

NEXT PLC

Option Price
£43.48

YOUR 2018 SHARESAVE MATURITY

5 year plan explanatory booklet

[Submit Your Instruction](#)





You have 3 choices

1

Buy NEXT shares at the option price and **keep** them

Use all your savings to buy shares at the £43.48 option price and receive a NEXT share certificate.

[See choice 1 below](#)

2

Buy NEXT shares at the option price and **sell** some or all of them

Use all your savings to buy shares at the £43.48 option price and sell them. If the NEXT share price is higher than the option price, you will realise a gain.

[See choice 2 below](#)

3

Take back your savings

Close your account and withdraw your savings. You can still exercise your option at a later date as long as you do so by 31 May 2024 (or by the last exercise date set out in your maturity letter if you have missed payments).

[See choice 3 below](#)

Choice 1

Buy NEXT shares at the option price of £43.48 and keep your shares

If you want more control over the price at which you choose to sell your shares or wish to become a shareholder, you should select this option. You will then be sent a share certificate and, once this is received, you can choose to sell your shares at any time in the future.

If you wish, you can also choose to give some or all of your shares to your spouse to keep.

Please note: your share certificate can take up to 30 days to arrive from the date your instruction is processed by Equiniti Limited ('EQ'), and will be sent at your own risk to your registered address.

Selling your shares in the future

Once you or your spouse/civil partner have your share certificate you can sell your shares at any time.

You can sell your shares through a broker of your choice or through EQ's Shareview Dealing Service online at www.shareview.co.uk or by telephone on **+44 (0) 371 384 2030**. EQ's Shareview service allows you to specify a minimum sale price. NEXT employees have a discounted commission rate of 1.25% on the first £50,000 and 0.2% thereafter, with a minimum £30 fee. To benefit from this discounted rate, you need to quote reference 32089 when submitting your instruction.

Transferring your shares to an ISA

A Stocks and Shares Individual Savings Account (ISA) allows you to hold your NEXT shares in a tax efficient manner as any growth in their value is free from Capital Gains Tax ('CGT'). You can transfer your NEXT shares into an ISA if your ISA provider agrees to hold the shares and you have not exceeded your annual ISA allowance (£20,000 in the 2023/24 tax year). You have 90 days from your exercise date in which to transfer your shares to an ISA. If your ISA provider requires written confirmation from EQ you can download a Letter of Appropriation via the portal.





Choice 2

Buy NEXT shares at the option price of £43.48 and sell some or all of them

If the NEXT share price is higher than the option price of £43.48, you can opt to sell your shares and realise a gain. A gain is not guaranteed and your shares will not be sold if the share price is lower than the option price. The current share price can be found on the NEXT plc website at www.nextplc.co.uk.

If you want to buy NEXT shares and sell some or all of them, Equiniti Financial Services Limited ('EFSL') Share Sale Service offers a low cost dealing service.

- Shares will be sold on a scheduled date, as set out in the **timetable**.
- The commission charge is £16.
- Proceeds will be paid into the same account into which NEXT pays your salary. Details of that bank account will be supplied to EQ by NEXT.

You will not be able to specify a minimum sale price and shares will be sold at the price available when the instruction is placed by EFSL. If you would like to specify a minimum sale price, you should elect to receive a share certificate (choice 1). You can then sell your shares through a broker of your choice offering a price limit facility.

And/or buy NEXT shares at the option price of £43.48 and gift your shares to your spouse to sell

- You can also transfer some or all of your shares to your spouse/civil partner to be sold. See 'FAQs' for information on CGT. The commission charge will be £16.
- Sale proceeds will be settled by cheque and will be posted once the sale has completed which is usually within two days of the sale date.

THIS CHOICE, GIFT TO YOUR SPOUSE FOR SALE, IS NOT AVAILABLE ONLINE

You will need to contact the EQ Helpline to request a maturity instruction form.

Choice 2 (continued)

Example:

Alex has been saving £100 per month for 60 months into the 2018 5 year Sharesave and therefore will have savings of £6,000 on maturity.

Alex can use the savings of £6,000 to buy 137 NEXT shares at an option price of £43.48 per share. Alex decides to do that and sell all of the shares.

The sale price for the shares is £70.

