



# Planetshares

## QUICK USER GUIDE

SECURITIES SERVICES

Corporate Equity Solutions

May 2019



**BNP PARIBAS**

The bank for a changing world

# SUMMARY

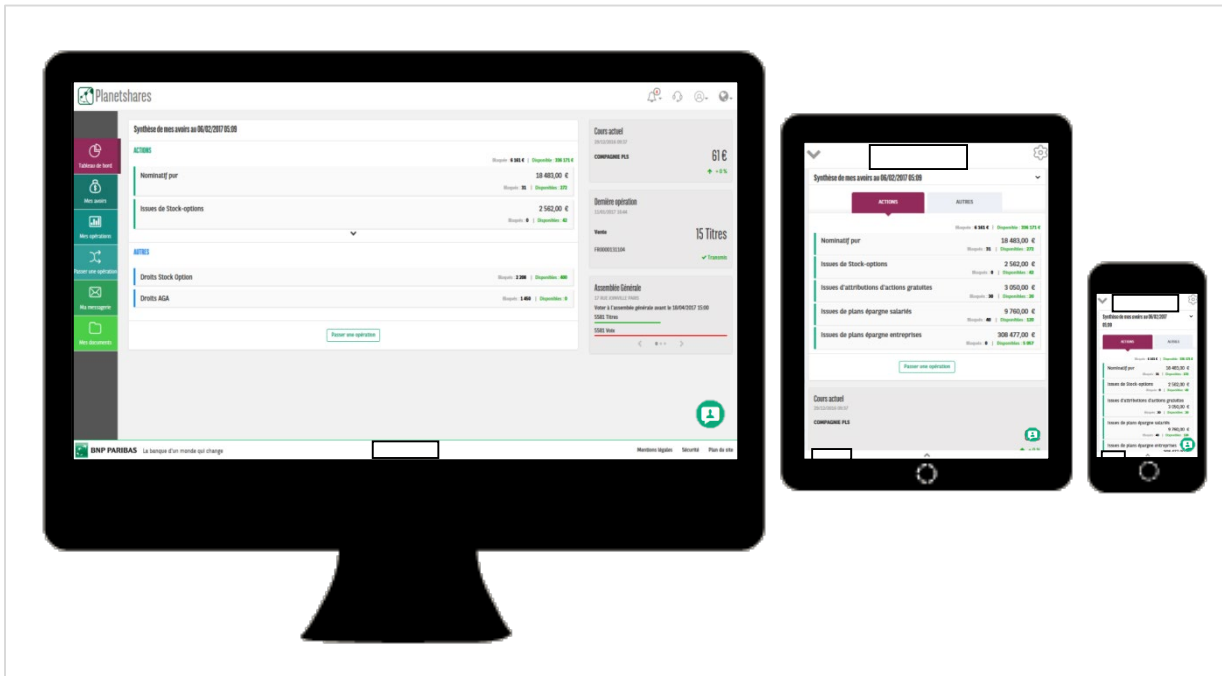
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- 0 [How to access to Planetshares ?](#)
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# 0 - How to access to PLANETSHARES

The Planetshares website can be accessed via an internet browser on mobile, tablet or computer thanks to the Responsive Design technology



## ISO-FUNCTIONALITY

All the provided features are available whatever my device.

