



# Tesco Share Account

The modern way to manage your Tesco PLC shares



## Important Information

This booklet has answers to frequently asked questions about the Tesco Share Account (“TSA”). If you need more information, please call the Shareholder Helpline (see [Contacts](#) on page 13).

Document last reviewed October 2022.

### Risk Warning

The investments you hold in the TSA relate to Tesco PLC (“the Company”) only, so should therefore be considered as a component of a balanced portfolio and is separate to other accounts you may hold elsewhere.

The value of ordinary shares in the Company and any income from them, can go down as well as up and therefore you may not receive in return the same amount of money you invested. If you are not based in the UK the value of shares and dividends is subject to changes in the exchange rate.

Past performance is no guide to future performance.

### Suitability and appropriateness

If you are in any doubt about the suitability of the TSA or the investments held on your behalf, you should consult an authorised financial adviser.

Neither Equiniti Financial Services Limited (“Equiniti”) nor the Company will assess the suitability or appropriateness of investments held for you or other services provided to you under the TSA Terms and Conditions and you are not subject to the Financial Conduct Authority Rules on assessing suitability and appropriateness.

You agree that you have not asked for, or received any advice from Equiniti or the Company and it is your decision to accept that the TSA is suitable to your requirements.

Nothing in this booklet constitutes financial or other professional advice. You should consult an authorised financial adviser if you require financial advice.

### How does Equiniti protect my data?

To understand more about how Equiniti safeguards your data, and to read the latest version of the Privacy Notice, please visit [privacy.equiniti.com](https://privacy.equiniti.com) or contact the Shareholder Helpline (see [Contacts](#) on page 13).

## About the TSA

### What is the TSA?

The TSA enables you to hold shares in the Company electronically rather than keeping paper certificates. It is sponsored by Tesco PLC and provided by Equiniti.

Details of the TSA are set out in the TSA Terms and Conditions (see [Documents](#) on page 14 for details of how to access a copy).

### Is the TSA available in all countries?

You must be aged 18 or over and resident in the European Economic Area (EEA) (including the UK), Switzerland, Isle of Man, Channel Islands or Gibraltar in order to participate in the TSA.

If you move your residence to a country outside this list you must close your account immediately. To arrange to receive a share certificate or transfer your shares to a broker of your choice, please contact the Shareholder Helpline (see [Contacts](#) on page 13).

### Advantages of the TSA

- Your shares will be held in an uncertificated account which you can view online. This means that you do not have to keep paper share certificates, making dealing and administration easier and avoiding the risk of paying for duplicates if certificates are lost.
- A share dealing service is provided, so you can buy sell your shares online, by phone, or by post using an appointed share dealing provider (see [Share Dealing](#) on page 9)
- You can trade your shares from the day they are transferred into your account as you do not have to wait for a share certificate to arrive in the post. This also means that when selling shares there are usually shorter settlement periods, expected to be two business days after the trade date. This provides a straightforward and accessible way to deal (see [Share Dealing](#) on page 9).
- Your details will be held on a separate register, which is not open to public inspection.
- Advantages are listed here, but there are also general risks of holding shares and you should consider the [important information](#) on page 2.

### Charges

<b>Annual Maintenance</b>	FREE
<b>Transfer shares into TSA</b>	FREE
<b>Transfer shares out of the TSA</b>	
- within 90 days of transfer into the TSA	FREE
- more than 90 days after transfer into the TSA	£10
When selling shares direct from the TSA via an appointed share dealing provider no transfer charge will be incurred. However, the appointed provider's commission rates will still apply.	
<b>Quarterly Statements</b>	FREE
<b>Duplicate Statement</b>	£10 +VAT
<b>Confirmation of holding</b>	
by telephone	FREE
in writing	£10 +VAT
<b>Annual management fee for unclaimed payments where share balance is zero</b>	Max £5 (incl VAT) per annum

## About the TSA

### Who will be the registered holder of my shares?

Your shares will be held on your behalf by Equiniti using a nominee custodian of their choice and you will continue to be the beneficial owner of the shares.

Information about your account may be shared with the Company if they request it. The details of the shares held on your behalf will not be available for public inspection.

### Will I still be able to vote and attend at General Meetings and receive shareholder documents?

The company will generally make available financial information and give you the opportunity to instruct the nominee how you wish to vote, alternatively you may request to attend and vote at any Annual General Meeting or other General Meetings the Company may have from time to time.