Sale proceeds: **137 shares at £70 each = £9,590**

Less dealing charge: **£16**

Total cash payable to Alex after sale: **£9,574**

Total option price paid for: **137 shares at £43.48 each £5,956.76**

Profit from the sale of shares: **£3,617.24***

*This is before tax – see ‘What is the tax position?’ on the FAQs page for important changes to the Capital Gains Tax (‘CGT’) annual exemption limit. If you are unsure about your tax position, you should consult an Independent Financial Adviser.

The above is for illustration only and is not indicative of future share price performance. Should you elect to sell the shares, the price at which you sell your shares may be different.



Timetable

The cut off for instructions is 6 pm each Wednesday. Instructions received after 27 December 2023 will be processed weekly, normally 13 days after the cut off date. Share purchases and sales are generally carried out on a Tuesday.

If applications are received to exercise and sell a large number of shares, via the ESFL Share Sale Service, shares will be batched and sold over a period of time. Depending on the batch size, this may take more than one day. In a batch sale, the share prices obtained will be averaged so that everyone in that batch gets the same price. EQ, EFSL and NEXT plc cannot be held responsible for any changes to the advertised dates which are outside of their control.

Timetable for Share Purchases and Sales*

Instruction received by EQ	Share purchase and expected sale date	Approx. date sale proceeds will be received
Wed 15 Nov 2023	Fri 1 Dec 2023	Fri 8 Dec 2023
Wed 22 Nov 2023	Tue 5 Dec 2023	Tue 12 Dec 2023
Wed 29 Nov 2023	Tue 12 Dec 2023	Tue 19 Dec 2023
Wed 6 Dec 2023	Tue 19 Dec 2023	Thur 28 Dec 2023
Wed 13 Dec 2023	Thur 28 Dec 2023	Fri 5 Jan 2024
Wed 20 Dec 2023	Wed 3 Jan 2024	Wed 10 Jan 2024
Wed 27 Dec 2023	Tue 9 Jan 2024	Tue 16 Jan 2024

*Dates may be subject to change, such as to accommodate public holidays.



Choice 3

Take back your savings

If you want to take back your savings please contact the EQ helpline on or after 1 December 2023.

You can still exercise your option at a later date as long as you do so by 31 May 2024.

What happens if i take my savings as cash and then change my mind?

At any time during the six month exercise period you can exercise your option. If you wish to do this please contact the EQ Employee Share Plan Helpline on **+44 (0) 371 384 2170** for more information.

You can then either keep or sell the shares you buy, as detailed in choices 1 and 2 of this brochure.

Submit your instruction



Do it online

- 1 Go to www.nextsharesaveplan.com and click 'Submit my maturity instruction'. Under plan name select 'NEXT plc'.
- 2 If you are registering for the first time, you will need your payroll number (without any leading zeros), surname and date of birth. Use your work email address to register if you have one, otherwise use your personal email address.
- 3 When registration is complete, you'll receive an activation code to your work email address immediately, or by post if you used a personal email address.
You will need to wait for this code before submitting your instruction. You may therefore wish to register now, even if you're not yet ready to make your choice.
- 4 Once you have your code, follow step 1 to log in. Once you've logged in, click on 'Manage my Sharesave maturity' under the 'I want to' section and follow the steps. You'll receive a confirmation email once you've successfully submitted your instruction.



Paper form

You can request a paper form from EQ if:

You are unable to submit your choice online

OR

You want to buy NEXT shares and transfer some or all of them to your spouse/civil partner to sell.

Note: the first instruction received by EQ will be the instruction processed. No further instruction, changes to instruction or cancellations will be processed.

FAQs

What happens if I have missed payments?

If you have missed payments, salary deductions will continue until all payments have been made and the maturity date will be postponed by one month for each payment missed. Your last exercise date will be shown in your maturity letter.

What happens if I have left NEXT?

If you have already left NEXT, you may not be able to exercise your share option. It will depend on the reason for leaving and when you left. If you are unsure please contact the EQ Helpline.

I don't know what to do, who can help me decide?

Neither NEXT nor EQ can advise you what you should do. If you are in any doubt as to the action you should take, you should contact an Independent Financial Adviser.

When will my exercise request be processed?

Your request will be processed in accordance with the [timetable](#).

If I keep the NEXT shares am I entitled to a dividend?

As a shareholder, you will be entitled to any dividend paid by NEXT plc as long as your shares are registered in your name as at the record date for any particular dividend payment. Shares can only be registered on the share register once they have been purchased. The record and payment dates for dividends can be found at: www.nextplc.co.uk/investors/financial-calendar.

