

Guide to Using the ESB ESOP Market Portal

Before You Start

See Section 1 for Current Employees

See Section 2 for Ex-Employees (Voluntary Sales)

See Section 3 for Ex-Employees (Voluntary and Forced Sales)

Before You Start

If you require guidance on account activation, please follow our **Portal Activation Guide**.

Once your account is activated then the user needs to proceed to:

<https://esbesopmarket.ie>

You can then log in to the portal using the email, password, etc. from your account activation.

The options available to portal users vary depending on whether the user is a current employee, ex-employee (with voluntary sales) or ex-employee (with forced and voluntary sales).

Please refer to your relevant section for further guidance:

See Section 1 for Current Employees

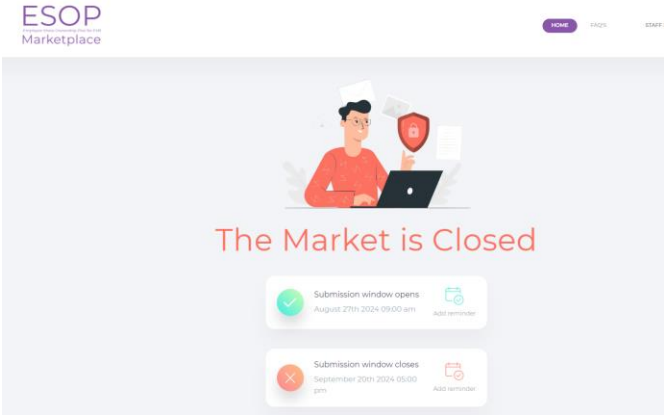
See Section 2 for Ex-Employees (Voluntary Sales)

See Section 3 for Ex-Employees (Voluntary and Forced Sales)

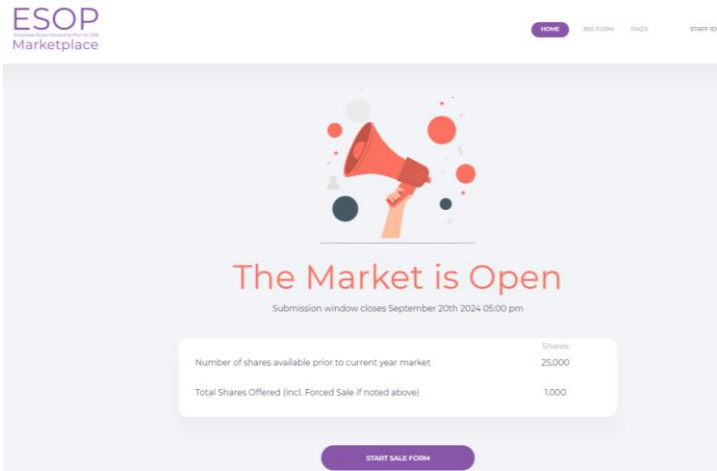
Section 1 - Current Employee

1.1 Home Page

- Users will be sent an email to register for the portal. Once they have authenticated their email and logged onto the portal (<https://esbesopmarket.ie>), they will be taken to the Home Page. This will show users opening and closing dates of the submission window and will be the same for all users.
- If the market is CLOSED, the following Home screen is shown, displaying the opening and closing times of the market. This page includes functionality to add reminders for both submission opening and closing times to users' calendars.



- If the market is OPEN, the following screen is shown as the Home Page. This will display the number of shares available to the user. Shares offered will show the number of shares the user has offered for sale in this market. (Shares offered will be 0 at first login as no sale forms will have been submitted at that point.)



- All Pages on the portal will contain header showing
 - Logo for the web portal,
 - Home button which will navigate to Market Open/Closed Home pages
 - FAQ button which will bring up Frequently Asked Questions,
 - Login / Logout button which also displays users name and staff id
 - **For current staff members there will also be a button to download a bid form to buy shares**

1.2 Users can select 'Start Sale Form' which will bring them to a blank Sales Form, see below.

ESOP
Employee Share Ownership Plan for ESB
Marketplace

HOME BID FORM FAQs STAFF ID:

Number of shares for sale

| | Shares |
|---|--------|
| Number of shares available prior to current year market | 25,000 |
| Total Shares Offered (incl. Forced Sale if noted above) | 1,000 |
| Remaining shares available | 24,000 |

Enter a Number of Appropriated/Purchased Shares offered for sale ⓘ

Enter number of shares for sale

Enter a Minimum Price per Share ⓘ

€0.00 (amount ≥ MRP €2.27)

I hereby appoint the agent appointed by the ESB ESOP Trustee to offer for sale the beneficial interest in the shares referred to above and I hereby authorise said agent to accept the offers received in accordance with the Internal Market Rules up to a maximum consideration of any amount less than €1,000,000 in any 12 month period and to remit the proceeds of same to me (less any tax which is required to be withheld). I also direct the ESB APSS Trustee to complete any instrument necessary for the purposes of making this offer and effecting any related transfer.

SUBMIT SALE FORM

- Here users can enter the number of shares they would like to offer for sale and the minimum price per share for this sale. If a user would like to submit various numbers / prices they can submit additional sales forms.

- Here users can hover over the information button to find more information about what they need to input.
- To submit a valid sales form, users must enter a number of shares that does not exceed the number of shares they have available; a minimum price per share that must be greater than or equal to the minimum reserve price and must click the Consent button.

