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GB SHARE PLANS - SHAREWORKS GUIDE



REWARDS
SHARE PLAN



Your guide to joining our share plans

Shareworks is a platform that allows you to join our share plans, view and manage them, and later trade any CCEP shares you may hold. This guide is intended to help show all the likely steps you'll need to take to activate your Shareworks account, handle your first log-in and then the process of joining our share plans.





Activating your Shareworks account

This section is for those who are newly eligible to join our Share Plan. The steps you need to take depend on whether you have an active CCEP email address or not.

Please note: if you received an activation email or letter from Shareworks in the past and you didn't activate your account, or are having any issues, please contact Shareworks support via phone or email.

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

International: **+44 (0)20 3751 5668**

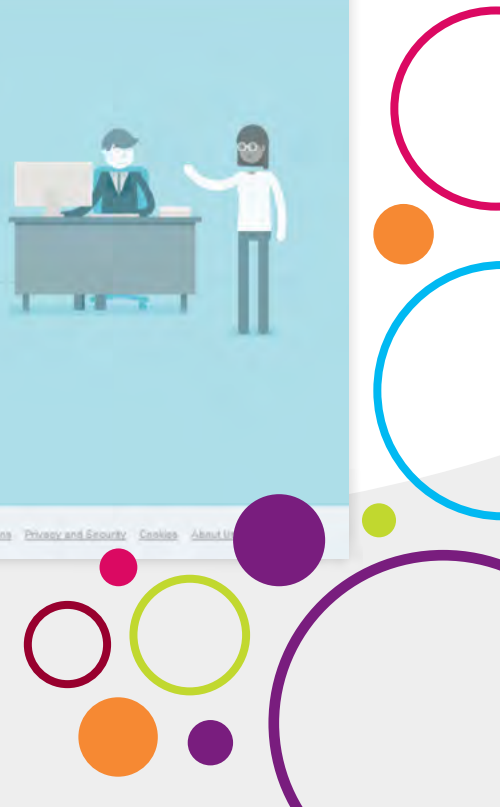
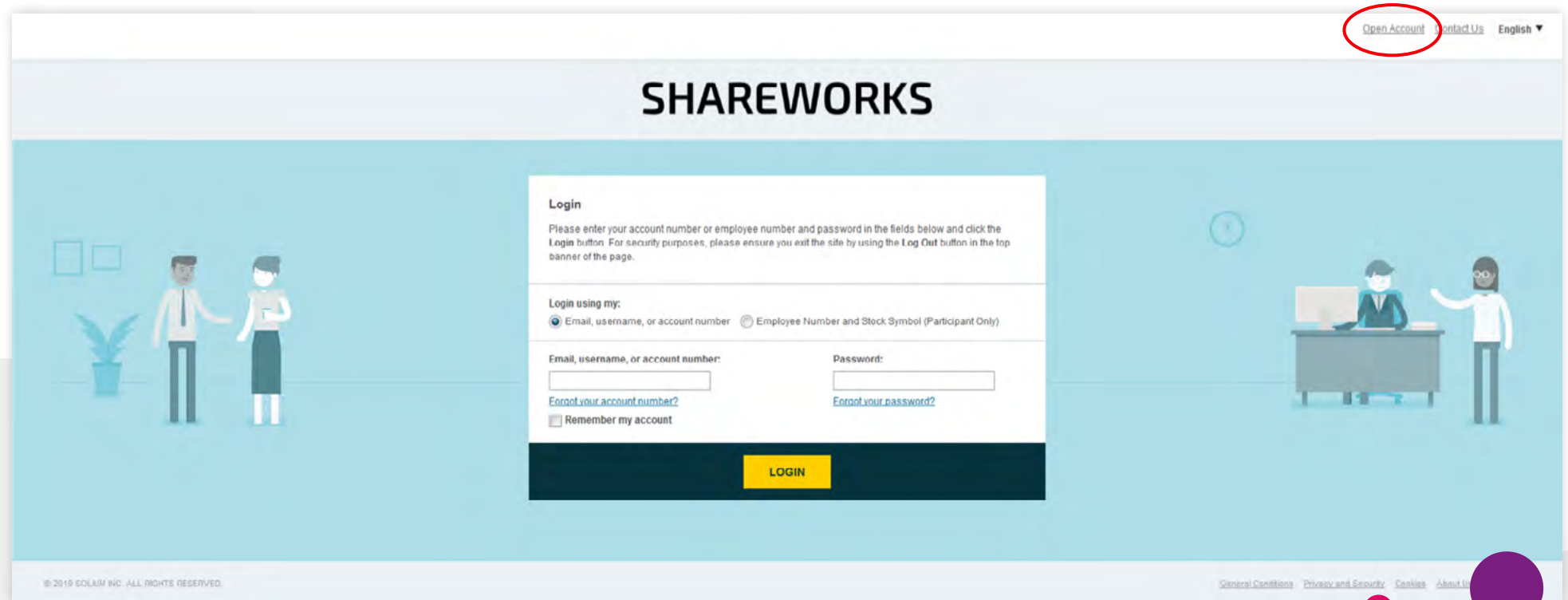
Email: **help.emea@shareworks.com**