## OPTIMIZED DISPLAY

Web browsing adapted for a mobile usage on tablet and smartphone



# 0 - Your virtual agent NOA (NextGen Online Assistant)

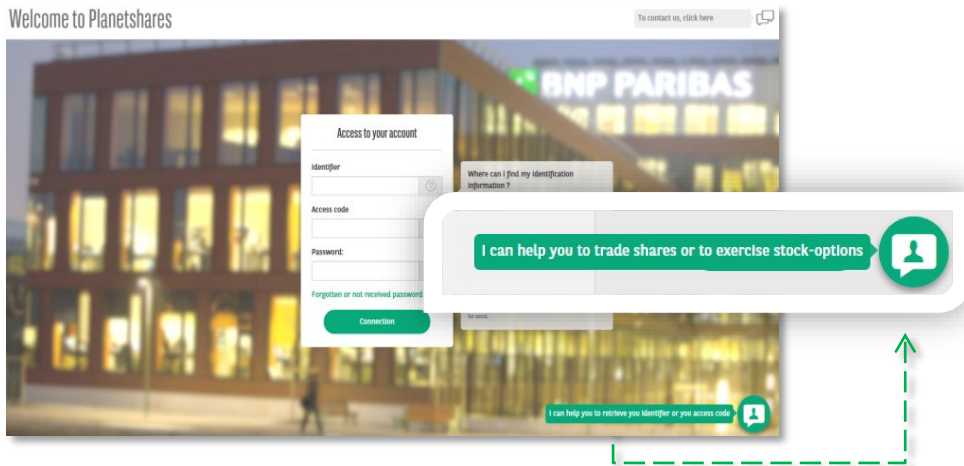


BNP Paribas Securities Services is pleased to be introducing a new client communication channel on our website, PlanetShares - the virtual agent, NOA.

## A NEW WAY TO MAKE CONTACT

NextGen Online Assistant (NOA), your intelligent virtual agent, will be available 24/7 from your laptop, your tablet or your smartphone.

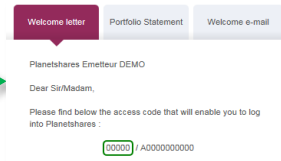
## NOA RESPONDS TO YOUR QUESTIONS ON THE FOLLOWING TOPICS :



### • Connection issues

Let me help you find your Identifier and Access code.

They can be found on the welcome letter and welcome e-mail that were sent to you when your Planetshares' account was opened. You can also find them on your Portfolio Statement.



### • Accessing your documents

This electronic service allows you to receive all convocations for the next general shareholders' meetings to the email address of your choice. I let you check your status in the information screen by clicking the icon ●.

### • Monitoring your shares

As of today for the shares class 'Pure nominative':  
You have **2,004 shares** for a total value of **EUR 40,080.00**.  
**856** are **available** and **1,148** are **unavailable**.



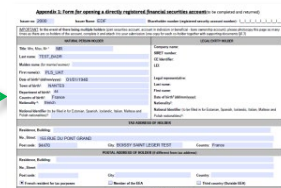
### • Placing an operation

Please wait while I verify if you are able to sell shares.

Please choose which asset type you wish to sell.

### • Pre-filling your Account Opening agreements

Do you want me to help you fill in the Account Opening Agreement?



A few

good practice tips

- Request NOA's support in in the areas of its expertise
- Make short and simple phrases
- Modify your request if at first NOA does not understand



