



*Coca-Cola*  
EUROPACIFIC  
PARTNERS

**GB SHARE PLAN - FREQUENTLY ASKED QUESTIONS**



**REWARDS**  
SHARE PLAN



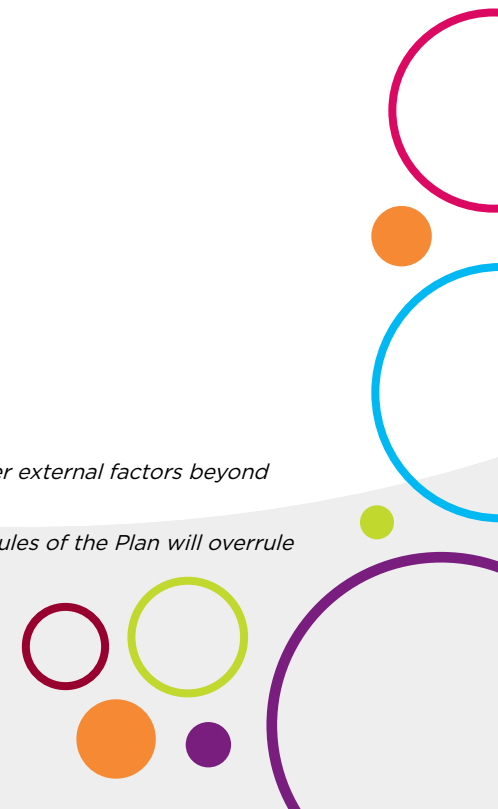
## Frequently asked questions

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We appreciate that making any financial decision is important and there's a fair bit of detail involved in share plans. So, to help you make a decision whether to invest or not, based on what's right for you, we've put together the following answers to common questions:

### **PLEASE NOTE:**

- *This booklet does not constitute / should not be taken as financial advice.*
- *The CCEP share value may go down as well as up based on business performance, wider market conditions, demand on the stock market and other external factors beyond CCEP's control. Past performance is not a guide to what the future performance will be, so you should invest no more than you can afford.*
- *If there is any conflict or inconsistency between the legal Rules of the Plan and this document or any other information provided by us, the legal Rules of the Plan will overrule any other document. The legal Rules that govern our Share Plan are available to view on Shareworks at any time.*





# About our Share Plan

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## What is it?

Our Share Plan gives you the opportunity to purchase shares in CCEP. It's HMRC approved, so providing we meet certain criteria, you can benefit from tax savings - this is explained in more detail under the 'Benefits & Tax savings' section below.

## Why do we have a Share Plan?

'Being rewarded' is a huge part of your employee experience, and our Share Plan is another great way of bringing ME@CCEP to life. You all have a part to play in CCEP's growth and success, so we feel it's only right that we give you the opportunity to have your share and own part of our unique company, whilst benefiting from features only available to employees taking part in our Share Plan.

## How much can I invest in our Share Plan?

You can invest from your pay each month - the minimum is £10 and the maximum is £150 per month. This means that across the tax year (April-March), you can invest anything between £120 and £1,800.

You can choose any amount between these figures, providing it is not greater than 10% of your annual gross earnings (earnings less any deductions via salary sacrifice) - an HMRC rule. Your payments will be made from your gross salary - so you can benefit from potential tax savings - see the 'Benefits & Tax Savings' section below for more details.

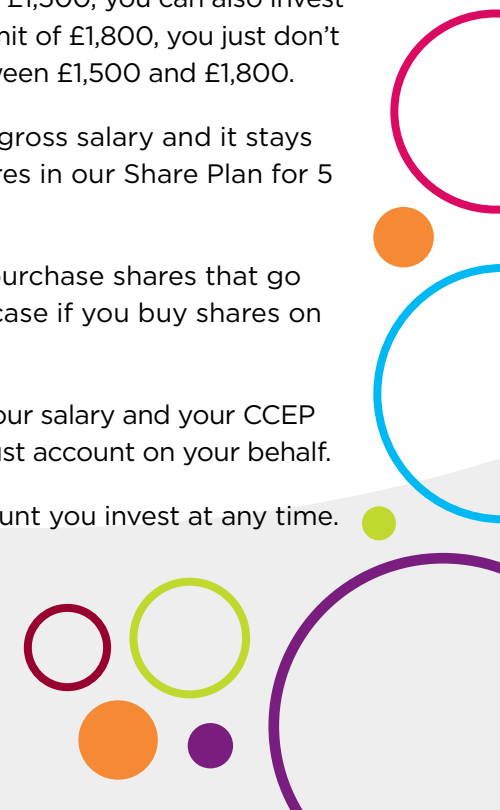
## What are the main benefits of joining our Share Plan rather than just buying CCEP shares independently myself?