Activating your Shareworks account

Step 1

Visit ccep.solium.com and select **'Open Account'** top right.





Activating your Shareworks account

Step 2

You should have received an account activation code via your CCEP email address or by letter.

Select the **'An Account Activation Code'** and enter your code, confirm you're not a robot and click the **'Continue'** button.


SHAREWORKS

Request Account Activation

Activate my account using:

My company email address An account activation code A company ID and password

Activation Code:

I'm not a robot 

CONTINUE **CANCEL**

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Activating your Shareworks account

Step 3

Verify or complete your information and click the **'Continue'** button.

SHAREWORKS

Verify Information

Enter your last name:

Enter ONE of the following

Employee Number:

Date of Birth:

Last 4 characters of your National Insurance number:

Post Code:

Hire Date:

CONTINUE **CANCEL**





Activating your Shareworks account

Step 4

Lastly, just set-up a chosen password. You can also change your username at this stage too if you wish. Once done, keep a safe record of these details so you can login at any time.

Setup Password

Password Rules:

- Must be 8 to 55 characters long
- Must contain at least one number or special character (such as #, @ or \$)
- May not be entirely numeric
- May not contain your name
- May not be a commonly used word or pattern

Enter your new login password:

*Login Password: *Confirm Password:

You can also set a username to login with:
If you do not wish to set a username at this time, you can leave it blank and set one later.

Username Requirements:

- Must be 6 to 20 characters long
- Must only contain alphanumeric characters and the special characters: . _ -
- Cannot use full tax identifier (SSN, SIN, GIN, etc.) or last four digits of tax identifier
- Cannot use full account number or numeric part of account number
- Avoid using personal information, such as your date of birth or phone numbers

*Username:

CONTINUE **CANCEL**

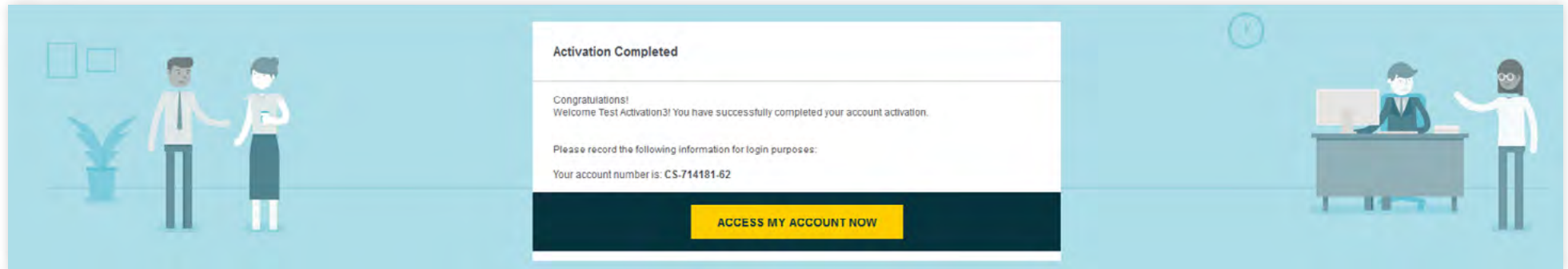




Activating your Shareworks account

Step 5

This is just a screen to confirm your account has been activated and provides you with your account number, which you need as part of the log-in process. Again, keep a safe record of this so you can login at any time.





First-time login

Step 1

Visit ccep.solium.com and select **'Login'** top right. You'll then view this screen. Enter your email, username or account number, followed by your password. You should have these details to hand following the activation process above. Select **'Remember My Account'** if you are on your own device and it's secure, followed by the **'Login'** button.

