

# Essentra plc

## Dividend Payments - Frequently Asked Questions

### **Q. Why is Essentra making these changes?**

**A.** Essentra has, for some years, encouraged shareholders to provide bank/building society account details so that their dividends may be paid by direct credit rather than cheque, which benefits both the Company and shareholders because:

- Dividends are credited to your account on the payment date as cleared funds;
- It eliminates the delay involved in depositing the cheque and waiting for the funds to be cleared;
- It removes the risk of loss or theft of dividend cheques;
- It is less expensive than issuing cheques;
- It reduces the administration costs of issuing replacement cheques;
- The saving in cheque production and distribution contributes to the Company's objective of reducing its impact on the environment.

### **Q. Is it a safe method of payment?**

**A.** Direct credit is the most secure method of payment. Our Registrars will not use your account details for any other purpose or pass them on to any third party.

### **Q. What type of bank or building society account can I nominate?**

**A.** If you receive your dividends in sterling, you should nominate a UK bank or building society account. If you receive your dividends by cheque outside the UK and you don't have access to a UK bank or building society account you will receive a separate notification in 2016 about a new service that will become available to Essentra shareholder, Global Payments Service.

### **Q. But I don't have a computer...**

**A.** You don't need to have a computer to have your dividends paid by direct credit. It is simply a direct, secure and immediate way to pay your dividend into your account, rather than receiving a cheque in the post.

### **Q. How will I know how much I'm being paid?**

**A.** If you provide us with your email address we can send you an electronic notification of the payment and tax voucher. If not, you'll receive a notification by post.

### **Q. I don't want to provide my account details. What happens if I don't provide them?**

**A.** If you don't provide your account details, you will be sent the dividend information advising you of the amount of your dividend and that the amount that is being held because your direct credit instructions had not been received in time. Your dividends will not accrue interest while they are held. Payment will be credited to your account as soon as possible on receipt of your direct credit instructions. Please be aware that providing your account details does not give Essentra access to your account beyond enabling Essentra to pay your dividends directly into it through the normal inter-bank facilities.

### **Q. I prefer to receive a cheque?**

**A.** After the May 2016 dividend payment it will be mandatory for your dividend payment to be made by direct credit or through investment in the Company's Dividend Reinvestment Plan.

The decision to pay dividends by direct credit, rather than by cheque, has been taken to increase the security of payment and to reduce costs.

**Q. What gives Essentra the right to request my account details?**

**A.** The decision to pay dividends by direct credit, rather than cheque, has been taken to increase the security of payment and to reduce costs. The legal authority under which the Directors made the decision is the Company's Articles of Association which were amended by a Shareholder Resolution at the 2015 AGM. Providing your account details does not give Essentra access to your account beyond enabling Essentra to pay your dividends directly into your account through the normal inter-bank facilities.

**Q. Is it mandatory?**

**A.** Yes. To be paid your dividends in cash, you are required to provide direct credit instructions. If you do not provide these details, you will be provided with dividend information advising you of the amount of your dividend payment and that the dividend is being held as your direct credit instructions had not been received in time. The dividend will not accrue interest while it is being held. Payment will be credited to your account as soon as possible on receipt of your instructions. Please be aware that you may also choose to participate in Essentra's Dividend Reinvestment Plan (terms and conditions apply).

**Q. My registered address is not in the UK or Ireland**

**A.** If your registered address is not in the UK, but you have a UK bank account (as many of our non-UK shareholders do) then you can have cash dividends credited to it in sterling. Alternatively, you can elect to participate in the Dividend Reinvestment Plan (terms and conditions apply). If you do not have a UK bank account, you will be sent details of our Registrars' Global Payments Service in 2016. This will allow you to receive cash dividends direct to your bank account in your local currency (a fee and terms and conditions apply).

**Q. What is the Dividend Reinvestment Plan (DRIP)?**

**A.** Shareholders participating in the DRIP receive additional shares purchased in the market instead of receiving a cash dividend. Statements and (if appropriate) share certificates are posted to each DRIP participant after the shares have been purchased confirming how many additional shares have been added to their holding. To view the terms and conditions of the DRIP please visit the downloadable forms section of our Registrars website at [www.investorcentre.co.uk](http://www.investorcentre.co.uk) or alternatively you can request a DRIP Mandate Form and terms and conditions by calling our Registrars (see below for contact details).

**Q. Can I participate in the DRIP?**

**A.** Most shareholders can participate but to check your eligibility, please view the terms and conditions of the DRIP by visiting the downloadable forms section of our Registrars website at [www.investorcentre.co.uk](http://www.investorcentre.co.uk).

**Q. How often can I change my choice of dividend payment?**

**A.** You can change your instructions as often as you like although there is a deadline prior to each dividend after which changes will be too late for that particular dividend payment.

**Q. Can I email or fax back the form you have sent me?**

**A.** No because to help protect against fraud, our Registrars require sight of an original signature.

**Q. What are the address details of the Registrars?**

**A.** Please note that you should have received a reply-paid envelope with the form. You should use this to send your form to the Registrars, or go online and make your choice at [www.investorcentre.co.uk](http://www.investorcentre.co.uk).

**For any other questions or enquiries, the Registrars can be contacted at:**

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