There are several benefits to our Share Plan:

- 1. Matching shares** - we match share-for-share, so for every Partnership share you buy, we give you a share for free (up to £1,500 per tax year). To keep this benefit, all we ask is that you keep the related Partnership shares in our Share Plan for at least 1 year.

While CCEP matches share-for-share up to £1,500, you can also invest a further £300 yourself, to hit the HMRC limit of £1,800, you just don't get a match on any shares purchased between £1,500 and £1,800.

- 2. Tax savings** - on investments taken from gross salary and it stays tax-free if you keep your Partnership shares in our Share Plan for 5 years or more.
- 3. No fees** - there are no costs involved to purchase shares that go into this Share Plan, which is usually the case if you buy shares on the open market.
- 4. Easy** - investments are taken direct from your salary and your CCEP shares are placed safely in an electronic trust account on your behalf.
- 5. It's flexible** - join, stop or change the amount you invest at any time.





## About our Share Plan

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### **Can I buy extra shares above the £1,800 tax-year limit?**

You're not able to invest in the Share Plan above £1,800 per tax year as this limit is set by HMRC. You can invest more of your money in CCEP shares through our Share Shop.

The Share Shop is a separate share purchase arrangement that allows you to purchase, hold and trade shares easily. It isn't linked to this Share Plan in any way - your shares are purchased through your net pay and there are no Matching shares from CCEP, but there are no holding periods so you can sell or transfer them as you wish. They are held electronically for ease, so can also be viewed and traded through the Shareworks portal or app. You can join the Share Shop through Shareworks at any time.

### **CCEP trades its shares on various stock exchanges - what exchange is used for our Share Plan?**

Our Share Plan uses the New York Stock Exchange (NYSE) to buy and sell shares. You can keep an eye on the current share price via our [ccep.com](http://ccep.com) homepage.

### **When are the shares purchased?**

Shares will normally be bought on the 19th of each month, or the next working day after that date if this falls on a weekend or on a day when the markets are closed.

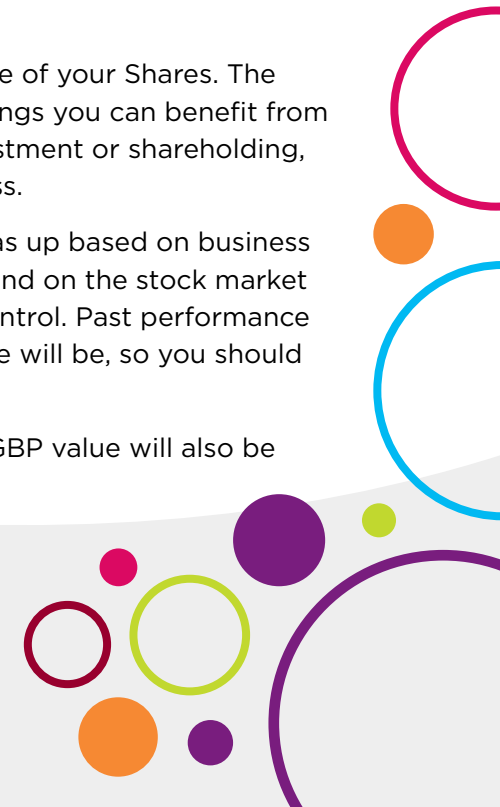
It is really unlikely that your monthly investment will buy an exact number of shares. We'll use your investment to buy whole shares and what's left will be used to buy part shares (fractional shares), calculated to 6 decimal places.

### **Is the Share Plan risk-free?**

You will benefit from any increase in the value of your Shares. The Matching shares you receive and the tax savings you can benefit from helps give you a head start, but like any investment or shareholding, there's an element of risk and potential of loss.

The CCEP share value may go down as well as up based on business performance, wider market conditions, demand on the stock market and other external factors beyond CCEP's control. Past performance is not a guide to what the future performance will be, so you should invest no more than you can afford.

Also, your shares will be held in USD so the GBP value will also be affected by exchange rate fluctuation.





## About our Share Plan

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### **How does the tax-free part work?**

You buy the shares from gross earnings, so no Income Tax or National Insurance Contributions (NICs) are paid to HMRC on the amount you invest (100% goes into buying CCEP shares). This tax saving can be kept providing you keep your Partnership shares in the Share Plan for at least 5 years.