### What if I need to complete a self assessment tax return?

You do not pay tax on any dividend income that falls within your Personal Allowance (the amount of income you can earn each year without paying tax). You also get a dividend allowance each year. You only pay tax on any dividend income above the dividend allowance. For further information please visit [www.gov.uk/tax-on-dividends](http://www.gov.uk/tax-on-dividends)

If you are required to, or choose to complete a self assessment tax return, you will need to include in your return the amounts of the dividends paid to you during the tax year. You can find details of the dividends paid to you online by registering for Equiniti's online Shareview Portfolio service (see [Managing shares online](#) on page 5).

You will also receive an Annual Dividend Confirmation each tax year for dividends paid to your nominated bank or building society account (see [Dividends](#) on page 6).

### What is the annual management fee for unclaimed payments?

This fee **ONLY** applies if you've sold or transferred all your shares, where Equiniti continues to hold unclaimed payments for you about which it has previously notified you. Unclaimed payments are payments over twelve (12) months old which have been issued to you but not been cashed and any unclaimed payments are shown on your TSA statement.

The fee is up to a maximum of £5 (incl VAT) per annum and you will be notified in advance of any fee being applied and given the opportunity to claim these funds (less any applicable reissue fee) before the management fee is applied.

### How will I know how many shares I have in the TSA?

You will receive a TSA statement as soon as you join the TSA and then on a quarterly basis a statement will be made available for you within your Shareview Portfolio showing the number of shares held for you (see [Managing shares online](#) on page 5).

You can check your details at any time via your Shareview Portfolio or by contacting the Shareholder Helpline (see [Contacts](#) on page 13).

## Managing shares online

### How can I view my shares online?

To view your shares and other information online, simply register for Equiniti's online Shareview Portfolio service. It is free, secure, and easy to administer.

### Registering for Shareview Portfolio

Go to [www.shareview.co.uk/register](http://www.shareview.co.uk/register) or

- 1 scan the QR code to the left and click 'Register';



- 2 Receive an activation code in the post to complete your registration; and

- 3 Log on and enjoy the benefits of a Shareview Portfolio.

### What are the benefits of a Shareview Portfolio?

- View/download your quarterly statements online;
- Elect to view certain company communications online;
- Update your details online including your address;
- Manage your dividend election instruction and your UK bank account details (see [Dividends](#) on page 6);
- Sell your shares online direct through Shareview Portfolio (see [Share Dealing](#) on page 9)
- View balance movements, indicative share prices and recent dividend payment details;
- It's simple, secure and free.

### Can I view my quarterly TSA statements online?

You will receive four (4) statements a year if assets are held on your behalf in the TSA, and these will be made available online via your Shareview Portfolio. An email will be sent to the address associated with your Shareview Portfolio to let you know when each statement is available and how to access it. The dates online statements will be made available are provided on the front of each statement.

### What if I want all my TSA statements issued by post?

If you would prefer to receive all four (4) of your TSA statements by post, please contact the Shareholder Helpline (see [Contacts](#) on page 13). You will need your Shareholder Reference to hand.

You can also ask to receive more frequent paper statements. Please contact the Shareholder Helpline (see [Contacts](#) on page 13) for further information and how much this would cost.

### Will I receive TSA statements if I have not registered online and do not request paper statements?

If you have not registered for a Shareview Portfolio (or for the Tesco Shares Portal if you are an employee of the Company) and have not asked for TSA statements to be issued by post, we will send you one (1) of your quarterly TSA Statements in paper each year\*.

### How do I access my Shareview Portfolio if I am an employee of Tesco PLC?

You can access your Shareview Portfolio via the Tesco Shares Portal at [www.shareview.co.uk/tesco](http://www.shareview.co.uk/tesco)

If you have not already registered for the Tesco Shares Portal you can do so in three easy steps.

### Registering for the Tesco Shares Portal

Go to [www.shareview.co.uk/tesco](http://www.shareview.co.uk/tesco) or scan

- 1 the QR code to the left and click 'Register' (in the 'Register Here section');



- 2 Enter the requested information including your employee number (shown on your payslip) and your date of birth; and

- 3 Log back into the Tesco Shares Portal and enter the Activation Code to get full access to the site.