SHAREWORKS

Login

Please enter your account number or employee number and password in the fields below and click the **Login** button. For security purposes, please ensure you exit the site by using the **Log Out** button in the top banner of the page.

Login using my:

Email, username, or account number Employee Number (Participant Only)

Email, username, or account number:

Password:

[Forgot your account number?](#) [Forgot your password?](#)

Remember my account

LOGIN





First-time login

Step 2

For security, complete answers to three memorable questions. This allows the Shareworks helpline team to validate your identity if you contact them. Click the **'Save'** button to continue.

Personal Verification Information

As part of our security requirements, you must provide personal verification questions and answers.

Please note for phone assistance to verify your identity, the service team will ask you the personal verification questions and will require a verbal response from you matching your personal verification answers. As such, the questions and answers should be easy for you to recall and should not contain inappropriate content.

Tips:

- Choose verification questions that are specific and that only you can answer
- Verification questions and answers are not case sensitive and must be at least 4 characters.

Examples:

- What is your oldest sibling's middle name?
- In what city does your nearest sibling live?
- What street did you live on in high school?
- In what city did you meet your spouse/significant other?
- What was the name of your elementary / primary school?

*Question 1:

*Answer 1:

*Question 2:

*Answer 2:

*Question 3:

*Answer 3:

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First-time login

Step 3: Non-US Employees

For non-US residents. A W-8BEN form like the one below appears. As an owner or future owner of CCEP shares, completing this allows you to benefit from a reduction in US Withholding Tax – a requirement for employees of US-listed companies like CCEP. Complete the form (note: if you're a UK citizen, then leave field 5 blank and enter your NI Number in field 6) and then click the **'Save'** button to continue.

W-8BEN Form
Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding

Note: If you are resident in a FATCA partner jurisdiction (i.e., a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

Part I Identification of Beneficial Owner

1 Name of individual who is the beneficial owner:
Test Activation4

2 Country of citizenship:

3 Permanent residence address (street, apt or suite no., or rural route):
*Line 1/Line 2
1 The High Street
*City
The City
Province/State (Canada / Australia / Germany Only)
*Country
United Kingdom
*Postcode
W1A 1AA

4 Mailing address (if different from the residence address):
*Line 1/Line 2
1 The High Street
*City
The City
Province/State (Canada / United States / Australia / Germany Only)
*Country
United Kingdom
*Postcode
W1A 1AA

5 U.S. taxpayer identification number:
SSN or ITIN EIN

6 Foreign tax identifying number:
Exemption Reason:

If UK Citizenship, leave 5 blank and enter NI Number in item 6

7 Reference number(s) (Optional):
8 Date of birth:
DD-MM-YYYY

Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only)

9 I certify that the beneficial owner is a resident of [] within the meaning of the income tax treaty between the United States and that country.

Part III Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself as an individual that is an owner or account holder of a foreign financial institution.
- The person named on line 1 of this form is not a U.S. person.
- The income to which this form relates is:
(a) not effectively connected with the conduct of a trade or business in the United States,
(b) effectively connected but is not subject to tax under an applicable income tax treaty, or
(c) the partner's share of a partnership's effectively connected income.
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.

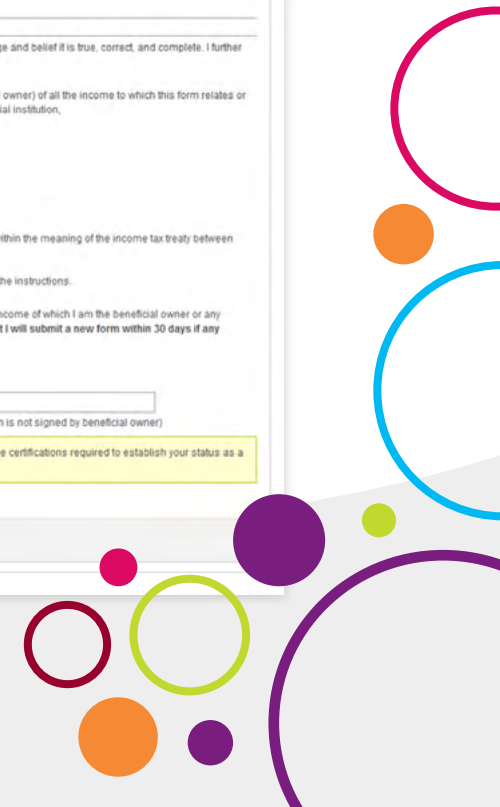
Agree to Certify Date: 25-Oct-2018

Name of signer Capacity in which acting (if form is not signed by beneficial owner)

The Internal Revenue Service does not require your consent to any provisions of this document other than the certifications required to establish your status as a non-U.S. person and, if applicable, obtain a reduced rate of withholding.