The 5 year countdown starts on the day your shares are bought, and each monthly purchase is treated separately so each purchase is subject to a 5 year holding period for tax, based on each purchase date. This means your shares will become tax-free at different times in the same phased way in which you buy them. You can sell the shares you buy (Partnership shares) at any time and any others you are given (Matching and Dividend shares), if the relevant holding period is met. If you remove Partnership shares within 1 year, you will lose the associated Matching shares.

### **Who would be looking after my investment of CCEP shares?**

Our chosen partners are Morgan Stanley who administer the Shareworks platform. They are share plan experts and independent from CCEP.

### **Will Shareworks by Morgan Stanley keep personal data about me?**

Yes - when you register to join our Share Plan, you will be asked to provide personal data such as name, email etc, but these will be kept secure in the Shareworks platform in line with data protection laws. Please make sure your details in Shareworks are checked and up-to-date as this is how we communicate with you about your shares in our Share Plan.





# Joining

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## Who can join our Share Plan?

The CCEP GB Share Plan is for CCEP GB employees that are UK tax residents.

## I work part time - can I still join?

Yes of course, all employees can join our Share Plan regardless of the number of hours worked.

## When can I join our Share Plan?

You can join at any time with investment beginning from the next open pay period.

## How do I join?

To join you just need to register for an account with Shareworks and once that's sorted, you can login and follow the simple joining instructions from there.

When you became eligible to join, you will have received a unique personalised link via email. This link expires for security reasons after 60 days. If your link has expired or you can't locate the email, please call Shareworks on:

**UK: +44 (0)800 088 5912** (8am to 6pm GMT)

**International: +44 20 3751 5668**

Already have a Shareworks account? Visit **ccep.solium.com** and click the 'Join' button to login and join.

Also, once registered, you can download the Shareworks App which is available on all App stores so you can access your Share Plan investments any time.





## Once joined

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### Do I receive a confirmation of my Share Plan investment?

You won't receive a formal confirmation of your investment by email or post. Instead, you can login to the Shareworks platform or app to see your Share Plan holdings at any time. This will include details of the price paid and the date of purchase. You can update your personal details in here too, which allows us to make sure we can communicate with you about your investments - we send you relevant updates and information along the investment journey.

### Where are my shares held, and how do I see how many I have?

Your shares are held safely in a trust on your behalf. This is an electronic pot of our Share Plan shares that are managed independently of CCEP. Your shares need to be held in this trust to be part of our Share Plan and be eligible for tax savings.

### Can I change my investment amount or stop paying into our Share Plan?

Of course, it's very flexible. You can stop or change the amount you invest at any time, but just make sure you stay within the annual limit of £1,800 and no more than 10% of your annual gross earnings.

If you stop investing into our Share Plan you can restart again at any time. You can change your investment amount in the Shareworks portal: **ccep.solium.com** or via the app.

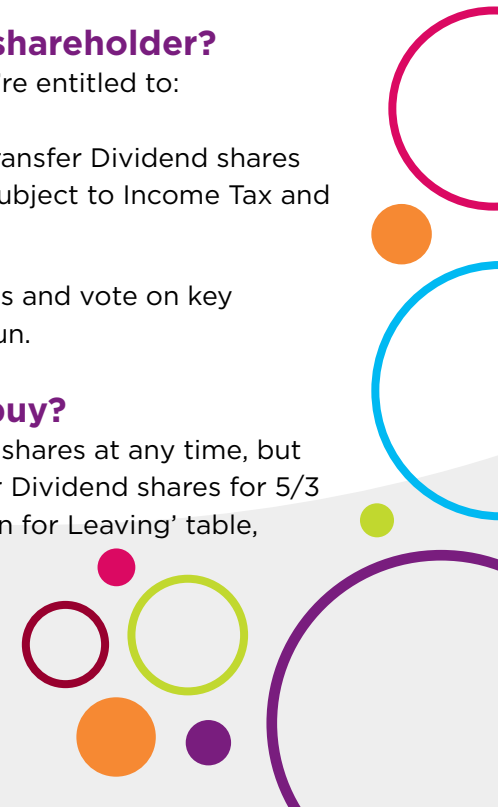
### What does it mean to be a CCEP shareholder?