\* TSA Statements will continue to be made available online each quarter should you later register online.

## Dividends

### Default dividend choice for TSA dividends

The default dividend choice for the TSA is to reinvest your cash dividends into the Tesco PLC Dividend Reinvestment Plan ("DRIP") provided by Equiniti.

If you do not have a DRIP election on your TSA holding or have instructed Equiniti not to reinvest your cash dividends, distributions will **ONLY** be issued by direct payment (into a nominated bank or building society account).

**Important: cheque payments for TSA dividends are not available.**

In order to receive cash distributions you must provide valid bank or building society account details to Equiniti by the dividend record date, otherwise your cash dividends will be retained and you may be charged a fee for their release (see [Manage your dividend election in 3 easy steps](#) on page 7).

Details of fees for reissuing payments can be found at [www.shareview.co.uk/clients/paymentreissue](http://www.shareview.co.uk/clients/paymentreissue)

Any fees will be deducted from the payment sent to you.

A copy of the latest DRIP Terms and Conditions can be found at the back of the TSA Terms and Conditions (see [Documents](#) on page 14 for details of how to access a copy).

### How do I view information on my dividends?

If you have instructed Equiniti not to reinvest your cash dividends into the DRIP, and you have provided your nominated bank or building society account, you will receive an Annual Dividend Confirmation for dividend payments paid to your nominated bank or building society account for that tax year.

You can also view information on your dividends online by registering for Equiniti's Shareview Portfolio service (see [Managing shares online](#) on page 5).

### Receiving cash dividend direct to a UK Bank or Building Society account (UK residents only)

If you live and work in the UK, your dividends can be paid directly to your UK bank or building society account.

Benefits of receiving payments direct include:

- Fast and convenient method of payment;
- No lost or stolen cheques; and
- Reduces the amount of paper used.

### Reinvesting cash dividends into the Tesco Dividend Reinvestment Plan (DRIP) (UK and EEA residents)

The DRIP offers a convenient, easy, and cost effective way to use your cash dividend to purchase additional shares in the Company at market value, which are then added to your TSA holding.

Further information on the DRIP, including Terms and Conditions, charges and how to apply, can be found at [www.shareview.co.uk/info/drip](http://www.shareview.co.uk/info/drip) or by contacting the Shareholder Helpline (see [Contacts](#) on page 13).

**Important:** If you wish to change your dividend election to receive cash, you **MUST** revoke your DRIP election when submitting your bank details. Submitting your bank details will **NOT** override any election to reinvest your dividend.

## Dividends

### Manage your dividend election in 3 easy steps

1. Log on to your Shareview Portfolio at [www.shareview.co.uk/login](http://www.shareview.co.uk/login);
2. Follow the link from “My Investments” to view your holdings summary;
3. Access the Dividend Election page for your Tesco Share Account holding and follow the instructions to provide your nominated UK bank account or elect to reinvest in the DRIP.

If you are an employee of the Company, you can access your Shareview Portfolio via the Tesco Shares Portal at [www.shareview.co.uk/tesco](http://www.shareview.co.uk/tesco)

If you are a sole shareholder, you can also provide your nominated UK bank account details over the phone (see [Contacts](#) on page 13).

For more information on receiving dividends direct to your UK bank or building society account please visit [www.shareview.co.uk/info/directdividends](http://www.shareview.co.uk/info/directdividends)

To ensure your election is processed by the next dividend payment date it must be received by the publicised deadline.

For the latest on dividend dates please see [www.tescopl.com/investors](http://www.tescopl.com/investors)

### Paid direct to Overseas Bank Account via Overseas Payment Service (EEA Residents)

If you live and work overseas, you can arrange to have your dividends paid direct to your overseas bank account using our Overseas Payment Service. Operating in over 90 countries it provides:

- Faster access to your dividends;
- Increased security; and
- Very competitive fees.

For further information including the list of countries the Service operates in, application forms, Terms and Conditions, payment limits and charges please visit [www.shareview.co.uk/info/ops](http://www.shareview.co.uk/info/ops)

## Dividend payment options

### UK residents

### EEA residents

#### UK bank or building society mandate

##### (UK residents only)

Individual shareholders can submit their instruction for Direct Dividend Payments via their Shareview Portfolio (see [Manage your dividend election in 3 easy steps](#) on page 7).