Save Cancel

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First-time login

Step 3: US Employees

For US tax residents. A W9 form like the one below appears. A requirement for employees of US-listed companies like CCEP. Complete and then click the **'Save'** button to continue.

W-9 Form

W-9 Form (Request for Taxpayer Identification Number and Certification)

Personal Information

Status: Individual
Individual Name: Test Activation5
Address: 1 The High Street
1 The High Street
The City, Kansas
55555
United States

Exemption from FATCA reporting code (if any)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the [part I instructions](#). For other entities, it is your employer identification number (EIN). If you do not have a number, see [How to get a TIN](#).

Note: If the account is in more than one name, [view the chat](#) for guidelines on whose number to enter.

*You must complete one of the following two fields:
*Social security number
*Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued by me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct

Item 2 Applies

Certification instructions. You must uncheck "Item 2 Applies" above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Agree to certification Dated 25-Oct-2018

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First-time login

Step 4

To allow you to be contacted easily in relation to your share plans, you can provide your personal phone and email address here. This screen will only appear if Shareworks doesn't hold these details on your account already. Providing an email address is vital as Shareworks primarily communicates via email. Complete and then click the **'Save'** button to continue.

Contact Details

The information you provide will only be used in the event that we have questions about your stock plan account or related transactions. At least one phone number without extension is required.

Personal Phone Numbers:

Personal Email:

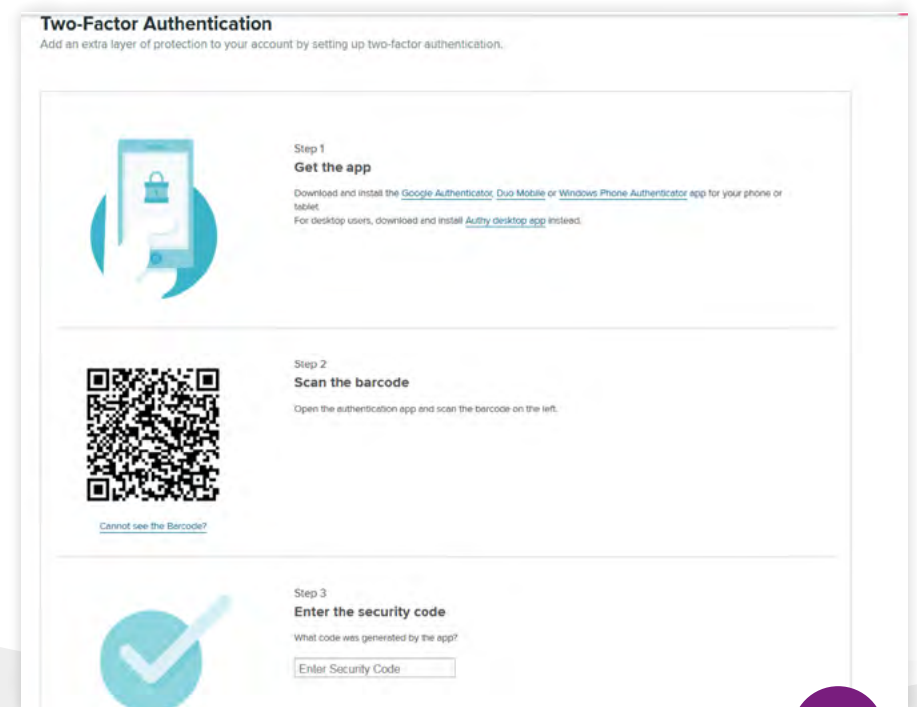
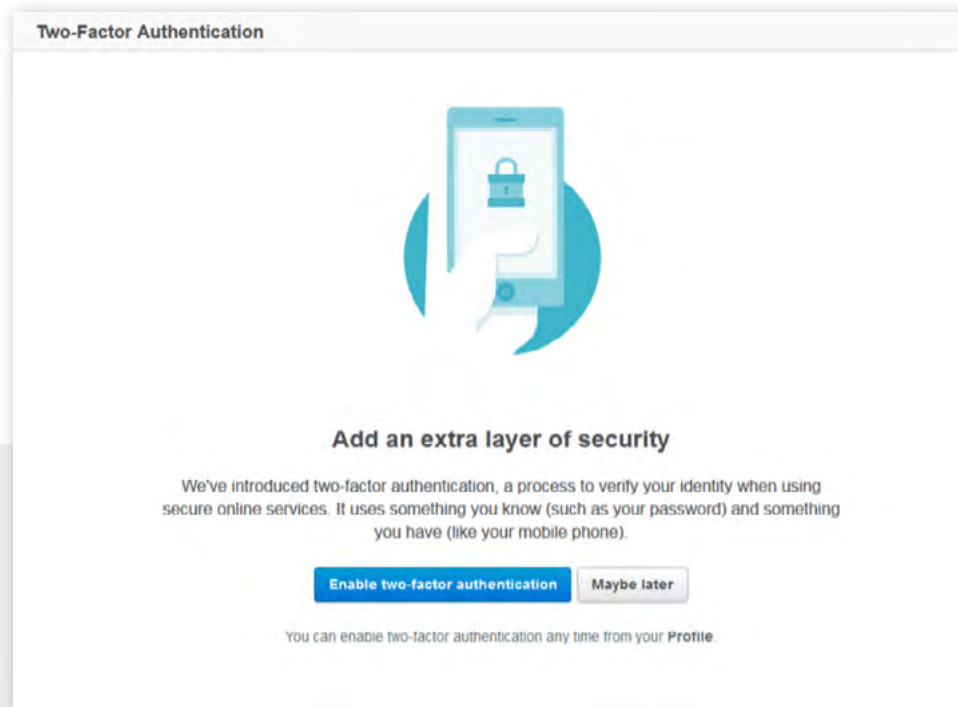
Send a copy of all messages to my personal email