Being a shareholder in CCEP means that you're entitled to:

1. **Receive Dividend shares** - If you sell or transfer Dividend shares held for less than 3 years, these may be subject to Income Tax and NICs, unless you leave CCEP.
2. **Vote** - be part of CCEP's General Meetings and vote on key elements that steer how the business is run.

### Can I sell or transfer the shares I buy?

Yes, you can sell or transfer your Partnership shares at any time, but you need to keep hold of Matching shares or Dividend shares for 5/3 years respectively, as explained in the 'Reason for Leaving' table, which starts on Page 11.





## Once joined

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### What happens if I leave the employment of CCEP?

Once your CCEP pay stops, you will no longer be able to invest into our Share Plan. Any amount taken but not used to buy shares will be returned to you. The shares you hold in our Share Plan will need to come out of the Share Plan trust as soon as possible after your leaving CCEP. You can sell them, transfer them to a broker of your choice, or you'll be issued with a share certificate.

Your reason for leaving CCEP will affect how your shareholding will be dealt with, refer to the table below explaining this.

You can do one of three things:

- 1. Sell all shares** – if any tax is due on the shares, this will normally be taken from the sale amount and paid to HMRC.
- 2. Sell** enough to pay any tax that is due and keep the remainder.
- 3. Keep the shares** – have them transferred into your name, but you will need to fund any tax and NICs due.

### What happens if I take maternity/paternity leave or am on long term sick leave?

You can continue to invest in our Share Plan provided you receive pay from CCEP. Just be aware that if your monthly pay decreases whilst you are on leave the HMRC rules prevent you from investing more than 10% of your reduced pay into our Share Plan.







## Benefits & tax savings

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### **Do I have to pay admin or trading fees when shares are bought on my behalf each month?**

No - this is one of the benefits of our Share Plan. CCEP pays for all admin costs and all the typical share trading costs (e.g. Brokers' commission and Stamp Duty) for you. The only commission you'll pay is when you choose to sell them.

### **Will I receive dividends on my shares?**

Yes. Dividends will be used to buy additional shares (Dividend Shares) which are then held within our Share Plan trust for you.

### **Are CCEP share plans contractual benefits?**

Our Share Plan and the Share Shop are discretionary benefits and do not form part of any contract of employment. They can be withdrawn or amended at any time by CCEP.

### **Is there any tax liability on cash dividends when I transfer funds to my bank account?**

Most individuals will qualify for a dividend allowance each year. You should consider the value of CCEP dividends and other dividend income you receive. If the value of the dividends paid is within that allowance then no tax should be payable. Dividend income exceeding that threshold is taxable. You should seek independent financial advice to confirm whether dividend income is taxable based on your personal facts and circumstances.

### **Is it possible that tax laws can change?**

Yes. Tax laws can change from time to time, so you should confirm your position before you sell or transfer any shares from our Share Plan.





## Benefits & tax savings

### How do I save on Income Tax and National Insurance Contributions (NICs)?

Examples of typical pay period investments with the income tax and NICs savings (based on 2020 tax and NIC rates):

Monthly amount used to buy shares	Basic rate tax payer (20% & 12% NICs)		Higher rate tax payer (40% & 2% NICs)		Additional rate tax payer (45% & 2% NICs)	
	How much this reflects in your 'take home pay'	Effective saving	How much this reflects in your 'take home pay'	Effective saving	How much this reflects in your 'take home pay'	Effective saving
£10	£6.80	£3.20	£5.80	£4.20	£5.30	£4.70
£25	£17.00	£8.00	£14.50	£10.50	£13.25	£11.75
£50	£34.00	£16.00	£29.00	£21.00	£26.50	£23.50
£75	£51.00	£24.00	£43.50	£31.50	£39.75	£35.25
£100	£68.00	£32.00	£58.00	£42.00	£53.00	£47.00
£125	£85.00	£40.00	£72.50	£52.50	£66.25	£58.75
£150	£102.00	£48.00	£87.00	£63.00	£79.50	£70.50





## Benefits & tax savings

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### **What Income Tax and National Insurance Contributions (NICs) will I have to pay if I sell or transfer my shares out of our Share Plan or leave employment of CCEP?**

You have the right to take your Partnership shares out of the Share Plan at any time. From 25 January 2021, all taxable transactions from the Share Plan will have 45% tax and 2% NICs withheld and sent to payroll, who will calculate actual tax and NICs due before paying you any remaining monies in the following payroll. Be aware that you may lose some or all of your Matching shares, and any other shares that have not been held for the holding period will be subject to Income Tax and NICs.

