ARM Share Incentive Scheme Website Handbook

Registering your profile on the ARM Share Incentive Scheme Website

1. Enter the address in your web browser:

https://www.armshareschemes.co.za

- 2. You will then be taken directly to the Home Page
- 3. Click on the 'Register' link in order to get your password



4. Input your ARM Email address and click on the 'Register' button.

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5. You will receive a SMS that your registration request has been successful and the SMS will also contain your username and password. If you do not receive a password within 10 minutes please contact the administrators for assistance.

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6. Once you receive your password, click on 'Login' and enter your username and password to access the website.

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7. You will then be taken to the 'Change Password" page to change your password to something more unique to yourself. The rules of the password are listed on the screen.

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8. After successfully changing your password you will be taken to the homepage as shown below.





2. Logging in to your Profile on the ARM Share Incentive Scheme Website

- 9. Enter the address in your web browser:
 - a. <u>https://www.armshareschemes.co.za</u>
- 10. You will then be taken directly to the Home Page
- 11. Click on one of the 'Log In' links indicated on the screenshot below in order to access your profile.

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12. After clicking on "Login" you will be redirected to the Log In input screen .Capture the relevant details in the fields provided and click on the 'Log In' button

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13. A one-time password (OTP) will be sent to you via SMS. Input your OTP in the space provided exactly as it appears in your SMS and click on 'Submit OTP' button.

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One Time Pin has been SMSed to you. Please enter it below and click Continue to use the website.	
you did not receive the OTP please <u>Contact Us</u>	
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14. You will then be redirected to your online profile (your name will be reflected in the space circled below and you may browse your profile as you wish.



3. Browsing your online profile on the ARM Share Incentive Scheme Website

1. Once you have successfully logged in to your profile you will notice the main menu ribbon with the following options:

Elections	The options under this menu item deal with your share/options
	details and the scenario calculator.
My Profile	The options under this tab deal with your personal information.
Reports	This tab is where participants are allowed to run their own
	personal reports directly from the website.
Scheme	This tab has links to all documents that belong the different
Documents	Schemes and Is available to all participants
Contact Us	This tab contains the contact information of the scheme
	administrators



2. We will now explore the first menu tab, i.e. 'Elections'.



3. The first item under the 'Elections' tab is 'View Statements'. On this page you are able to view your entire history of all awards you have received. The filters marked at the top of the page will allow you to navigate and sort through your data as required.

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4. The second item under the 'Elections' tab is 'Scenario Calculator' which you may use to get an indication of the tax and sale proceeds you may receive or pay should you wish to settle your shares/options. This screen displays all currently vested and unvested awards and instructions to use this calculator can be found on screen.

Welcome	
This tool will assist you with estimating the potential value of your awards on settlement and with making an informed decision when completing your settlement instruction for	m.
. Enter Indicative Tax rate (defaulted to 45%).	
Enter the estimated market price in the "Estimated Market Price" field which the calculator will use to determine your Tax and Gross Sale Proceeds (price is defaulted	d to the previous day closing price)
Assumes all vested awards will be settled for cash. The system automatically defaults to this assumption.	
Tick the "Include in Calc?" check boxes for the tranches that you want to include in your calculation. The system will automatically populate the required fields.	

5. Select a Performance Vesting Outcome. To view the Performance Conditions, please click on the + sign in the table below.

6. All values marked with a * are scenarios based on participant's assumptions.

7. Please refer to your award letter for a detailed description of the performance criteria.

hare Plan	(Please Select)	~
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2018 Cash-settled Conditional Share Plan



	Share Plan	Award Date	Vesting Date	A Awards (Number)	B Overall Performance Outcome (%) from below*	C Awards Vesting and to be Settled* (Number) A x B	D Share Price* (R)	E Dividend Equivalent Cash per Award* (R) I	F Total Cash per Award* (R) D + E	Include in Calc?	G Gross Settlement Value* (R) C x F	H Income Tax* (R) Tax Rate x G	Estimated Net Value of Settlement* (R) G - H
+	2018 Cash-Settled Conditional Share Plan	07 Dec 2018	08 Dec 2021	22 000	100.00%	22 000	233.40	55.00	288.40		0.00	0.00	0.00

Performance Condition Description	Vesting Date	Performance Condition Weighting	Percentage Ou	tcome
Average free cash flow return on equity	08 Dec 2021	25.00%	100%	~
Consistent and sustainable cost performance	08 Dec 2021	25.00%	100%	~
Relative total shareholder return	08 Dec 2021	25.00%	100%	~
Sustainable business: Environmental compliance	08 Dec 2021	5.00%	100%	~
Sustainable business: Improved safety performance	08 Dec 2021	10.00%	100%	~
Sustainable business: Improvement in B-BBEE score	08 Dec 2021	10.00%	100%	~