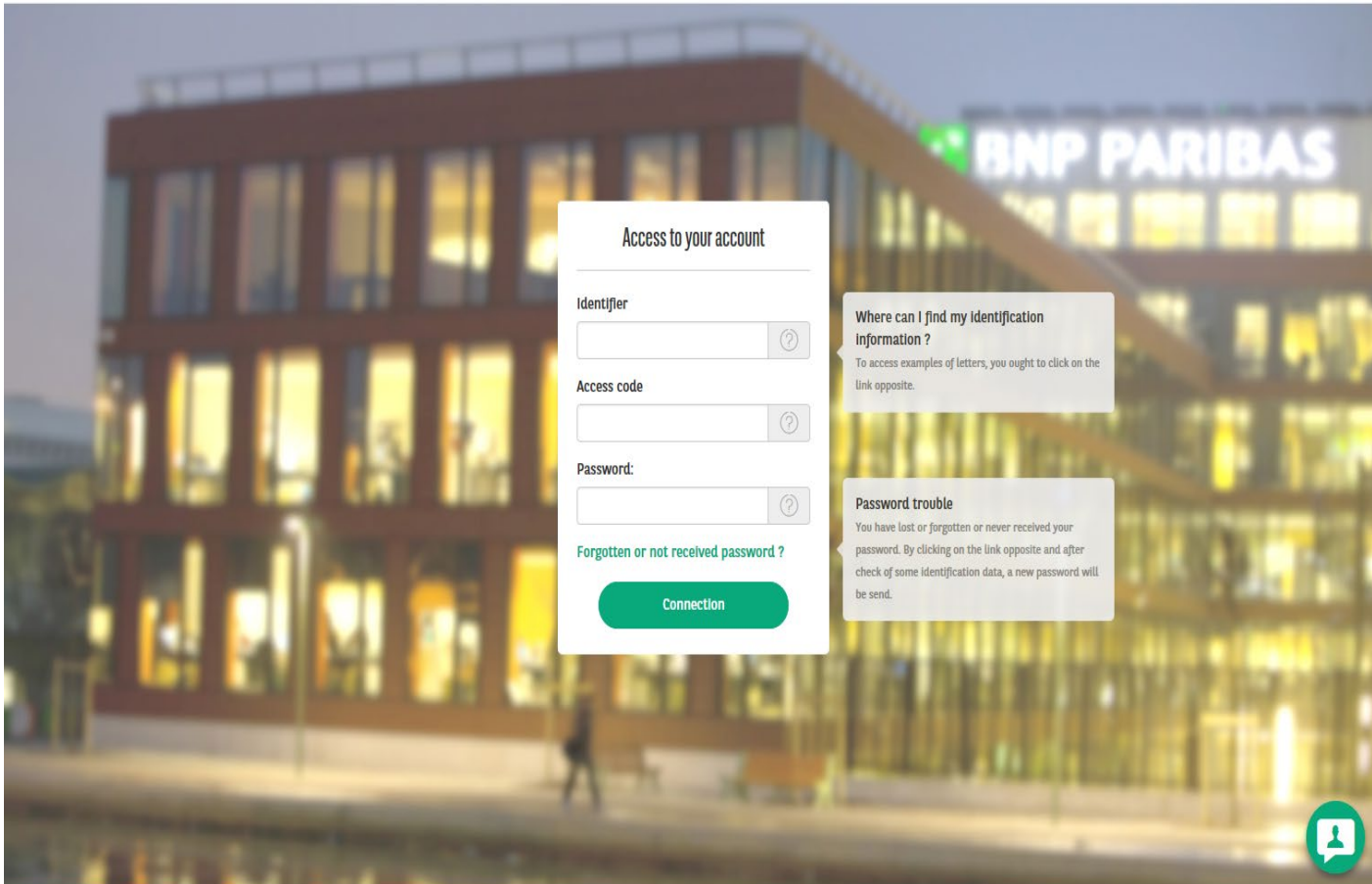
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# 1 - How to connect to PLANETSHARES

planetshares.bnpparibas.com

Welcome to Planetshares



## SECURE ACCESS

Authentication through identifiers and password

## RESEND MY PASSWORD

Reset and receive my password by email

## MULTILINGUAL

Website available in 7 languages :  
French, English, Spanish, Italian, Dutch, German, Portuguese

## CONTACT FORM

To address all my requests to the service best placed to respond to them

## CONTEXT HELP

To find more information regarding my Identifiers and password

## Nextgen Online Assistant

A virtual agent who helps me connect, access my documents, which finds me information about my operations ...

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# 2 - My Profile - Update my information

Important: Update your settlement information for proper payment of your operations



- Dashboard
- My assets
- My operations
- Place an operation
- My inbox
- My documents

## My profile

<b>General information</b>		<b>Tax address</b>	
Issuer	Account number	Building	Street *
BNP PARIBAS	797619		9 RUE DU DEBARCADERE
Lastname Firstname		Additional	
MME PETIT MARIE			
<b>Communication information</b>		Postal code *	
Mobile phone number	Fixed phone number	City *	
France (+33) [v]	France (+33) [v] 0102030405		
Email address *			
marie.petit@compagniepls.com			
Communication language			
NEERLANDAIS			
<b>Birth information</b>			
Birth date *			
15/05/1973			
Birth city/department *		Birth country *	
MARSEILLE	01 [v]	FRANCE - FRA	
<b>Settlement information</b>			
Settlement mode *			
Bank transfer [v]			
Settlement country *		Currency *	
FRANCE - FRA [v]		EURO [v]	
Beneficiary *			
IBAN - Code *		BIC code Beneficiary	
FR761870600001622677100083		AGRIFRPP887	
Bank name		Branch address	
CREDIT AGRICOLE			
ABA code/Sort code		Branch code	
18706		00000	
Ref account 1		Ref account 2	
16226771000			
		Control inter	
		Final control	
		B3	