First-time login

Step 5

Consider making your account more secure by setting up two-tier authentication. Remember your account has personal data that you don't want getting into the wrong hands.





First-time login

Step 6

Finally, you are invited to join our all-employee Share Plan at this stage. If you don't, you'll be taken to your personalised dashboard and you can see there will be a prompt to join here too.

Shareworks
BY MORGAN STANLEY

Purchase Plan Enrolment

Want to register for the CCEP Share Plan?

Feel invested in our business

As a valued employee of CCEP, you are invited to join our Share Plan.

You can find out more by visiting our dedicated share plans website:

https://ccep.sharepoint.com/teams/collab603_CCEPSharePlanGB

If you'd like to join now, please click the Yes button below.

If you do not wish to apply, please click the No button below.

If you'd like to join, but at another time, please click the Later button below.

If you choose to join your request should be received by 23.59 GMT on 16th of the month.



Joining our Share Plan

Step 1

To enrol in our Share Plan follow the **'Enrol now'** button on the dashboard under Tasks.

The screenshot shows the Shareworks dashboard for a user named 'Test'. The top navigation bar includes 'Dashboard', 'Portfolio', 'Activity', and 'Documents'. The main content area is divided into sections: 'Hello, Test!' with a balance of 'CCEP NYSE' valued at 'US\$56.41', 'Upcoming Events' (none), and 'Past Events' (none). A 'Tasks' section features a prominent red 'Enrol in a plan' button. Below this button, it states 'You're eligible to enrol in a plan.' and lists the 'SIP (from October 2019)' plan. A secondary 'Enrol now' button is located at the bottom of this task card. The footer contains 'Shareworks BY MORGAN STANLEY' and various quick links.

The first screenshot, titled 'Your plans', shows the initial step: 'Make changes to the following plans.' It lists 'Employee Share Plans' with a blue 'ENROL HERE' link and 'SIP (from October 2019) - Eligible'. The second screenshot shows the 'Plan Selection' step, where the user is enrolled in 'SIP (from October 2019)'. It includes 'Continue' and 'Go Back' buttons, followed by sections for 'Contribution Amount', 'Partnership Share Agreement', and 'Verify'.





Joining our Share Plan

Step 2

Follow the screen prompts to enter how much you'd like to invest (contribute). Press **'Continue'**. An error will display if you enter an amount outside of the minimum and maximum limits.

Once you've told us what contribution you want to make we'll apply that from the next pay period. HMRC rules limit your contributions to:

- £1,800 per year
- 10% of your year-to-date salary

So, if you decide to contribute more than HMRC allow we'll limit your contribution to get you back within the rules.

