



Diageo Share Plans Team  
Diageo plc  
Edinburgh Park  
11 Lochside Place  
EDINBURGH  
EH12 9HA

# A guide to transferring your shares into the Sharestore

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In accordance with clause 2.1 of the Sharestore terms and conditions, you may only transfer shares into the Sharestore if the original transaction related to a Diageo share plan or reinvested shares thereon. In accordance with clause 2.9, if the transaction was not in relation to a Diageo share plan, your forms and relevant share certificate(s) will be rejected.

Please complete **both** the Transfer your share certificates into the Sharestore form and the stock transfer form where highlighted and send them to the Diageo Share Plans Team, together with the relevant share certificate(s).

If you make a mistake on the form, simply put a line through the incorrect information, make the change in ink and initial the form next to the change. If any part of the form is completed incorrectly, it will be rejected. Please do not use correction fluid or adhesive labels.

We will cancel your share certificates and send you confirmation once your shares are available to view in the Sharestore.

If you have lost some or all of your share certificates, you will need to complete an Indemnity form, which can be requested from the Registrar, Link Asset Services. Please note that there may be a fee for this service. Please contact Link on 0371 277 1010 before completing the forms.

The completed forms and share certificate(s) should be sent to:  
Diageo Share Plans Team, Diageo plc, Edinburgh Park, 11 Lochside Place, Edinburgh, EH12 9HA for registration.

If you have any questions relating to this form, please contact us at [diageoshareplans@diageo.com](mailto:diageoshareplans@diageo.com)

## **IMPORTANT**

**YOU MUST ENCLOSE THE SHARE CERTIFICATE(S) WHEN RETURNING BOTH FORMS TO THE SHARE PLANS TEAM, OR WE WILL NOT BE ABLE TO PROCESS THE TRANSFER.**

# Transfer your share certificates into the Sharestore

## Personal Details (all fields must be completed)

Title		Forename(s)	
Surname			
Home address			
Postcode			
Email Address (for queries regarding the form)			
Contact Telephone Number		Share Reference Number	

Please transfer

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*ordinary shares out of my name and into the Sharestore.*

\*Please insert the **EXACT** number of shares that you wish to transfer into the Sharestore. You must surrender the associated share certificate(s) with this form.

***I hereby transfer the above number of shares out of my name and into the name of Diageo Shares Nominees Limited (the Sharestore) and request that the necessary entries be made in the register of members. By signing this form I agree to be bound by the terms and conditions of the Diageo Sharestore.***

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

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If you have lost some or all of your share certificates, you will need to complete an Indemnity form, which can be requested by writing to the Registrar, Link Asset Services. Please note that there may be a fee for this service. Please contact Link for assistance.

Please return the completed form, stock transfer form and accompanying share certificate(s) to **Diageo Shares Office**, Edinburgh Park, 11 Lochside Place, Edinburgh EH12 9HA.

In the event of any conflict between this document and the terms of the Sharestore, the terms and conditions will prevail. These can be found on our website [www.mydiageoshares.com](http://www.mydiageoshares.com)

<p><b>STOCK TRANSFER FORM</b></p> <p>(1)</p>	<p>(Above this line for Registrars only)</p>		
	<p>(2)</p> <p>Consideration Money £ NIL</p>	<p>Certificate lodged with the Registrar</p> <p>(For completion by the Registrar/Stock Exchange)</p>	
	<p>Name of Undertaking</p>	<p><b>DIAGEO</b></p>	
	<p>Description of Security</p>	<p><b>ORDINARY SHARES</b></p>	
	<p>Number or amount of Shares being transferred in words and figures</p>	<p>Words (3)</p>	<p>Figures (4)</p>
	<p>Name (s) of registered holder(s) should be given in full: the address should be given where there is only one holder.</p> <p>If the transfer is not made by the registered holder(s) insert also the name(s) and capacity (e.g. Executor(s)) of the person(s) making the transfer.</p>	<p>(5) In the name(s) of</p>	<p>(6) Account Designation (If any) (max 8 characters)</p>
<p>I/We hereby transfer the above security out of the name(s) aforesaid to the person(s) named below.</p> <p>(7)</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>4.....</p> <p>A body corporate should execute this transfer under its common seal or otherwise in accordance with applicable statutory requirements.</p>		<p>Stamp of Selling Broker(s) or, for transactions which are not stock exchange transactions, of Agent(s), if any, acting for the Transferor(s).</p> <p>(8)</p> <p>Date</p>	
<p>Full name(s) and full postal address(es) of the person(s) to whom the shares are being transferred.</p> <p>Please state title, if any, or whether Mr, Mrs or Miss.</p> <p>Please complete in BLOCK CAPITALS</p>	<p>(9)</p> <p><b>DIAGEO EMPLOYEE SHARES NOMINEES LIMITED</b>  <b>16 GREAT MARLBOROUGH STREET</b>  <b>LONDON</b>  <b>W1F 7HS</b></p>	<p>(10) Account Designation (If any) (max 8 characters)</p>	
<p>I/We request that such entries be made in the register as are necessary to give effect to this transfer</p>			
<p>Stamp of Buying Broker (s) (if any)</p>		<p>Stamp or name and address of person lodging this form (if other than the Buying Broker(s))</p>	
<p>(11)</p>		<p>(12)</p>	