## MY INFORMATION

I can update and complete my personal data and bank information by clicking on **Modify** at the bottom of the page



# 3 - Dashboard - Assets Synthesis

Providing a synthetic view on my assets and a direct access to the basic information

The screenshot displays the Planetshares dashboard for user MME MARIE PETIT. The main content area is titled 'Synthesis at 05/03/2019 3:14 AM' and is divided into 'SHARES' and 'OTHERS' sections. The 'SHARES' section lists 'Pure nominative' (332,920 €) and 'Originating from stock-options' (72,030 €). The 'OTHERS' section lists 'Stock-options rights' (1,658 exercisable) and 'Free Shares Awards rights' (3,000 vested). A sidebar on the left provides navigation for Dashboard, My assets, My operations, Place an operation, My inbox, and My documents. On the right, a 'Market price' card for COMPAGNIE PLS shows 70.00 € (+0.00%). Below it, a 'Last operation' card for 'SO acceptance' shows 60 Rights. A 'Do you know?' card provides a link to check personal data. A 'General Meeting' card for TEST PARIS is highlighted, showing a vote deadline of 29/05/2018 10:00 AM and 10,714 securities and voting rights. A 'CUSTOMIZED ALERTS' callout points to a notification bell icon, and a 'LAST OPERATION' callout points to the 'Last operation' card. An 'EVENTS' callout points to the 'General Meeting' card.

**CUSTOMIZED ALERTS**  
To quickly view key events of my account

**LAST OPERATION**  
Direct access to the basic information of my last transaction and to the history of my operations

**EVENTS**  
Highlights on major events:  
1) Online response to LTI plan or Optional dividend,  
2) Consult General meeting documentation and access to electronic voting platform



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# 4 - My assets

I can access to the detailed information of my portfolio

Planetshares Account of MME MARIE PETIT  
LAST CONNECTION : 05/03/2019 11:09 AM

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## My assets details

Synthesis at 05/03/2019 3:14 AM

My shares My stock-options rights My free shares awards rights My BSPCE rights My voting rights

Total quantity : 11,742 securities  
Total valuation : 821,940 €

● Available  
● Unavailable

Pure nominative

3,167 1,589

10 Assets Search :

Security code	Security label	Quantity	Status	Availability date
FR0000131104	COMPAGNIE PLS	1	Being bought	
Last market price date				21/02/2019 8:57 AM
Last market price				70.00 €
Current market valuation				70.00 €
FR0000131104	COMPAGNIE PLS	2	Being sold	
Last market price date				21/02/2019 8:57 AM
Last market price				70.00 €
Current market valuation				140.00 €
FR0000131104	COMPAGNIE PLS	4	Being sold	
FR0000131104	COMPAGNIE PLS	7	Being sold	14/07/2014

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## GRAPHICAL VIEW OF AVAILABLE ASSETS

Graphical depiction of the assets per status

## DETAIL OF THE TRANSACTIONS

I can access to the list and to the detailed information of every transaction



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# 4 - My assets

Dynamic display based on type of assets

Planetshares Account of MME MARIE PETIT Last connection : 05/03/2019 11:09 AM

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### My assets details

Synthesis at 05/03/2019 3:14 AM

My shares ? My stock-options rights **My free shares awards rights** My BSPCE rights My voting rights

Global quantity (without expired/withdrawn) : 3,000 rights

- Owned
- Vested right
- Withdrawn ?

