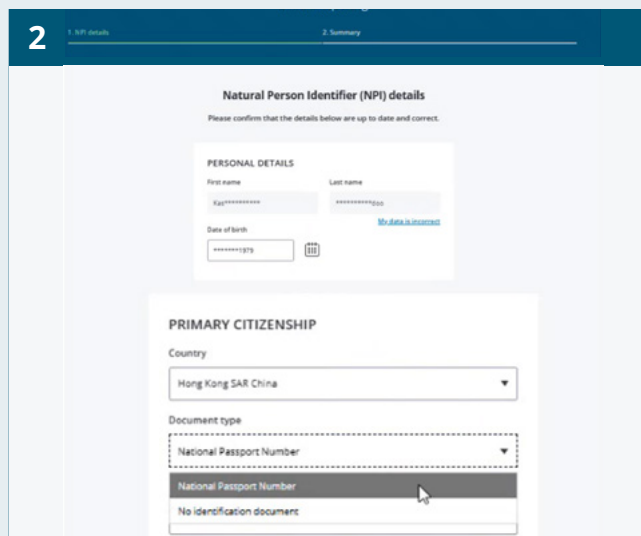
1



When you click 'Enrol', you might be asked to confirm your identity, as required by EU regulations (MiFID II).

Have your passport number ready – this helps verify your details quickly.

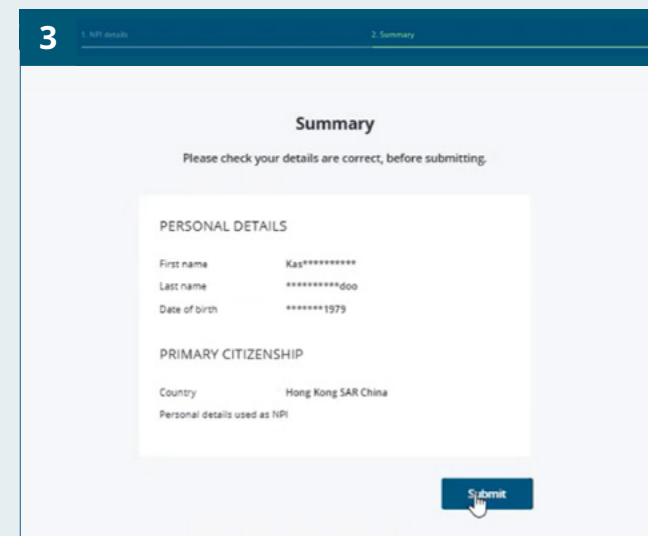
2



Don't have a passport? Just choose 'No identification document' from the dropdown list. Computershare will create a unique ID for you based on:

- Your nationality (country code)
- First name
- Last name
- Date of birth

3



Once you're happy everything looks right, click 'Submit'. You'll be taken back to the homepage and can carry on with your enrolment.

You can view or update your identity details anytime under Personal Details.

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.

I accept

I do not accept

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 OurShare system. 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, and the 'Contribution Currency' is USD. A 'Save' button is at the bottom right. The bottom screenshot shows the 'KERRY' logo and a navigation menu with 'Overview', 'Library', and 'Help'. The 'Library' dropdown is open, showing 'Overview', 'Transactions', 'Documents', 'Tasks', 'Tax forms', and 'Agreements'. The 'Tasks' section is selected, showing a 'FILTER BY' dropdown set to '2024 (1)'. Below this, a table lists tasks: 'Jul 30, 2024', 'Purchase Plans', 'Ourshare Enrolment', and 'Submitted'.

1. Agreement 2. Election 3. Summary

OurShare – Summary

Please review the amount that you have chosen to contribute to OurShare. Once you are happy with your contribution details please click 'Save' to confirm your contribution.

Amount to contribute per month: 200

Contribution Currency: USD

Save

KERRY

Overview Plans & Trading Library Transactions & Records Help Information & Support

Transactions Documents Tasks Tax forms Agreements

Tasks

FILTER BY

2024 (1)

Overview Transactions Documents Tasks Tax forms Agreements

Jul 30, 2024 Purchase Plans Ourshare Enrolment Submitted

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.

