

Your Quick Guide to Enroll in **SHARES**

It's Easy to Enroll in **SHARES**!

Please carefully read these simple instructions to enroll in **SHARES** in 6 easy steps.

The Fidelity NetBenefits® website serves many companies, and certain references on the website do not relate to the Unilever **SHARES** Plan. That's why it is important to carefully follow these simple instructions to guide your enrolment in **SHARES**.

Fidelity Representatives are available to help you:

If you need help navigating the Fidelity NetBenefits website or enrolling in **SHARES**, or if you have any other questions about **SHARES**, speak with a Fidelity Representative at **1-800-544-9354**.

Representatives are available from 5 p.m. Sunday through midnight Friday Eastern time, excluding New York Stock Exchange holidays (except Good Friday).

Step 1 — Log On

- Log on to netbenefits.com/unilever.

Note: If this is your first time logging on Fidelity NetBenefits click *Register Now* and follow the new-user prompts enter a password.

Step 2 — Enroll in **SHARES**

- After you log on, click *Enroll* under 'Unilever **SHARES** Plan'.

Note: If you already have an individual nonretirement Fidelity Account®, skip to Step 4 to enter your **SHARES** election.

Step 3 — Open Your Account

- When the 'Open a Stock Plan Services Account' page appears, click *Get Started*.

Note: Fidelity calls the account you will use to access and manage your participation in **SHARES** a Fidelity Account. This is a full-service brokerage account.

- Enter your personal information, and then click Next.

Note: Some personal information may be prefilled with information provided by Unilever. You may choose to enter your business or a personal email address.

- Enter your Employment Information and Investment Industry Associations, and then click Next

- Select your Email Preferences. Choose *Yes* to receive financial documents electronically. Click *Next*.

- When the 'Review and Confirm' page appears, review and check the information you entered. Click *Edit* if you need to make changes, and then *click Confirm My Information*.

When the 'Agree to the Terms' page appears, review the terms of the Fidelity Customer Agreement, and then click *Open Account*.

- Your account is now opened. Your account number will be displayed on the next page. Click *Continue* to elect your payroll deduction amount and agree to the terms of the plan.
Note: Make a note of your account number for future use.

Step 4 – Enter your SHARES election

- Next, the 'Enrollment Agreement and Elections' page will appear with the 'Payroll Deduction Elections' window showing the Offering Period and 'Allowable Deductions \$12.00 -\$232.00'.
- Enter your **SHARES** monthly contribution amount in the 'New' box.

Step 5 – Read and Accept Enrollment Agreement

- On the 'Enrollment Agreement & Elections' page, click the **check box** to confirm that you have read and accept the Unilever **SHARES** Plan Enrollment Agreement, and then click *Next*.

Step 6 – Review and Submit Enrollment and Elections

- On the 'Review & Submit Enrollment and Elections' page, check the monthly contribution amount that you entered under 'Payroll Deduction'. Click *Next* to submit this information.
- If the information is incorrect or you want to make changes, click *Previous* to return to the 'Enrollment Agreement and Election' screen.
- After you submit your enrollment election, you will receive a confirmation number. Make a note of it and keep it for your records.
- Click *Return* to return to the 'Portfolio Summary' page.

Important Note: The 'Payroll Deduction Amount' reflected is the **SHARES** monthly contribution amount you selected. Your monthly contribution amount may be deducted from your salary or wages by payroll over up to 4 paychecks per month, depending on your pay period frequency (i.e. weekly, semi-monthly).