Dividend Equivalent Cash Amounts (R pe	er Award	J)
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Dividend Equivalent Cash Amount (F	Record Date
4.0	05 Apr 2019
9.0	27 Sep 2019
5.0	20 Mar 2020
7.0	02 Oct 2020
10.0	26 Mar 2021
20.0	01 Oct 2021
55.0	l Sub-total for all Dividend Equivalents (R)



2018 Conditional Share Plan Scenario Calculator

Please note that this scheme is equity settled,	therefore 'Estimated Gross a	and Net proceeds' have b	een included to	provide guidance	on how tax would	be calculated.										
Securities Transfer Tax (STT) applies to the put	rchase and transfers of listed	and unlisted securities.														
Share Plan	Award Date	Vesting Date	A Awards (Number)	B Overall Performance Outcome (56) from below*	C Awards Vesting* (Number)	D Share Price* (R)	E Dividend Equivalent Shares per Award* (Number)	F Number of Shares Vesting and to be Settled ⁴ (Number)	Include in Calc?	G Shares Withheld for Tax* (Number)	H Net Shares to Settle* (Number)	l Gross Settlement Value* (R)	J Income Tax* (R)	K Estimated Brokerage* (R)	L Estimated STT* (R)	Estimated Net Value of Settlement* (R)
					AxB		C×M	C + E	-		F - G	DxF	Tax Rate x I	1% x (l - J)	0.0025% x (l - J)	I - J - K - L
Conditional Share Plan	07 Dec 2018	08 Dec 2021	22.650	100.00%	22 650	255,40	6 788	29 438			0 0	0.00	0.00	0.00	0.00	0.0
Performance Condition Description	Vesting Date	Performance Condi	tion Weighting	Percenta	ge Outcome											
Relative total shareholder return	08 Dec 2021		25.00%	100%		*										
Average free cash flow return on equity	08 Dec 2021		25.00%	100%		-										
Consistent and sustainable cost performance	08 Dec 2021		25.00%	100%	2	-										
Sustainable business: Improved safety performance	08 Dec 2021		10.00%	100%		-										
Sustainable business: Improvement in B-88EE score	08 Dec 2021		10.00%	100%	2	-										
Sustainable business: Environmental compliance	08 Dec 2021		5.00%	100%		-										
	Dividend Fauiya	lent Amounts (Numbe	e)													
Record Date	e		Dividend	Equivalent Shares	per Award (Numb	er)										
05 Apr 201	9	0			0.02	19										
27 Sep 201	9				0.06	12										
20 Mar 202	0				0.04	10										
02 Oct 202	٥				0.03	19										
26 Mar 202	1				0.03	13										
01 Oct 202	1				0.09	14										
M Total Dividend Equivalent Share	s per Award (Number)				0.29	97										

5. We will now explore the second menu tab, i.e. 'My Profile'.





6. The first item under the 'My Profile' tab is 'My Details'. This tab displays all your relevant information held by the scheme administrators as well as your personal broker account details. Should any of this information be incorrect, please contact the Scheme Administrators to rectify.

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The second item is the 'My Documents' tab. On this tab you will find all documents which relate to your share schemes namely award/offer letters, tax directives, sales reports etc.

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7. The third item is the 'Change Password' tab. On this tab you may change your current password to something new. The rules around passwords are listed on screen.

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8. We will now explore the third menu tab, i.e. 'Reports'. On this tab you will find the preloaded reports in respect of your awards in the share schemes. You may run these report to view as a PDF or export it as an Excel document and will always be available. A summary of the reports can be found below:

Report Name	Description
Employee Statement	This report will display all current and
	unvested awards of a participant.
Employee Statement (All Offers/Awards)	This report will display all awards a
	participant has ever received
Participant Transaction Report	This report will display all the relevant
	trade information of a participant such as
	selling price, sale date,tax amount
	deducted, net proceeds paid etc.



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MPLOYEE REPORTS	Sales Reports		
Employee Statement Employee Statement (All Offers)	Participant Transaction Report		

9. The screenshot below shows the report criteria input form as well as the options available regarding the formats of the reports.

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10. We will now explore the fourth tab, i.e. 'Scheme Documents'. This tab contains all documents which are viewed by all participants and are relevant to the scheme such as Scheme rules, Performance Criteria etc.

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vament	Document Type
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2 Performance Criteria for Performance and Deferred Bonus shares awarded on 16 November 2017.pdf	Performance Criteria
Salient Features CSP.pdf	Allocation and Incentive Comm

11. We will now explore the last menu tab, i.e. 'Contact Us'. This tab contains the contact information of the Share Scheme Administrators and should be used if you have any queries or require any assistance.

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Contact Us						
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