If you leave the employment of CCEP, the same applies but it will also depend on your reason for leaving. When you leave employment, your Share Plan account needs to be closed.

**Please note:** as these are monthly purchases, you may find that some shares that have been in the trust longer are free of Income Tax and NICs, however more recent purchases may not be. Please see the table below to find out if and how your shares are likely to be taxed when you remove them from the Share Plan.





# Benefits & tax savings

Time you've held the shares within our Share Plan	Your shares	Matching shares	Shares from dividends
<b>&lt; than 3 years</b>	<p><b>I resign or I'm dismissed:</b> You'll pay Income Tax and NICs on the market value of your shares when they leave our Share Plan trust.</p> <p><b>I become an employee of The Coca-Cola Company ("TCCC"), or a franchisee of TCCC:</b> You'll pay Income Tax and NICs on the market value of your shares when they leave our Share Plan trust.</p> <p><b>I'm made redundant, retire, my employing company is sold out of CCEP, I am subject to a TUPE, I die, or I cannot work due to injury or disability:</b> Then you pay no Income Tax or NICs.</p>	<p><b>I resign or I'm dismissed:</b> If you've held the Partnership shares that have been matched for less than a year, then you'll lose the matched ones. If more than a year, you'll keep the Matched shares, but you'll pay Income Tax and NICs on the market value of your shares when they leave our Share Plan trust.</p> <p><b>I become an employee of TCCC, or a franchisee of TCCC:</b> Then you keep the shares regardless of how long you've held them, but you'll pay Income Tax and NICs on the market value of your shares when they leave our Share Plan trust.</p> <p><b>I'm made redundant, retire, my employing company is sold out of CCEP, I am subject to a TUPE, I die, or I cannot work due to injury or disability:</b> Then you keep the shares regardless of how long you've held them and pay no Income Tax or NICs.</p>	<p><b>I resign or I'm dismissed:</b> You'll pay Income Tax (no NICs) on the market value of your shares when they leave our Share Plan trust. This will be collected through <a href="#">Self-Assessment</a>.</p> <p><b>I become an employee of TCCC, or a franchisee of TCCC:</b> You'll pay Income Tax (no NICs) on the market value of your shares when they leave our Share Plan trust. This will be collected through Self-Assessment.</p> <p><b>I'm made redundant, retire, my employing company is sold out of CCEP, I am subject to a TUPE, I die, or I cannot work due to injury or disability:</b> Then you pay no Income Tax or NICs.</p>
<b>3-5 years</b>	<p><b>I resign or I'm dismissed:</b> You pay Income Tax and NICs on the lower of either the amount you paid for the shares when purchased, or the market value of the shares when they leave our Share Plan.</p> <p><b>I become an employee of TCCC, or a franchisee of TCCC:</b> You pay Income Tax and NICs on the lower of either the amount you paid for the shares when purchased, or the market value of the shares when they leave our Share Plan trust.</p> <p><b>I'm made redundant, retire, my employing company is sold out of CCEP, I am subject to a TUPE, I die, or I cannot work due to injury or disability:</b> Then you pay no Income Tax or NICs.</p>		<p><b>No Income Tax or NICs to pay whatever your reason for leaving.</b></p>
<b>&gt; 5 years</b>	<p><b>No Income Tax or NICs to pay whatever your reason for leaving.</b></p>		

Note: Tax laws change from time to time so you should confirm the position before you decide to sell or transfer any of your shares.





## Benefits & tax savings

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### **Will I need to pay Capital Gains Tax (CGT) when I sell my shares?**

[Capital Gains Tax](#) is a tax on the profit when you sell or dispose of an asset such as shares or property that's increased in value.

If you keep your shares in our Share Plan and sell them directly from the Plan then you won't have to pay any CGT on any profit you make. However, if you remove your shares from our Share Plan and sell them at a later date, you may have to pay CGT on any increase in their value since the shares were removed from the Share Plan (this will depend on your individual circumstances and the availability of your [CGT Annual Exemption](#)).

Please note that if you hold shares under our old UK Employee Share Plan (before October 2019), HMRC requires that we move these shares out of the old Share Plan once you've owned them for 5 years if they are Partnership / Matched Shares, 3 years if they are Dividend Shares. Any gains made on the sale of these shares after they leave the old UK Employee Share Plan will be subject to Capital Gains Tax - depending on the availability of your annual CGT exemption.