The screenshot shows a web form titled 'Plan Selection' with a sub-section 'Contribution Amount'. The form asks the user to 'Enter the amount you would like to contribute towards the plan.' Below this, it specifies 'SIP (from October 2019)' and provides a text input field for the contribution amount. The input field is followed by 'GBP (10 - 150)' and a note: 'Total regular contributions to the plan must not go below £10.00 GBP or exceed £150.00 GBP.' Below the input field, there is a paragraph of fine print: 'Your last submitted contribution request will be deducted from your salary in the next calendar month. Please note that the contribution requested may need to be scaled back by payroll if this contribution, or this contribution plus any previous contributions in the same tax year, would exceed 10% of your year to date salary or £1,800 (whichever is lower). By clicking 'Continue' you are agreeing to the terms and conditions of the Sharepurchase Plan (SIP) including the Partnership Share Agreement (PSA) which was updated in November 2015. You should read the PSA, which can be found in the 'Documents' tab above, before proceeding.' At the bottom of the form, there are two buttons: 'Continue' (in blue) and 'Go Back' (in grey). Below the form, there are two more sections: 'Partnership Share Agreement' and 'Verify'.





Joining our Share Plan

Step 3

Read and accept the Partnership Share Agreement (PSA) and click **'Continue'**. Then verify you wish to join by clicking the **'Confirm'** button at the end.

Your plans

Make changes to the following plans.

Plan Selection
Contribution Amount
Partnership Share Agreement
Verify

Please verify that the plan enrollment information displayed below is correct. Press the "Confirm" button to proceed with your enrollment or press "Go Back" to return to the previous screen.

Verify enrollments to plans:

SIP (from October 2019)

Your contribution level is £80.00 GBP per pay period



Joining our Share Plan

Step 4

You're all done and a confirmation screen will appear. From here you can change the amount you contribute or stop it if needed.

Your plans

Make changes to the following plans.

Employee Share Plans

[Change Contributions](#) [Suspend Contributions](#)

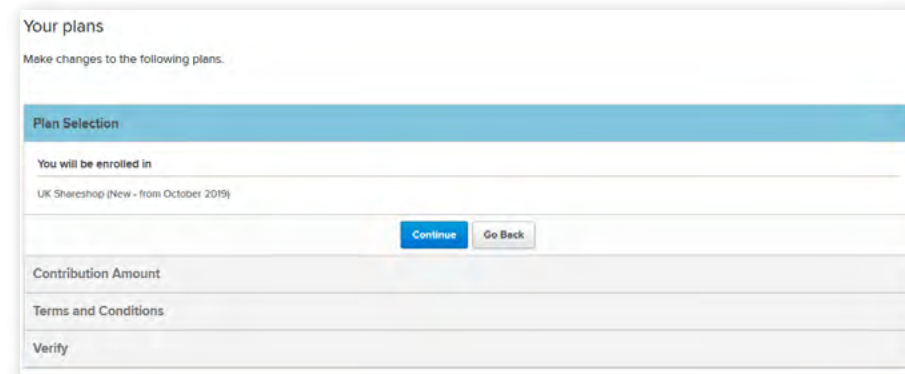
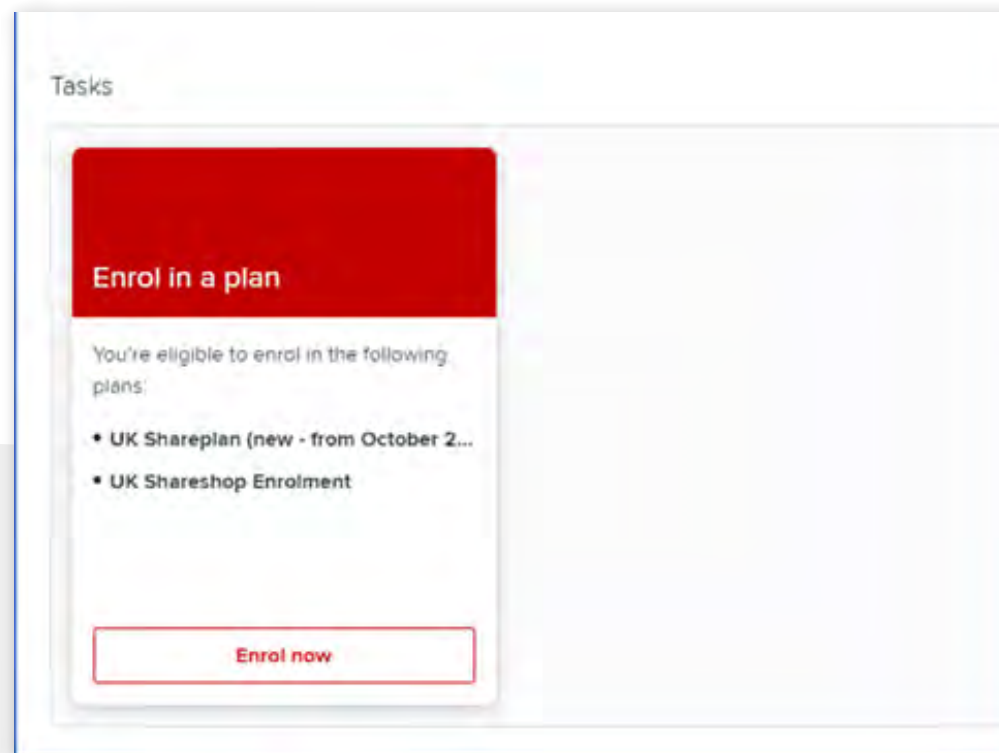
SIP (from October 2019) - Enrolled at £80.00 GBP