Other groups including joint shareholders should go to [www.shareview.co.uk/info/directdividends](http://www.shareview.co.uk/info/directdividends) for further information

Or you can contact the Shareholder Helpline or write to Equiniti (see [Contacts](#) on page 13).

**NB: To receive cash, you MUST revoke your DRIP election when submitting your mandate details.**

#### \*\* DEFAULT DIVIDEND CHOICE \*\*

##### Dividend Reinvestment Plan (DRIP)

##### (UK and EEA residents)

For further information on applying to the DRIP please see the Tesco DRIP guide available from

[www.shareview.co.uk/info/drip](http://www.shareview.co.uk/info/drip)

Or you can contact the Shareholder Helpline or write to Equiniti (see [Contacts](#) on page 13).

#### Overseas Payment Service

##### (EEA Residents)

For further information including the list of countries the Service operates in, application forms, Terms and Conditions, payment limits and charges please visit:

[www.shareview.co.uk/info/ops](http://www.shareview.co.uk/info/ops)

Or you can contact the Shareholder Helpline or write to Equiniti (see [Contacts](#) on page 13).

## Share Dealing

### Who can I sell/buy my shares through

For shares held in the TSA you must use a dealing provider appointed to the TSA. The Company has made arrangements to allow you to buy or sell Company shares through Equiniti.

### Can I use another share dealing service provider other than Equiniti?

To deal through a share dealing provider other than Equiniti, you will need to transfer shares out of the TSA to another nominee provider or arrange for a share certificate to be issued to you.

Please note there may be a charge for transferring shares out of the TSA (see [Charges](#) on page 3).

Details of charges are also set out in the TSA Terms and Conditions (see [Documents](#) on page 14 for details of how to access a copy).

### Do I need permission to deal?

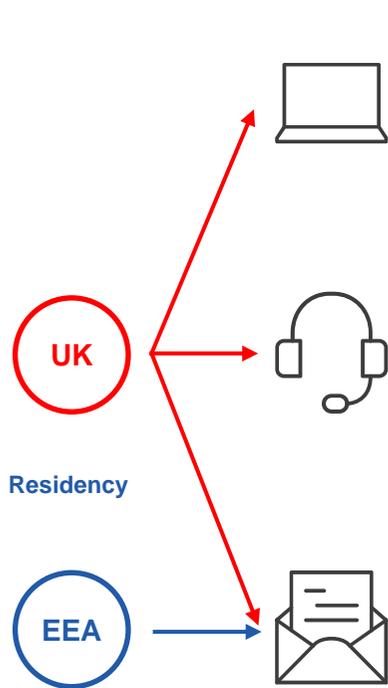
If you are an employee of the Company and subject to the rules for dealing in the Company you are responsible for ensuring you have permission to deal.

### How much will share dealing cost me?

As the dealing process is simpler than dealing with share certificate sales, share dealing providers appointed to the TSA look to provide very competitive rates.

As commission rates can change at any time, you need to contact the appointed share dealing providers direct for the latest applicable rates. For further information contact the Shareholder Helpline (see [Contacts](#) on page 13).

## Share dealing options



### Online Dealing (UK residents only):

You can sell your shares online via your Shareview Portfolio. Alternatively you can buy or sell your shares by visiting:

[www.shareview.co.uk/dealing](http://www.shareview.co.uk/dealing)

You can do your share dealing online, in real time, between 8:00am and 4:30pm (UK time), Monday to Friday (excluding public holidays in England and Wales).

### Telephone Dealing (UK residents only):

To buy or sell shares via telephone dealing call:

**+44 (0) 3456 037 037 (please use the country code when calling from outside the UK)**

Lines open Monday to Friday (excluding public holidays in England and Wales), 8.00am to 4.30pm (UK time) for dealing and until 6.00pm for enquiries.

### Postal Share Dealing (UK and EEA residents)

**Important: EEA residents wishing to buy or sell shares through Equiniti can only use the Postal Share Dealing service.**

To request a Postal Share Dealing Form you can write to Equiniti at:

**Equiniti, Share Dealing Services, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA, United Kingdom**

Please include a daytime telephone number, so Equiniti can contact you should further information be required.

Or you can obtain a form by contacting the Shareholder Helpline (see [Contacts](#) on page 13).

