

# Shareholder information

## Company's registrar

The Company's registrar is Link Group. Shareholders should contact Link directly if they have questions about their shareholding. Link Group can be contacted by:

- **post:** Central Square, 29 Wellington Street, Leeds LS1 4DL, UK
- **email:** [shareholderenquiries@linkgroup.co.uk](mailto:shareholderenquiries@linkgroup.co.uk)
- **telephone:** within the UK: Freephone 0800 029 4520, and from overseas: +44 333 300 1568. Lines are open between 9.00 am and 5.30 pm UK time, Monday to Friday, excluding public holidays in England and Wales

## Manage your holding online

Shareholders can register online to view their shareholding details using the Share Portal, a service offered by the registrar at: [www.signalshares.com](http://www.signalshares.com). To register for the Share Portal, shareholders need their investor code, which is shown on their share certificate or dividend confirmation. The service enables shareholders to check their shareholdings, gain easy access to a range of shareholder information, and to appoint a proxy to attend general meetings.

## Electronic communications and published information

The Annual Report and Accounts and all other shareholder communications can be found on our website: [www.compass-group.com](http://www.compass-group.com). Shareholders are encouraged to receive and view documents from the Company electronically. Shareholders will be notified by email each time a new shareholder document is available. Register to receive email communications at: [www.signalshares.com](http://www.signalshares.com). To receive a copy of the Annual Report or Notice of Annual General Meeting in another format, e.g. large print, Braille or an audio version, contact the Group Secretariat, Compass Group PLC, Compass House, Guildford Street, Chertsey, Surrey KT16 9BQ.

## Dividends

The Company normally pays a dividend twice each year. Dividends are paid in accordance with the instructions given to the registrar. We strongly encourage shareholders to have dividends paid directly into their bank account. Alternatively, shareholders can reinvest the dividends via the Dividend Reinvestment Plan. Shareholders who appear on the Register of Members will automatically receive their dividends in sterling. Shareholders who wish to receive their dividends in US dollars should contact our registrar for a dividend election form and further information regarding the US dollar dividend option. Alternatively, shareholders can view and update their current dividend elections by registering to use the Link Share Portal. Details above.

Most shareholders resident outside the UK can have dividends of more than £10 paid into their bank account directly via the Link Group international payments service. Details and terms and conditions may be viewed at [ips.linkgroup.eu](http://ips.linkgroup.eu). Shareholders outside the UK who are unable to use the international payments service should contact Link to discuss the payment options available.

## Share price information, share dealing and ShareGift

The price of a Compass share is available on our website: [www.compass-group.com](http://www.compass-group.com). Shares can be traded through most banks, building societies, stockbrokers or online dealing services.

ShareGift operates a scheme enabling shareholders with small shareholdings that may be too small to sell economically to make donations of shares to charity. Details of the scheme can be obtained from ShareGift's website: [www.sharegift.org](http://www.sharegift.org), by telephoning: +44 20 7930 3737, or by email: [help@sharegift.org](mailto:help@sharegift.org).

## American Depositary Receipts

Compass Group PLC operates an American Depositary Receipts (ADR) programme under which ADRs are traded on the over-the-counter market under the symbol CMPGY. One ADR represents one ordinary Compass share. BNY is the depositary bank and maintains the Company's ADR register. BNY can be contacted by:

- **post:** BNY Shareowner Services, P.O. Box 43006, Providence, Rhode Island 02940-3078, USA
- **overnight post:** BNY Shareowner Services, 150 Royall St. Suite 101, Canton, Massachusetts 02021, USA
- **email:** [shrrelations@cpushareownerservices.com](mailto:shrrelations@cpushareownerservices.com)
- **telephone:** +1 888 269 2377 (toll-free number in the USA) or +1 201 680 6825 (international)

Further information can also be found on BNY's website: [www.adrbny.com](http://www.adrbny.com) and searching by using the symbol CMPGY.

## Identity theft

Shareholders should take measures to protect their personal information and Compass Group PLC shares:

- keep all Compass correspondence in a safe place, or destroy correspondence by shredding
- inform the registrar, Link Group, when changing address
- if a letter is received from Link Group regarding a change of address and there has been no change of address, contact the registrar immediately using the contact information at the top of this page
- have dividends paid directly into a bank or building society account. This will reduce the risk of a cheque being intercepted or lost in the post
- when changing a bank or building society account, inform the registrar of the details of the new account and respond, as requested, to any letters Link Group sends regarding this matter

### Warning about share fraud

Investment scams are often sophisticated and difficult to spot. Fraudsters are persuasive and use high-pressure tactics to lure investors into scams. Shareholders should be wary if they are contacted out of the blue, pressured to invest quickly or promised returns that sound too good to be true. The higher the return promised, the more likely it's a high-risk investment or a scam.

The Financial Conduct Authority (FCA) has issued guidance for shareholders on how to recognise and avoid investment fraud. If you receive an unsolicited phone call, do not get into a conversation, note the name of the person and firm contacting you and then end the call.

Check the Financial Services Register available at: <https://www.fca.org.uk/firms/financial-services-register> to see if the person and firm contacting you is authorised by the FCA.

Call the FCA on 0800 111 6768 if the firm does not have any contact details on the FCA's register, or if you are told that they are out of date.

Remember if you do buy or sell shares through an unauthorised firm, you will not have access to the Financial Ombudsman Service or the Financial Services Compensation Scheme. Consider obtaining independent financial and professional advice before you hand over any money.

Report a firm or scam by contacting the FCA's Consumer Helpline on 0800 111 6768, or using the FCA's reporting form which can be found on their website, [www.fca.org.uk/scamsmart](http://www.fca.org.uk/scamsmart).

Any concerns about a potential scam should be reported to the FCA immediately.



The Investor section of the Company's website: [www.compass-group.com](http://www.compass-group.com), contains a wide range of useful information for shareholders, including: the date, time and place of the Company's AGM and documents related to the AGM, financial calendar and share price, dividend history, share dealing information, taxation, annual reports, and regulatory announcements and statements.