3,000

10 Assets Search :

Security code ^	Plan label	Quantity ^	Status ^	FSA granted date ^
FR0000131104	PLAN GLOBAL D'INTERESSEMENT EN ACTIONS 2012 PERFOR	3,000	Vested right	06/09/2012

1 to 1 of 1 Assets

Previous 1 Next

Plan documents

### My documents depending plans

Stock-options **Free shares**

Those documents are displaying regarding your rights positions

10 Documents Search :

Description	Actions
Règlement du plan de 2012	

1 to 1 of 1 Documents

Previous 1 Next

Return to summary

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## DOCUMENTS OF PLANS

I can access to the documents related to the plans I benefit



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# 5 - Place an operation - a sale

3-steps sequential creation process: Capture, Confirmation, Summary

The screenshot shows the Planetshares 'Place an operation' interface. At the top, there is a navigation bar with the Planetshares logo, account information for 'MME MARIE PETIT', and a BNP PARIBAS logo. A progress indicator shows three steps: '1 Capture' (highlighted in red), '2 Confirmation', and '3 Summary'. Below the progress bar, the text 'What do you want to do?' is followed by five buttons: 'A purchase', 'A sale', 'An exercise', 'An exercise sale', and 'A BSPCE exercise'. The 'A sale' button is highlighted.

**INTUITIVE KINEMATICS**  
Be guided by the 3-steps sequential creation process

1. Capture
2. Confirmation
3. Summary

This screenshot shows the 'Place an operation' interface at the 'Confirmation' step. The progress bar now highlights '2 Confirmation'. The text 'What do you want to do?' is followed by 'A sale' and a 'Modify' link. Below this, the question 'On which securities do you want to sell?' is followed by a text box containing 'FRO000131104' and 'COMPAGNIE PLS'.



# 5 - Place an operation - a sale

## STEP 1 – Sale Capture

Planetshares | Account of MME MARIE PETIT | Last connection : 18/12/2017 11:43 AM | BNP PARIBAS

### Place an operation

1 Capture | 2 Confirmation | 3 Summary

What do you want to do? **A sale** [Modify](#)

On which securities do you want to sell? **FR0000131104 - COMPAGNIE PLS** [Modify](#)

Which assets do you want to sell? **Available direct registered securities** [Modify](#)

Which are your operation details ? **Security price at 13/12/2017 on 5:11 PM : 100.00 €**

Label	Quantity
COMPAGNIE PLS	4452

**Quantity \***  **Validity date \***

**Order type \***   
Market order  
Market-to-limit  
Limited price

**Sale price**

**Market reference**


**Cash**

**Phone number**  **Email address**

By checking this field, I accept the [General Conditions of online execution of orders](#) and I accept irrevocably

\* Mandatory fields

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 **CONTEXT HELP**  
Access to information on Order Types

**STEP 1 : INPUT OF THE SALE**

- The Quantity of shares,
- The Order Type,
- The Validity date,
- The Sale price (for type Limited price)

**GENERAL CONDITIONS**

I check my contact information, read and acknowledge the General Conditions of execution of orders before clicking on Continue



# 5 - Place an operation - a sale

## STEP 2 – Sale Confirmation

Planetshares Account of MME MARIE PETIT  
Last connection : 18/12/2017 11:43 AM

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Place an operation ?

If your personal data are wrong, click on the icon to modify them. Be careful ! Your saving in progress will be lost. You must instruct a new operation.

1 Capture 2 Confirmation 3 Summary

Check of your data ?

**Tax address**

N°, street	8 COUR DE LA VILLA DAUPHINE
Postal code	75000
City	PARIS
Country	FRANCE

**Settlement information**

Settlement mode	Bank transfer
Settlement country	ALGERIE
Currency	EUR
Beneficiary	MME PETIT MARIE
IBAN-Code	
BIC code Beneficiary	BNPADZALXXX
Bank name	DSERF
Branch address	
ABA code/Sort code	
Branch code	
Control Inter	
Ref account 1	15465
Ref account 2	
Final control	

**Operation characteristics**

Direction	Sale
Quantity	200
Security code	FR0000131104
Label	COMPAGNIE PLS
Order type	Market order
Validity date	29/12/2017
Currency of quotation	Euro
Market	Cash
Market reference	Euronext Paris
Registration date	18/12/2017 13:19
Phone number to contact you	0102030405
Email address to contact you	marie.petit@compagniepls.com
Estimated gross amount	20,000.00 €