## Transferring Shares

### **I already hold shares. Can I transfer them into the TSA?**

Yes if you have shares in the Company and you are resident in an eligible country you can transfer your shares into the TSA.

For further information or to obtain the relevant transfer form contact the Shareholder Helpline (see [Contacts](#) on page 13).

### **Will I be able to transfer shares out of the TSA?**

Yes. You can arrange to transfer your shares out of the TSA to another nominee provider or arrange for a share certificate to be issued to you by completing a Transfer Form (see [Transfer forms](#) on page 12).

Please note there may be a charge for transferring shares out of the TSA (see [Charges](#) on page 3).

Details of the TSA charges are also set out in the TSA Terms and Conditions (see [Documents](#) on page 14 for details of how to access a copy).

### **Transferring your shares to the Tesco Global Share Account (TGSA) – Tesco employees only**

If you are an employee of the Company, you can transfer shares from the TSA to the TGSA at no charge.

**IMPORTANT: ONLY SHARES THAT HAVE ORIGINATED FROM A COMPANY EMPLOYEE SHARE PLAN CAN BE TRANSFERRED INTO THE TGSA**

For further information on the TGSA please contact the Shareholder Helpline (see [Contacts](#) on page 13).

If you are an employee of the Company, you can access a Guide to the TGSA via [www.shareview.co.uk/tesco](http://www.shareview.co.uk/tesco)

## Transfer Forms

To obtain the relevant transfer form contact the Shareholder Helpline (see [Contacts](#) on page 13).

### Form A

**Transferring to another holder within the TSA**

(Up to 5 day service level to complete)

### Form B

**Transfer out of the TSA and have a certificate issued in the name of another holder**

(Up to 3 day service level to complete transfer)

### Form C

**Transfer out of the TSA and receive a certificate in my own name**

(Up to 3 day service level to complete transfer)

### Form D

**Transfer shares I hold certificates for, into the TSA**

(Up to 5 day service level to process transfer into CREST – may take an additional 5 days once received by CREST)

If your certificates do not cover the number of shares you wish to transfer a Letter of Indemnity process will need to be completed. For further information please see 'Report a Lost Certificate' on [help.shareview.co.uk](http://help.shareview.co.uk)

### Form E

**Transfer from the TSA to another CREST holder**

(Up to 3 day service level to contact broker/CREST provider. Please note transfers can take from several days to a few weeks depending on broker engagement)

### Form F

**Transfer from another CREST holder into the TSA**

(Up to 3 day service level to contact broker/CREST provider. Please note transfers can take from several days to a few weeks depending on broker engagement)

### Form G

**Transfer out of the TSA to the Tesco Global Share Account (TGSA)**

**\*\* IMPORTANT \*\*** ONLY shares that have originated from a Company employee share plan can be transferred into the TGSA (Up to 5 day service level to complete transfer)

## Contacts



### Online

You can find the answer to most questions and also send us your query securely by completing the online form at

[www.shareview.co.uk/info/CSN](http://www.shareview.co.uk/info/CSN)



### Shareholder Helpline

**+44 (0) 371 384 2977**

Please use the country code when calling from outside the UK. When you call, please quote your 11-digit Shareholder Reference. Lines are open from 8.30 am to 5.30pm (UK time) Monday to Friday, excluding public holidays in England and Wales.

You can also contact us by using the Relay UK website at [www.relayuk.bt.com](http://www.relayuk.bt.com)



### Post

The Manager, Equiniti Corporate Nominees Limited, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA, United Kingdom

Please include a daytime telephone number, so Equiniti can contact you should further information be required.

## Documents



You can download a printable copy of the latest TSA Terms and Conditions from

[www.shareview.co.uk/info/csn](http://www.shareview.co.uk/info/csn)

The TSA Terms and Conditions also includes a copy of the latest Tesco DRIP Terms and Conditions, or you can download a separate printable copy from

[www.shareview.co.uk/info/drip](http://www.shareview.co.uk/info/drip)

A copy of the Tesco DRIP Guide is also available at

[www.shareview.co.uk/info/drip](http://www.shareview.co.uk/info/drip)

Alternatively, contact the Shareholder Helpline (see [Contacts](#) on page 13) and copies will be sent to you.

The TSA is provided by Equiniti Financial Services Limited.

Equiniti Financial Services Limited is authorised and regulated by the Financial Conduct Authority.

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