

# PLAN MATCH SHARES VESTING: FREQUENTLY ASKED QUESTIONS

This document provides answers to frequently asked questions about the SHARES Plan. If there are any inconsistencies between this summary and the Rules of the SHARES Plan, the Rules will govern.

For ease of reference, the questions included in this document are listed below. For each question where relevant, the answer has been separated for employees who are in cash countries. Click on the question below to go to the answer:

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If you have any other questions, please contact the HR Team via [Una Hub](#) which you can find on [Inside.Unilever](#) or contact your with People Partner.

## 1. WHAT DOES 'VEST', 'VESTING DATE', AND 'VESTING PERIOD' MEAN?

The *'vesting date'* is the date your Match Shares become yours ("vest"). They become actual shares that are yours to keep or sell. The *'vesting date'* is the third anniversary of when the investment shares were purchased using your contributions and when the Match Shares were awarded.

The *'vesting period'* is the period of time (3 years) from the purchase date and award of Match shares, until the *'vesting date'*. You must hold the Investment Shares you purchase during the 3-year *'vesting period'* in order to receive your Match Shares.

## 2. WHAT ARE DIVIDENDS AND DIVIDEND EQUIVALENTS?

Dividend payments are a payment paid to shareholders of Unilever shares out of Unilever's profits. Unilever pays dividends each quarter to its shareholders. You will begin to receive dividend payments quarterly on your Investment Shares, starting with the first Unilever dividend payment after your first quarterly share purchase, as long as you are a shareholder on the dividend record date. Your dividends will be automatically used to buy additional Unilever shares (reinvested) based on the share price on the dividend payment date.

Dividend equivalents are the amount of dividends you would have earned if your Match Shares were actual shares. You will earn reinvested dividend equivalents on your Match Shares during the 3 years before they vest. They will be paid to you as additional Unilever shares, along with your vested Match Shares, as soon as possible after the end of the 3-year vesting period. Until your dividend equivalents are actually distributed in the form of additional Unilever shares, you will not see them in your SHARES account.

## 3. WHEN ARE MY MATCH SHARES (OR MATCH SHARE EQUIVALENTS) VESTING?

Your Match Shares vest on the third anniversary of the award date if you do not sell or transfer the corresponding Investment Shares (or Investment share equivalents for participants who receive a cash payment in lieu of actual shares).

## 4. AM I ELIGIBLE TO RECEIVE THE FREE MATCH SHARES (OR MATCH SHARE EQUIVALENTS)?

If you have not sold or transferred your corresponding Investment Shares or share

equivalents during the 3-year vesting period, you will be eligible to receive the free Match Shares or Match share equivalents.

## 5. WHAT IF MY EMPLOYMENT WITH UNILEVER TERMINATED BEFORE THE END OF THE VESTING PERIOD?

At the end of the three-year vesting period you will receive a net number of shares delivered to your shares account, if you have not sold or transferred the corresponding Investment Shares.

The total vested Match Shares and dividend equivalent will be valued as of the vesting date and any applicable taxes will be calculated on this value by your last known country payroll team. The total monetary value of your vested shares will be reduced by the total tax value and you will receive the balance as shares deposited into your account.

### CashCountryParticipants

For participants in a cash country, who receive a cash payment in lieu of actual shares, the total monetary value of your vested share equivalents will be reduced by the total applicable tax value and the balance after this deduction will be paid to you by your last country payroll team into the bank account that Unilever previously made payments to.

## 6. HOW WAS THE VALUE OF MY MATCH SHARES (OR MATCH SHARE EQUIVALENTS) CALCULATED?

The number of Match Shares (or Match share equivalents) you were awarded was based on a 3:1 ratio (Buy 3 Get 1 Free). At the time your Investment Shares were purchased, you were awarded 1 free Match Share for every 3 Investment Shares.

Over the three-year vesting period, you will earn reinvested dividend equivalents (see q.2 for an explanation on dividends) on your Match Shares. This will be added to your total vested Match Shares amount on the vesting date.

The monetary value of your total vested shares for tax purposes will be determined by the Unilever NV, Unilever PLC or Unilever NV ADR closing share price and applicable exchange rate (FX) rate on the vesting date. If the vesting date falls on a weekend or public holiday, the price and FX rate on the first business day thereafter (the "valuation date") will be used.

Please note: Unilever has announced plans to unify its Group legal structure under a single parent company, Unilever PLC. Please [click here](#) to find out more.

## 7. WILL MY MATCH SHARES (OR MATCH SHARE EQUIVALENTS) BE TAXED?

Dependant on which country you are in there could be tax due on the value of the Match Shares when they vest. Where applicable the gross amount of shares will be delivered to your account at Computershare, and any applicable tax will be deducted through payroll in the next available payroll run after the vesting date.

If you have left the company please see q. 5 to see how your taxes will be managed.

### CashCountryParticipants

For participants who receive a cash payment in lieu of actual shares, the total monetary value of your vested share equivalents will be reduced by any applicable tax and the balance paid to you through payroll in the next available payroll run after the vest date.