**Entering password**

Please enter your password to confirm your operation \*

\* Mandatory fields

Modify Save

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### STEP2 : CONFIRMATION OF MY OPERATION

- I check my personal and settlement information,
- I check the characteristics of the operation

### STEP2 : CONFIRMATION OF MY OPERATION

- I enter my connection password
- I submit the order by clicking on Save



# 5 - Place an operation - a sale

## STEP 3 – Operation acknowledge

Planetshares Account of MME MARIE PETIT Last connection : 18/12/2017 11:43 AM

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Place an operation

1 Capture 2 Confirmation 3 Summary

Operation acknowledge

Operation characteristics

Direction	Sale
Quantity	200
Security code	FR0000131104
Label	COMPAGNIE PLS
Order type	Market order
Validity date	29/12/2017
Currency of quotation	Euro
Market	Cash
Market reference	Euronext Paris
Registration date	18/12/2017 13:19
Phone number to contact you	0102030405
Email address to contact you	marie.petit@compagniepls.com
Estimated gross amount	20,000.00 €
Your order will be sent with the reference n°	0797619181200836

Dashboard access Operations list access Place another operation

### STEP 3 : SUMMARY OF THE OPERATION

Acknowledgment of receipt confirms the transmission of the order and provides its reference.

### REDIRECTION

From this page, I can access directly to my **Dashboard**, the list of **My Operations** or **place a new operation**



# 6 - My operations follow up

## Detailed follow-up on my orders, lifted

Planetshares Account of MME MARIE PETIT  
Last connection : 25/04/2019 1:39 PM

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### My operations

Market orders | Cashless exercises | Exercises | Cashless Exercises instruction | Responses

10 Transactions Search:

Reference	Security code	Type	Quantity	Input date	Update date	Status
07976190512007F8	FR0000131104	Sale	6	05/12/2017 6:24:21 PM	05/12/2017 6:46:45 PM	Partially executed
079761908110074B	FR0000131104	Sale	1	08/11/2017 3:53:18 PM	15/11/2017 5:02:50 AM	Settled

**OPERATION**

Label	COMPAGNIE PLS	Order type	Market order
Input channel	BNP 1 user	Validity date	30/11/2017
Negotiated security code	FR0000131104	Market reference	Nyse Euronext - Euronext Paris
Category	Securities from BSPCE		

**EXECUTION**

Reference	820889	Gross amount	100.00 €
Executed quantity	1	Brokerage fees and charges	0.30 €
Execution price	100.0000 €	VAT on commissions (20%)	0.06 €
Trading place	Nyse Euronext - Euronext Paris	Trade net amount	99.64 €
Execution date	08/11/2017 12:00:00 AM	Miscellaneous taxes	2.04 €
Settlement Date	10/11/2017	Net amount settled	97.60 €

07976190310006D0	FR0000131104	Sale	1	03/10/2017 3:59:44 PM	03/10/2017 4:01:23 PM	Failed
07976192709006C7	FR0000131104	Sale	200	27/09/2017 2:49:25 PM	27/09/2017 2:51:16 PM	Failed
07976192709006C6	FR0000131104	Sale	200	27/09/2017 1:37:10 PM	27/09/2017 1:39:25 PM	Failed

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**DYNAMIC SEARCH ENGINE**  
Filter the results by typing criteria in the Search field

**DETAIL OF OPERATIONS**  
Access to the list and to the detail of my operations

**CONTEXT HELP**  
Find explanations on status



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# 7 - My documents - Portfolio statements

My electronic documents are accessible (subject to subscription to e-services) and are sorted by category

Planetshares Account of MME MARIE PETIT  
Last connection : 11/09/2017 4:17 PM

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## My documents

Enjoy the advantages with the e-services : dematerialized documents, general meeting e-convocation... [Activate e-services](#)

⚠ Your electronic documents have the same legal validity as those usually sent by post.

Portfolio Statements <sup>1</sup> Taxation statements Operations advices <sup>1</sup> Form

10 entries Search :

Title	Reception date	Expiration date
Portfolio statement 2017	30/06/2017	29/06/2022

1 to 1 of 1 entries

[Generate a portfolio](#)

### Generate a portfolio statement

I would like to generate a portfolio statement

Accounting date \*

30/03/2018

This statement will be available on website until the 08/06/2018, from 1:00 AM, Paris hours, France.

