

Change Dividend Choice User Guide.

This guide provides a step by step process on how to view and/or amend your dividend instruction online in relation to shares you hold in the Tesco PLC Share Incentive Plan (SIP).

1 Log into your Equiniti Employee Share Plans (ESP) Portal Account at www.shareview.co.uk/tesco

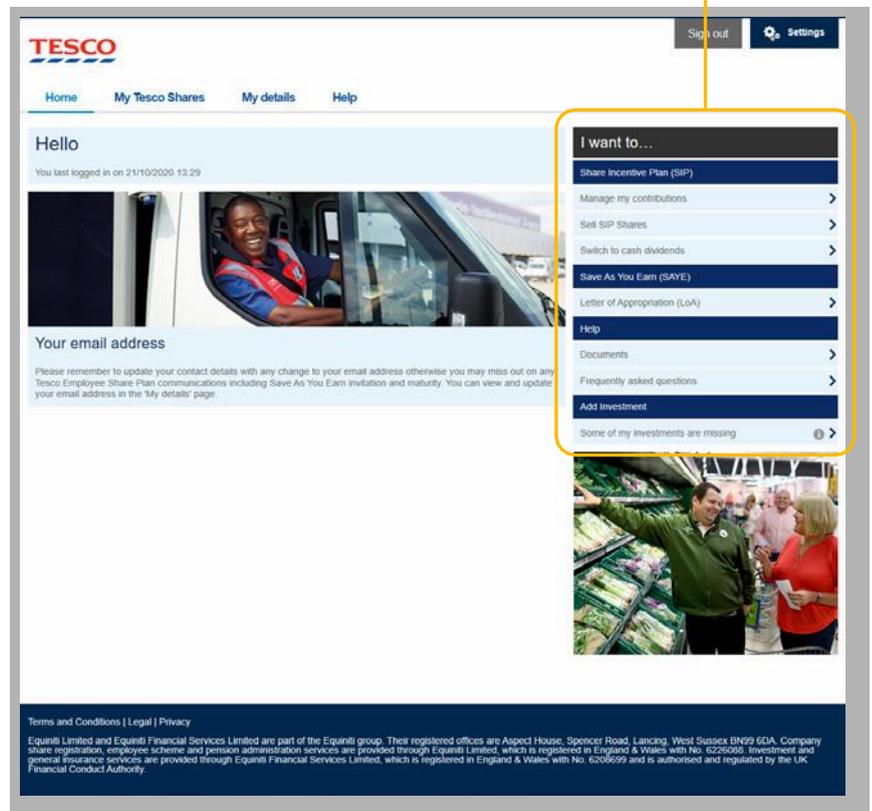
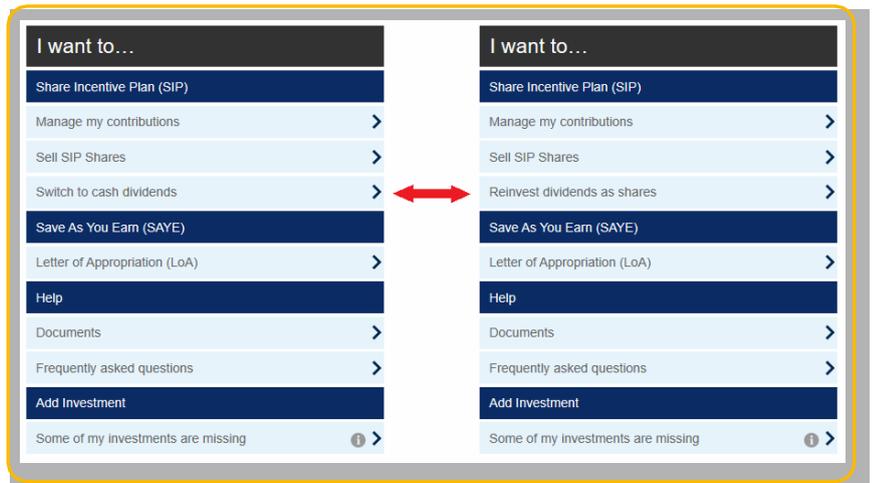
Once in you've logged in, go to the 'I want to' section on the right hand side of the page and, below the 'Share Incentive Plan (SIP)' heading, you will either see:
'Switch to cash dividends' or
'Reinvest dividends as shares'

If **'Switch to cash dividends'** is showing, your current instruction is to use your SIP dividends to buy shares.

Click on **'Switch to cash dividends'**, if you would like to change your instruction and receive your dividends in cash instead.

If **'Reinvest dividends as shares'** is showing, your current instruction is to receive your SIP dividends in cash.

Click on **'Reinvest dividends as shares'** if you would like to change your instruction and use your SIP dividends to buy shares.



2 Change to cash dividends
 This page sets out how to amend your instruction from Shares to Cash.

TESCO Sign out Settings

Home My Tesco Shares My details Help

My SIP dividends

Summary Dividend payments Transfers and sales Planner

Tesco PLC Ord 5P
 246.60p ▲ ▼
 As at 11/05/2018 17:45

SIP dividend choices

You currently receive your dividends as: Shares

If you wish to receive future dividends as Cash, please click on the 'Submit' button below.

Please note that instructions received after a dividend record date will not come into effect for that dividend payment, but will apply for future dividend payments.