In countries that do not require Unilever to withhold tax, you will be personally responsible for reporting income and paying taxes according to your country's tax rules.

## 8. ARE THERE ANY LEGAL RESTRICTIONS ON THE SALE OF UNILEVER SHARES?

All Unilever employees are subject to [Unilever's Code of Business Principles](#) and the [Unilever Preventing Insider Trading Code Policy](#), which prohibit dealing in Unilever securities at any time when in possession of unpublished, price-sensitive information in relation to those securities. Dealings in Unilever securities listed on a U.S. stock exchange are also subject to U.S. securities laws.

Directors and employees, who are notified that they are "Employee Insiders," are additionally subject to the terms of the Unilever Share Dealing Standard, as contained in the Unilever Share Dealing Manual, which prohibits dealing at certain times and sets forth pre-clearance and notification procedures and obligations.

These individuals must obtain clearance from the Group Secretary, Deputy Secretary, or as otherwise required by the Unilever Share Dealing Code to trade. If you are an Employee Insider you are personally responsible for ensuring that you obtain the proper, required approval for dealing in Unilever shares from the Group Secretary or Deputy Secretary prior to entering your sale transaction.

Both the [Unilever Preventing Insider Trading Code Policy](#) and the [Unilever Share Dealing Manual](#) are available on the Unilever Policy Centre intranet site, which you can access by clicking on the links to these sites above.

## 9. HOW CAN I OBTAIN INFORMATION ON UNILEVER SHARE PLAN PROVISIONS?

If you have any questions regarding specific Unilever share plan provisions, please refer to the Unilever share plan documents and FAQs, which can be found on either: [Computershare Website](#) - at the top of the page select 'Library' then select 'Documents'

or

[SHARES website](#) - Information Hub

## 10. HOW CAN I ACCESS MY COMPUTERSHARE ACCOUNT?

- a. You can access your Computershare account anywhere in the globe. If you access from the Unilever network, you may use single sign on by [clicking here](#). If you access your account from outside the Unilever network, go to [www.equateplus.com](http://www.equateplus.com). You will need your Unilever USER ID and Password.
- b. You can call the Computershare customer service centre, open 24/5 using one of the numbers below. Alternatively, you can also contact Computershare via the Help Chat on the EquatePlus platform.

Argentina	0-800-555-4288 then dial 1-866-680-3582	India	000-117 wait for the beep and then dial 1-866-680-3582
Australia	+61 3 9415 4172	Israel	1809333333 wait for the beep and then dial 1-866-680-3582
Brazil	+55 (0) 800 7621 433	Mexico	800-112-2020 then dial 1-866-680-3582
China	+86 400 120 2340	North America	+1 732 491 0758
Colombia	01 800 911 0010 then dial 1-866-680-3582		
Europe	+44 (0) 344 472 6084		

If you are a current employee, you may also contact the HR Team via Una Hub which you can find on Inside.Unilever or contact your People Partner. Alternatively this information is available at the [SHARES website](#) under Information Hub.

## 11. WHAT IS MY USER ID AND WHAT HAPPENS IF I FORGOT IT?

- a. Your USER ID is your new Computershare Login credential.
- b. Click on your 'Profile' then "Personal Details" on the top right hand side of the page.
- c. You should then see the 7-digit number next to your name.
- d. If you forget your USER ID, contact Computershare using the Customer Service contact numbers, open 24/5 or follow the 'Forgot USER ID' steps on [www.equateplus.com](http://www.equateplus.com).

## 12. WHAT IS MY PASSWORD AND WHAT HAPPENS IF I FORGOT IT?

Your password will be used to login to your Computershare account, if you do not

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If you forget your password, follow the 'Forgot USER ID' steps on [www.equateplus.com](http://www.equateplus.com) or contact Computershare using the Customer Service contact numbers, open 24/5.

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### 13. CAN I ACCESS MY ACCOUNT IF I AM A FORMER UNILEVER EMPLOYEE?

Yes. You will be able to access your account even if you are no longer a Unilever employee. You will also be able to update your personal information directly through your Computershare account, such as your email address, phone number, and mailing address. To update your details on your Computershare account click on My Profile > Personal Details. If that doesn't work, contact Computershare via the Help Chat on the EquatePlus platform or call the contact centre, open 24/5.

### 14. WHEN AND HOW WILL I RECEIVE MY VESTED MATCH SHARES AT COMPUTERSHARE?

For employees the full amount of your vested Match Shares will be delivered into your Computershare account by the fifth business day after the valuation date. The valuation date is usually the vesting date. It is the date when your shares are valued using the share price at the point the market closes, along with the applicable FX rate at close. If the vesting date falls on a weekend or public holiday, the price and FX rate on the first business day thereafter (the "valuation date") will be used.

Your shares will be delivered gross which means none of your shares will be withheld to cover any applicable tax. Instead the relevant tax will be calculated and will be deducted from the next available payroll after the vesting date.

In countries that do not require Unilever to withhold tax, where applicable, you will be personally responsible for reporting the income from your Match Shares and paying taxes according to your country's tax rules.