# Transferring Shares

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**If you have shares that are available to transfer, they can be transferred out of Shareworks.**

**To transfer them, you need to:**

**1. Find a broker (brokerage firm) who can hold shares for you in DTC (the Depository Trust Company) in the US**

You need to ask your broker if they can do this. Do not assume that all brokers can. If you speak to someone at the broker who does not understand/know, then ask them to speak to someone at their organisation who is used to trading/holding US shares.

If the broker cannot hold shares for you in DTC in the US, then you will need to find a different broker who can.

If you want to hold your shares in the UK, see step 4 about moving shares to the UK so you can ask about this at the same time.

**2. Get the following information from your chosen broker (\* = required):**

- Name of brokerage firm\*
- Clearing code\*
- Clearing code memo
- Account number\*
- Account currency\*
- Brokerage contact name\*
- Brokerage phone number\*
- Brokerage fax number
- Brokerage email address
- Brokerage firm address\*

**3. Enter the details from your chosen broker into the Shareworks system**

Note that “Clearing code type” must be set to “DTC – US”.

**4. Once the shares are held by your chosen broker, they may be able to move them to a UK CREST account**

A lot of brokers in the UK hold shares for their clients in a system called “CREST”. To hold shares in CREST in the UK, shares are moved from DTC to CREST through a “cross-book exchange”, carried out by Computershare for your broker. There are fees charged for this, which your broker may pass on to you. The move can only take place where the same broker holds the shares in DTC as will hold them in CREST.

You will need to arrange the move with your broker yourself – **you cannot manage this through Shareworks or CCEP.**





# Glossary of terms

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We try to not use share plan jargon in our communications, but if you happen to see any of the following terms then here are simple explanations of each.

**Share Incentive Plan** - A Share Incentive Plan (SIP) is the name HMRC uses to describe arrangements such as the CCEP GB Share Plan.

**Partnership Shares** - This is the name HMRC uses to describe the Share Plan shares that you bought from your gross salary.

**Dividend** - A sum of money paid regularly by a company to its shareholders out of its profits or reserves. CCEP currently pays its dividends twice a year, in June and December. CCEP could vary this.

**Dividend Shares** - In the CCEP Share Plan dividend payments are used to buy more shares, also held in the Share Plan. Shares bought like this are known as Dividend Shares under the HMRC rules.

**Matching Shares** - This is the name HMRC uses to describe the shares bought using CCEP's match money. We match your investment in Partnership Shares (up to £1,500 per tax year).

**Trust** - The special legal arrangement where Share Plan shares are held. The CCEP plc UK Share Plan Trust is independently administered by a third-party expert, Morgan Stanley.

**Capital Gains Tax (CGT)** - If a shareholding increases in value then this gain is known as a capital gain and HMRC typically requires UK tax payers to pay CGT. It is important to note that:

- Gains on shares held in the Share Plan (shares purchased from October 2019 onwards) are not subject to CGT.
- UK tax payers are allowed to make some capital gains before they have to pay CGT. In the 2020-21 tax year the CGT exemption is £12,300. This will change each tax year and depend on your entitlement to the exemption.
- If you hold shares under our old UK Employee Share Plan (before October 2019), HMRC requires that we move these shares out of the old Share Plan once you've owned them for 5 years if they are Partnership / Matched Shares, 3 years if they are Dividend Shares. Any gains made on the sale of these shares after they leave the old UK Employee Share Plan will be subject to Capital Gains Tax - depending on the availability of your annual CGT exemption.

**Plan Rules** - These are the formal rules which set out how our Share Plan works. If there is any conflict or inconsistency between the Rules of the Plan and this document or any other information provided by us, the Rules of the Plan will overrule any other document. These Rules are available to view on Shareworks at any time and provide more legal detail.





## Help & contacts

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### Who is the main contact if I need further information about our Share Plan or need some help?

The share plan experts at Morgan Stanley are our chosen partners. They'll be happy to help support you with any queries along your Share Plan journey:

**Morgan Stanley** | **Shareworks**  
**AT WORK**

United Kingdom: **08-082349514** (8am to 6pm GMT)  
International (EMEA): **+44 20 7425 1075** (8am to 6pm GMT)  
International (NA): **1 403 515 3909** (6am to 6pm MST)

Chat facility available once you [\*\*join\*\*](#).

### Can CCEP or the Shareworks team give me some advice?

Whilst we can provide information and help with any queries that relate to the investment process, neither CCEP or Shareworks are able to offer financial advice.

If after absorbing the information provided, you're still unsure whether to invest or not, or have any queries relating to tax, then you should seek advice from an independent qualified financial adviser.