Before submitting your instruction you must ensure that either:

(i) You are NOT subject to the Tesco PLC Share Dealing Code (i.e. you are not a colleague on the Insider or Restricted List); OR
 (ii) You have obtained the necessary dealing clearance before submitting your instruction. No dealing is permitted during the company's closed period. Please contact dealing.request@uk.tesco.com if you require further information.

Any dividends and any proceeds from a sale of shares will be sent to you by cheque if there are no Bank/Building Society account details below. If the Bank details shown are no longer correct please contact your HR/Payroll department to update them with your current Bank details.

Once your HR/Payroll department have confirmed to Equiniti the change in Bank/Building Society account you will see this updated below. Equiniti cannot accept Bank/Building Society account updates direct from you as this would breach Data Protection regulations.

Sort code: _____
 Account Number: _____
 Roll number (if applicable): _____
 Email confirmation address: _____

Back Submit

I want to...

- Share Incentive Plan (SIP)
- Manage my contributions >
- Sell SIP Shares >
- Switch to cash dividends >
- Save As You Earn (SAYE)
- Letter of Appropriation (LOA) >
- Help
- Documents >
- Frequently asked questions >
- Add Investment
- Some of my investments are missing >

Top related questions

- Do I receive dividends?
- In relation to dividends, what is the difference between the record date and the payment date?
- What will happen to the balance of my dividend that is not used to buy Dividend shares?
- How do I change my Share Incentive Plan bank mandate details?
- How do I change my Share Incentive Plan dividend choice?

Quick links

- > Buy As You Earn Changes Form
- > Buy As You Earn - Brochure
- > Buy As You Earn - Terms and Conditions
- > Shares In Success Terms and Conditions
- > Tesco IVR daily dealing Terms and Conditions
- > Sales Terms and Conditions
- > Real Time Sales Terms and Conditions

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Equiniti Limited and Equiniti Financial Services Limited are part of the Equiniti group. Their registered offices are Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA. Company Share registration, employee scheme and pension administration services are provided through Equiniti Limited, which is registered in England & Wales with No. 6226088. Investment and general insurance services are provided through Equiniti Financial Services Limited, which is registered in England & Wales with No. 6206959 and is authorised and regulated by the UK Financial Conduct Authority.

3 Confirmation - Cash

Once you have submitted your instruction, you will receive this confirmation page.

The screenshot shows the 'My SIP dividends' page on the Tesco website. At the top, there is a navigation bar with 'Home', 'My Tesco Shares', 'My details', and 'Help'. The main heading is 'My SIP dividends', with sub-tabs for 'Summary', 'Dividend payments', 'Transfers and sales', and 'Planner'. The current share price is displayed as 'Tesco PLC Ord 5P' at '246.60p' with a green upward arrow, as of '11/05/2018 17:45'. Below this, the 'SIP dividend choices' section features a red-bordered box with the message: 'Your dividend choice was updated successfully.' Below the message, it states: 'You have chosen to receive future dividend payments as: Cash. Any dividend payments will be paid to your registered Bank account if we hold these details. Otherwise, you will receive a cheque to your registered address.' A 'Back' button is located at the bottom left of this section. On the right side, there is a 'I want to...' menu with options like 'Share Incentive Plan (SIP)', 'Manage my contributions', 'Sell SIP Shares', 'Switch to cash dividends', 'Save As You Earn (SAYE)', and 'Letter of Appropriation (LoA)'. Below the menu is a 'Top related questions' section with links for 'Do I receive dividends?', 'In relation to dividends, what is the difference between the record date and the payment date?', 'What will happen to the balance of my dividend that is not used to buy Dividend shares?', 'How do I change my Share Incentive Plan bank mandate details?', and 'How do I change my Share Incentive Plan dividend choice?'. At the bottom right, there is a 'Quick links' section with links to 'Buy As You Earn Changes Form', 'Buy As You Earn - Brochure', 'Buy As You Earn - Terms and Conditions', 'Shares in Success Terms and Conditions', 'Tesco IVR daily dealing Terms and Conditions', 'Sales Terms and Conditions', and 'Real Time Sales Terms and Conditions'. The footer contains 'Terms and Conditions | Legal | Privacy' and a small disclaimer about Equiniti Limited and Equiniti Financial Services Limited.

4 Change to reinvest dividends as shares

This page sets out how to amend your instruction from Cash to Shares.

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My SIP dividends

Summary Dividend payments Transfers and sales Planner

Tesco PLC Ord 5P
246.60p
As at 11/05/2018 17:45

SIP dividend choices

You currently receive your dividends as: Cash

If you wish to receive future dividends as shares, please click on the 'Submit' button below.

Please note that instructions received after a dividend record date will not come into effect for that dividend payment, but will apply for future dividend payments.

Before submitting your instruction you must ensure that either:

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Sort code
Account Number
Roll number (if applicable)
Email confirmation address.

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Top related questions

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Quick links

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5 Confirmation - Shares

Once you have submitted your instruction, you will receive this confirmation page.

My SIP dividends

Tesco PLC Ord 5P
246.60p
As at 11/05/2018 17:45

SIP dividend choices

Your dividend choice was updated successfully.

You have chosen to receive future dividend payments as: Shares

If you receive a dividend payment in excess of the maximum reinvestment limit within the year this will be paid to your registered Bank account if we hold these details. Otherwise, you will receive a cheque to your registered address.

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