You can view your award details on the Computershare website

For individuals no longer working at Unilever please refer to Q5 to understand how the shares will be treated.

Your Investment Shares have been restricted from sale or transfer during the 3-year vesting period, but the restriction will be automatically removed on the vesting date.

### 14A. WHEN AND HOW WILL I RECEIVE MY VESTED MATCH SHARE EQUIVALENTS IN CASH?

For participants who receive a cash payment in lieu of your Match Shares, this will be equal to the number of shares earned, multiplied by the Unilever NV or Unilever PLC closing share price on the vesting date, less mandatory withholding taxes due, if

You will also receive a cash payment from your current payroll in lieu of your Investment Shares. The cash payment will be equal to the number of Investment Shares, multiplied by the Unilever NV or Unilever PLC closing share price on the valuation date, less mandatory withholding taxes on the dividends and capital gains. The value of the initial investment deducted from your monthly pay is non-taxable.

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(Match Shares \* Unilever share price on vest date) – mandatory withholding tax = cash payment

In countries that do not require Unilever to withhold tax, where applicable, you will be personally responsible for reporting the income from your Match Shares and paying taxes according to your country's tax rules.

Please note: Unilever has announced plans to unify its Group legal structure under a single parent company, Unilever PLC. Please [click here](#) to find out more.

## 15. WHERE CAN I LOCATE MY VESTED SHARES OR DETAILS OF MY VESTED SHARE EQUIVALENTS IN CASH?

Go to the Computershare website ([www.equateplus.com](http://www.equateplus.com)).

If you log in to Computershare via [www.equateplus.com](http://www.equateplus.com), select the 'SHARES' tile, then 'plan details' and scroll down, you can find the total number of shares you actually own, including your Investment Shares, reinvested dividend shares, and unvested Match Shares. On this page, you can see the total value of your shares at the current share price.

For any vested shares, these will reflect as 'available' – for trading.

## 16. HOW DO I KNOW WHICH SHARES ARE AVAILABLE FOR SALE?

Follow the steps in Q15 to locate your vested shares

The 'Unrestricted shares' are the shares that are available to transact, either sell or transfer. The 'Purchased shares' are the Investment Shares that are under restriction until the vesting date of the corresponding Match Shares.

## 17. CAN I SELL/TRANSFER MY UNILEVER SHARES IN MY COMPUTERSHARE ACCOUNT? IF SO, HOW?

If you wish to sell your shares, please log onto [www.equateplus.com](http://www.equateplus.com).

Before you can sell your shares on the EquatePlus platform, you will need to add your 'Payment Details' by following the steps below:

To add your payment details:

- At the top right of your EquatePlus screen, click on the *Profile picture*.
- Select '*Financial details*' from the drop-down menu. This will bring you to the screen where you can add or review your bank and brokerage account details.
- Click on '*Add new bank account*', near the top right-hand corner of the screen, if you wish to add details of a new bank account to your EquatePlus account.

- To add details of a new brokerage account to your EquatePlus account, scroll down the screen to find the 'Add new brokerage account' link.
- To edit the details of a bank or brokerage account which you have already registered with us, click on 'Edit account' under the relevant account name, and follow the onscreen instructions.

To sell your shares:

EquatePlus will automatically show you which shares are available, and which are locked and will provide you with an onscreen 'Transact' button when your assets become available.

- You can initiate a transaction from the Overview homepage on the 'SHARES' tile by clicking on the blue 'Transact' button. EquatePlus will show you the types of transaction allowed; select the sell option.
- Indicate how many shares you want to sell. Depending on the transaction type, you may also need to choose between selling at market price or with price limit\*.
- You can review the terms and conditions associated with the transaction. You must agree to them in order to place the transaction.
- Your transaction is summarised, showing shares selected, quantity, estimated proceeds and fees.
- A confirmation screen will appear with the transaction number and confirm that the transaction has been finalised.
- The confirmation will be recorded in your 'Library' and a notification sent via email.
- If you do not receive a confirmation, please review the transaction to see if it was completed correctly.

Please be advised a SWIFT code is a unique identification code for both financial and non-financial institutions. These codes are used when transferring money between banks, particularly for international wire transfers. SWIFT codes can sometimes be found on account statements. If you do not know your SWIFT code, please contact your bank. Your Swift code will consist of 8 or 11 characters. Our online system requires the input of 11 characters; as such when an 8-digit code is given you should add "XXX" to the end of your swift code to make it 11 characters. If you are still unsure of which Swift code to enter, please contact your bank for further guidance.

## 18. WILL I BE CHARGED TRANSACTION FEES WHEN I SELL

## SHARES?

Yes. If you decide to sell or transfer your shares, you will be responsible for any related transaction fees. All your transactions will be summarised, showing shares selected, quantity, estimated proceeds and fees.

If you are trading via the Computershare call centre, the customer service representative will explain the applicable fees. Specific transaction fees charged will be reflected on the confirmation that Computershare will email or mail to your home on the settlement date.