

# Britvic Share Incentive Plan (the Plan) – ESP Portal

Equiniti (our employee share plans administrator) have launched a new Employee Share Plans (ESP) Portal, a web based employee share plans service which has been developed to offer a fast and convenient way for you to manage your Britvic Share Incentive Plan in one completely user-friendly place and access a wide range of information.

## The ESP Portal will allow you to:

- View your share portfolio in the Britvic Share Incentive Plan (including any old IHG shares issued prior to 2006) covering Free, Partnership and Matching shares.
- See details of which Plan shares are currently **locked-in** and therefore cannot be sold or transferred, **conditional** shares that are subject to income tax and NIC, and **available** shares that can be sold free of any income tax and NIC
- Buy / Sell shares using Equiniti's real time share dealing service, giving you complete control over the share price you receive for the sale of your Plan shares
- Use online calculators to model potential gains and tax benefits. You can also see details of any Britvic Ordinary shares you might hold

**These are just some of the many benefits of the ESP Portal - there are lots more!**

## What you need to do next?

Before you can use the ESP Portal to transact online you will need to activate the account Equiniti have created for you. Even if you are not intending to sell your shares any time soon please take the time to register and activate your account as soon as you can.

## To activate your ESP Portal account simply:

Log onto [www.shareview.co.uk/britvic](http://www.shareview.co.uk/britvic) and click on the ESP Portal link, which will take you to the ESP Portal home page where you can log in.

Click on **'First time users'** on the right hand side, this will take you to a set of 5 Registration pages where you will need to enter information. The whole process should take no longer than 5 minutes to complete.

**Page 1: Tell us who you are** – here you will need to enter your Surname, Employee Payroll Number (which can be found on your payslip) and your Date of Birth. If all 3 match the information held by Equiniti you will be directed to page 2.

**Page 2: Register for Portal** – here you will need to enter your email address, which can be a business or personal email account. Equiniti will use the details to send email confirmations of your ESP Portal transactions. You will also need to create a password which must be between 8 and 14 characters long and must include a number and upper case letter in it – for example Pa55word.

**Page 3: Memorable Information** – here you will need to provide answers to 3 memorable questions. There are six questions in total and you can choose which 3 best suit you. If in the future you forget your password you will need to be able to give the answers to your memorable questions to reset your password.

**Page 4: Your profile** – here you can provide your telephone contact details in case Equiniti need to contact you.

**Page 5: Confirmation Page** – Your security details are now set-up. Equiniti will then send you an activation code by post, when you get this you can log back in entering your Surname, Employee Number, Date of Birth and ESP Portal password. Whilst you are waiting for your activation code you will be able to apply for the Britvic Share Incentive Plan.

If you are experiencing any problems with your ESP Portal account, please contact the Equiniti helpline on 0871 384 2520\*.

\*Calls to Equiniti 0871 numbers are charged at 8p per minute plus network extras. Lines are open 8.30am to 5.30pm Monday to Friday (excluding bank holidays).