

DIAGEO

FAQs

Your new EquatePlus System

25 July 2024



GENERAL

1. Why are we transitioning from Shareworks to EquatePlus?

The transition to the EquatePlus system is necessary because Computershare acquired the European share plan business of Solium Capital UK (Shareworks). Computershare will replace Solium Capital UK as the administrator of the share plans in which you may currently participate. The Computershare platform is called EquatePlus and offers enhanced features and a more user-friendly interface, aligning with our ongoing effort to improve and streamline our employee share plan experience.

2. Who is Computershare?

Computershare is an established and experienced global share plan administrator with a proven track record of providing high-quality services. They are responsible for administering the EquatePlus platform and ensuring a smooth transition from Shareworks.

3. What are the benefits of EquatePlus?

EquatePlus provides improved functionality, a more intuitive user interface, and better support for transactions and account management

4. Will my login details change?

Yes, you will receive new login details from Computershare. These will be sent to you via email on 1 August 2024

5. What should I do if I have questions about the transition?

If you have any questions or need further assistance, please continue to contact Shareworks. Shareworks contact details can be located [here](#). Computershare contact details will be provided 1 August 2024.

TIMELINE & ACCESS

1. When will the transition to EquatePlus take place?

The transition is scheduled to be completed by 1st August 2024.

2. Will there be any downtime during the transition?

Yes, there will be system freeze on Shareworks from 25th to 31st July during which no transactions such as sales, exercise of options or plan enrolment will be permitted.

3. What do I do if I need to transact during the freeze period?

You should complete any necessary transactions before the 25th July as these will not be permitted during the freeze window.

4. Can I still access Shareworks during the system freeze?

Yes, you can still access the Shareworks system to view your shareholding, but no transactions will be permitted during the freeze period.

5. How will I access my new EquatePlus account?

On 1 August 2024, an email with login details will be issued by Computershare to allow participants to activate and access their new EquatePlus account.

SHARE PLAN ACCOUNT (SPA)

1. What is SPA?

SPA will replace the existing Sharestore nominee. It is an electronic holding of any shares retained from a Diageo employee share plan.

2. What happens to the shares I currently hold in sharestore?

If you hold shares in Sharestore you should have received a communication 16 July 2024 containing detailed information about SPA and a link to the [T&Cs](#). Your full Sharestore holding will be transferred and can be viewed on the new platform. The new SPA will operate in a similar way as the Sharestore.

3. Are there any new terms and conditions I need to accept for SPA?

Yes, all employees will need to accept new SPA terms and conditions. These were issued by email 16 July 2024 via the [Computershare Plan Managers@mailservice.computershare.co.uk](mailto:Computershare_Plan_Managers@mailservice.computershare.co.uk) email address with the following subject title - Important Information: Your share plans are moving to EquatePlus.

4. How do I accept the new T&Cs?

There is a link contained within the email sent out on 16 July 2024. To accept the T&Cs simply click on the link. If you do not explicitly accept the SPA terms & conditions within 14 days of receiving this email, Computershare will consider your non-response as acceptance of the SPA terms & conditions.

5. What if I do not want to accept the new T&Cs?

You will be able to transfer out any shares held within SPA on 1 August 2024.

6. Will there be any changes to transaction fees?

Transaction fees will remain at 0.25%, but these will no longer be subject to a minimum fee (previously £12.50 on Shareworks). The below table outlines the fees for disbursement of funds (which is in addition to the transaction fee):

Participant Fees	Shareworks Fees	EquatePlus Fees
Wire	£25 per wire, per currency	£25 per wire, per currency
BACS	£0	£0
Local (ACH, SEPA, etc)	£10	£0

8. Can I still transfer my shares in and out of SPA like I could under the Sharestore?

You will no longer be able to transfer your certificated shares into the new SPA, but you can continue to transfer your shares out. The process for transferring shares out of SPA will be an improved online process. Further details on this process will be provided. The Diageo shares team will also host a number of employee education sessions which will cover this topic.

SHARE PLAN ACCOUNT (SPA)

9. What if I want my funds from the sale of my shares delivered in a different currency other than UK sterling (Ordinary Shares) or US dollars (American Depository Receipts)?

Details of the FX spread fees can be found within the SPA Terms and Conditions. These have been simplified and are slightly different to what was used by Shareworks.

Some participants may have a lower fee charged than currently under Shareworks .

We anticipate that less than 1% of transactions from the new SPA to be potentially adversely affected by the change in FX spread fees rates and we will continuously monitor such transactions.

Current Fees		Computershare Fees	
Rate	Value of transaction	Rate	Value of transaction
2.85%	< £5,000	2.50%	< £99,999.99
2.50%	£5,001 - £20,000	1.60%	£100,000 - £499,999.99
2.20%	£20,001 - £80,000	0.80%	£500,000 - £999,999.99
1.80%	£80,001 - £100,000	0.50%	> £1,000,000
1.50%	£100,001 - £150,000		
1.00%	£150,001+		

Please note, this will not affect any employees who wish to receive their funds in USD (American Depository Receipts) or GBP (Ordinary Shares).

10. I'm based in continental America and have been awarded American Depository Receipts (ADRs), will the new SPA affect me?

Yes! We have good news, any ADRs retained from an employee share plan will be visible on your EquatePlus account.

11. If I change roles and move to another country while working for Diageo, will there be any changes under the new T&Cs?

Yes, more countries are permitted under the SPA than under Sharestore meaning your shares will be able to remain in the SPA when you move. Previously any moves, for example, from UK to US would result in shares being withdrawn from Sharestore and placed into a certificate. This will no longer be required.

MISCELLANEOUS

1. What are the key dates I need to be aware of during the transition?

- 17 July 2024: Last date for transfers
- 24 July 2024: Last date to trade
- 25 July to 31 July 2024: System freeze - No transactions possible
- 30 July 2024: Deadline for actively accepting new SPA T&Cs
- August 1st, 2024: Equateplus account activation

2. How do I update my contact information on the new platform? Once you activate your new Equateplus account, you will be able to update your contact information directly on the platform.



DIAGEO

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