The income derived from shares as well as the share price can fall as well as rise.

What happens to any residual cash balance when I buy NEXT shares?

After buying NEXT shares with your savings there may be some money left in your account which is called the residual balance. This will be less than the option price but could be as much as £43.47.

If the residual balance is £5.00 or less you can donate it to NEXT's chosen charity, Motor Neurone Disease Association. If you would like to do this please select this option under the exercise residue choice on the portal when making your maturity instruction or tick the appropriate box on the maturity instruction form. If you leave this box blank or the residual balance is greater than £5.00 then the residual balance will be returned to you.

What is the tax position?

This section should be read in conjunction with the Tax Guide available on the portal.

You may have to pay Capital Gains Tax ('CGT') on any gain you make when you sell your shares. A gain is broadly the difference between the cost of buying your shares when you exercise your share option and the price you sell them for. The calculation can be more complicated, particularly if you own other NEXT shares and you don't sell your shares at the same time you exercise your option.

HMRC currently allows you to make a certain level of capital gains in each tax year without being taxed. If your total gains in the tax year (which must include any other profit on the sale of taxable assets within the tax year) exceeds the current exemption limit, you will have to pay tax on any gain above this limit.

The CGT limit has reduced from £12,300 to £6,000 for the 2023/2024 tax year. This is subject to change each year and is currently expected to decrease to £3,000 for the 2024/2025 tax year.

It is possible for you to transfer some or all of your shares to your spouse/civil partner without incurring any CGT. In this scenario you can reduce (and possibly extinguish) your CGT liability by transferring shares to your spouse/civil partner prior to any sale. This is because each of you is entitled to your own CGT annual exemption. Further information is available at www.gov.uk/tax-sell-shares.

If you acquire shares, income tax may be payable on any dividends you receive over the annual dividend allowance, which is £1,000 for the 2023/2024 tax year.

In any circumstances where there is a tax liability, you are required to provide details to HMRC on a self assessment tax return.

If you are unsure about buying shares or your tax position, you should consult an Independent Financial Adviser. Tax rules and legislation can change. Tax relief referred to in this booklet is that which is currently available and will depend upon your individual circumstances.

Key dates

15 NOV
2023

The last date to give your instruction if you would like your exercise to be processed on the maturity date.

1 DEC
2023*

The date your contract matures and you can exercise your share option – the maturity date.

31 MAY
2024*

The last date you can use your savings to buy shares. Your share option will automatically lapse if you have not exercised it by this date.

Remember: you have six months from your maturity date to decide what to do. You can exercise your share option at any time within six months from your maturity date, so you don't have to make a decision now.

*Please refer to 'FAQs' if you have missed any payments.



Who do I contact?

If you have any queries about Sharesave please email EQ at myshareplan@equiniti.com or call the helpline, available between 8.30 am to 5.30 pm (UK time), Monday to Friday (excluding public holidays in England and Wales).

Helpline: +44 (0) 371 384 2170

For deaf and speech impaired participants we welcome calls via RelayUK. Please see www.relayuk.bt.com for more information.

Please contact EQ to request this document in an alternative format, for example: large print; Braille; audio.

Submit Your Instruction

IMPORTANT INFORMATION

No information contained within this guidance or any accompanying document should be taken as providing any advice or as a recommendation to exercise or not to exercise your share option or to sell or not sell your shares – the choice is yours. If you are in any doubt as to the legal, financial or taxation implications (including any CGT considerations and the collection of such taxes) for you of the exercise of options, and/or the subsequent sale of shares, or the suitability of the EFSL service, you should seek the advice of an Independent Financial Adviser duly authorised under the Financial Services and Markets Act 2000.

Please remember that the price of shares, and any income from the shares, can go down as well as up, and that you may not recover the amount originally invested. Past performance is not necessarily an indication of a future share price value. It is advisable to keep copies of all documentation sent to EQ in relation to the exercise of your options as you may need to refer to this information when completing future tax returns.

In order to facilitate and operate the scheme, NEXT may hold, process and transfer personal data relating to you (including your bank account information) to third parties engaged by NEXT for purposes related to the operation and administration of the scheme and/or in order to meet any legal obligation, in each case in accordance with NEXT's data privacy policy and applicable law.