[OK](#) [Cancel](#)

## STATEMENT ON DEMAND

I can request for the generation of a portfolio statement at an earlier date (up to 6 months). The statement will be available in **My documents** the next day



# 6 - My e-services

## How to subscribe to e-services

Planetshares | Account of MME MARIE PETIT | Last connection : 12/09/2017 1:10 PM | BNP PARIBAS

**My e-services**

**Convocation by email to General Shareholders meetings**

E-mail address  
marie.petit@bnpparibas.com

I would like to subscribe to the electronic convocation service and receive all convocations for the next general shareholders' meetings to the email mentioned below.

Concerning the retained language choice for the documents about the general shareholders meetings, and in particular for the convocations, I note that this one remains at the discretion of the transmitting company.

If I do no longer wish to receive the convocation to General Shareholders' Meetings by email, I send a letter or an email to BNP Paribas Securities Services (PARIS\_BP2S\_CTS\_ASSEMBLEES@bnpparibas.com) within the deadlines mentioned in the article "R225-63 Code de Commerce".

**Validate**

**Manage your subscriptions to electronic services**

E-mail address  
marie.petit@compagniepls.com

I note this email address will be used for reset online password.

I would like to be informed by e-mail of my Stock exchange executions. I specify my language choice for e-mails contents.

I want to subscribe to all e-services (availability of documents in the electronic format such as statements, operations advices, CA advices, reports...) and no longer receive a paper version.

Portfolio Statements

Taxation statements

Operations advices

I hereby note that:

- 1 - The subscription to all the e-services contain the accession to e-services that will be realized later.
- 2 - I will receive an e-mail notification each time a new electronic document is available online.

**Validate**

### E-SERVICES

From the e-service blue banner or from the menu My e-services of My Profile, I can subscribe to electronic convocation and electronic documents





# 7 - My taxation

## An overview on my tax

Planetshares | Account of MME MARIE PETIT | Last connection : 29/01/2018 9:25 PM | BNP PARIBAS

### My taxation

- Manage my withholding tax exemption
- My taxation details
- Tax notes

#### Manage your withholding tax exemption request for stock dividends

Having considered the provisions of the articles 242 quater and 117 quater - I -1\* of General Tax Code, I certify, under my own responsibility, that I satisfy the requirements to obtain the right to be exempted of the Withholding tax 21.00 % applicable on the stock dividends.

Therefore, by clicking on the box opposite, I ask to be exempted of the Withholding tax of stock dividends, which may be paid to me in 2019 , for the shares held on my registered account.

#### Manage your withholding tax exemption request for interests

Having considered the provisions of the articles 242 quater and 125 A - I of General Tax Code, I certify, under my own responsibility, that I satisfy the requirements to obtain the right to be exempted of the Withholding tax 24.00 % applicable on the interests received on equity and fixed income.

Therefore, by clicking on the box opposite, I ask to be exempted of the Withholding tax of interests received on equity and fixed income, which may be paid to me in 2019 , for the fixed incomes securities held on my registered account.

I want to receive an email confirmation of my choice on my address : marie.petit@compagniepls.com

[Validate](#)

My information  
My e-services  
My taxation  
My password

### MY TAXATION

I can access Withholding tax exemption, Taxation details and specific Tax notes

### WITHHOLDING TAX EXEMPTION

Send a request for withholding tax exemption for dividends and/or interests (dedicated to French shareholders)



# 8 - My inbox

A dedicated inbox

**OUTGOING COMMUNICATION**  
Outgoing communication is managed through the Contact Form

**NEWS AND MESSAGES**  
My News and My incoming Messages are available inside the menu My Inbox.



# 9 - Contact Form

The contact form is accessible in connected mode or not connected

## CONTACT FORM

From any page of the site I can create a Contact Form with a specific subject and category for the most relevant team

## JOIN A DOCUMENT

To complete my request, I can attach up to 5 documents.



# Disclaimer

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