Joining our Share Shop

Step 1

To enrol in our Share Shop follow the **'Enrol now'** button on the dashboard under Tasks.





Joining our Share Shop

Step 2

Follow the screen prompts to enter how much you'd like to invest (contribute). Press **'Continue'**. An error will display if you enter an amount outside of the minimum and maximum limits.

Your plans

Make changes to the following plans.

Plan Selection

Contribution Amount

Enter the amount that you would like to contribute towards the plan.

Plan contribution level

UK Shareshop (New - from October 2019)

Contribution Level: £ GBP (1 - 1,000)

• Total contributions to the plan must not go below £1.00 GBP or exceed £1,000.00 GBP

You've already contributed: £ 50.00





Joining our Share Shop

Step 3

Read and accept the Terms and Conditions and click **'Continue'**. Then verify you wish to join by clicking the **'Confirm'** button at the end.

Your plans

Make changes to the following plans.

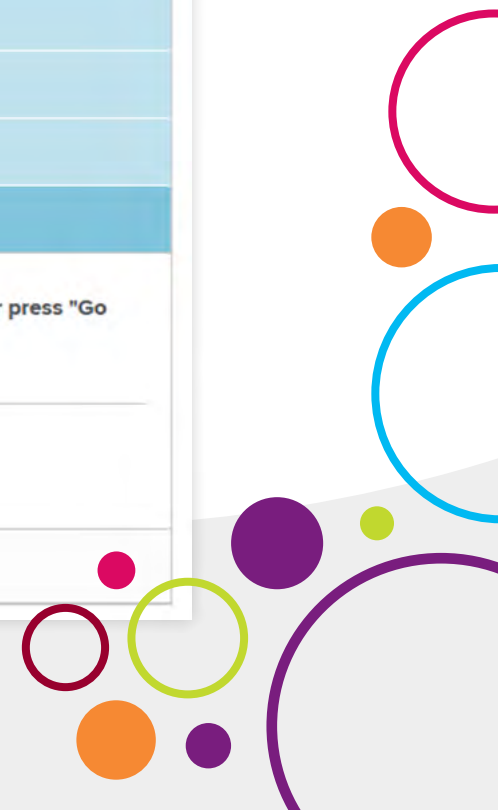
Plan Selection
Contribution Amount
Terms and Conditions
Verify

Please verify that the plan enrollment information displayed below is correct. Press the "Confirm" button to proceed with your enrollment or press "Go Back" to return to the previous screen.

Verify enrollments to plans:

UK Shareshop (New - from October 2019)

Your contribution level is £50.00 GBP per pay period





Contact Shareworks

If you have any questions after reading this, and the Frequently Asked Questions, please contact the Shareworks team. As independent SIP and Share Plan specialists, they'll be happy to help. Whilst they can't offer financial advice, they can help clarify the facts or any part of the Share Plan journey.

Shareworks

by Morgan Stanley

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

International: **+44 (0)20 3751 5668**

Email: **help.emea@shareworks.com**

***Just remember:** 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 Rules of the Plan and this document or any other information provided by us, the Rules of the Plan will overrule any other document. The Rules that govern our Share Plan are available to view on Shareworks at any time.*