1.3 See below for an example of a completed sale form.

ESOP
Employee Share Ownership Plan for ESB
Marketplace

HOME BID FORM FAQ'S STAFF ID:

Number of shares for sale

| | |
|---|------------------|
| Number of shares available prior to current year market | Shares 25,000 |
| Total Shares Offered (incl. Forced Sale if noted above) | 1,000 |
| Remaining shares available | 24,000 |

Enter a Number of Appropriated/Purchased Shares offered for sale ⓘ

Enter a Minimum Price per Share ⓘ

I hereby appoint the agent appointed by the ESB ESOP Trustee to offer for sale the beneficial interest in the shares referred to above and I hereby authorise said agent to accept the offers received in accordance with the Internal Market Rules up to a maximum consideration of any amount less than €1,000,000 in any 12 month period and to remit the proceeds of same to me (less any tax which is required to be withheld). I also direct the ESB APSS Trustee to complete any instrument necessary for the purposes of making this offer and effecting any related transfer.

SUBMIT SALE FORM

1.4 Error handling is in place to ensure users can only enter valid numbers and amounts in the input boxes:

- you must input a number of shares less than or equal to your Remaining Shares Available
- minimum price per share entered cannot be below the Minimum Reserve Price (MRP)
- you must tick the T&Cs box to submit sale form
- you must not leave any input box empty

ESOP
Employee Share Ownership Plan for ESB
Marketplace

[HOME](#) [BID FORM](#) [FAQS](#) [STAFF ID:](#)

Number of shares for sale

| | |
|---|------------------|
| Number of shares available prior to current year market | Shares 25,000 |
| Total Shares Offered (incl. Forced Sale if noted above) | 1,000 |
| Remaining shares available | 24,000 |

Enter a Number of Appropriated/Purchased Shares offered for sale ⓘ

Amount(s) entered cannot exceed holding

Enter a Minimum Price per Share ⓘ

Amount(s) entered cannot go below MPR

I hereby appoint the agent appointed by the ESB ESOP Trustee to offer for sale the beneficial interest in the shares referred to above and I hereby authorise said agent to accept the offers received in accordance with the Internal Market Rules up to a maximum consideration of any amount less than €1,000,000 in any 12 month period and to remit the proceeds of same to me (less any tax which is required to be withheld). I also direct the ESB APSS Trustee to complete any instrument necessary for the purposes of making this offer and effecting any related transfer.


[SUBMIT SALE FORM](#)


1.5 If the submission of the sale form was successful, the user is notified by the following screen and a snippet of the submission.

ESOP
Employee Share Ownership Plan for ESR
Marketplace

HOME BID FORM FAQ'S STAFF ID:

Thank you!
Your Sale Form was submitted successfully

Submission Summary 

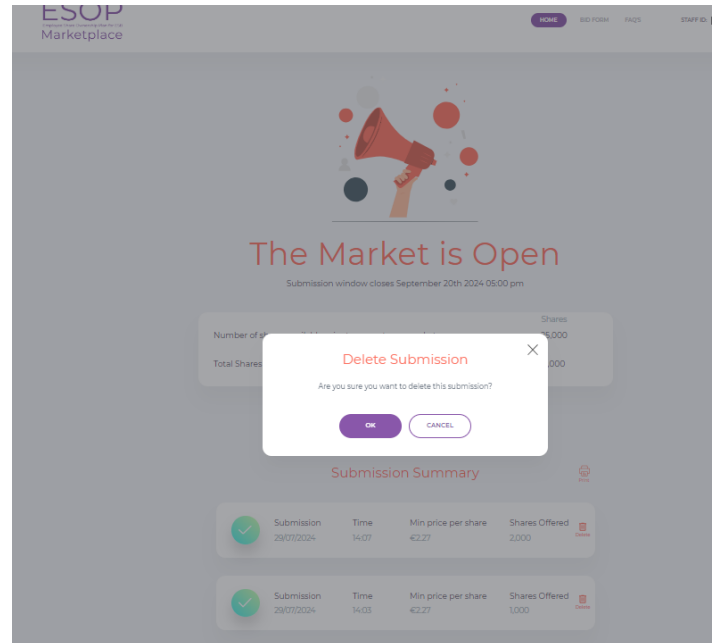
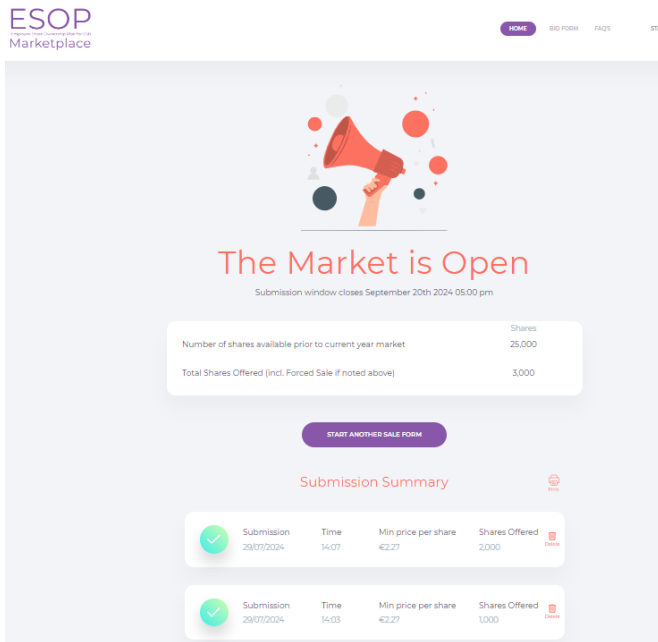
| Submission | Time | Min price per share | Shares Offered |
|--|-------|---------------------|----------------|
|  09/07/2024 | 09:10 | €2.27 | 750 |

SUBMIT ANOTHER SALE FORM RETURN TO HOME PAGE

You now have the option to submit another sale form, delete a submission or to simply return to the homepage.

1.6 On returning to the homepage, users are presented with a summary of submissions.

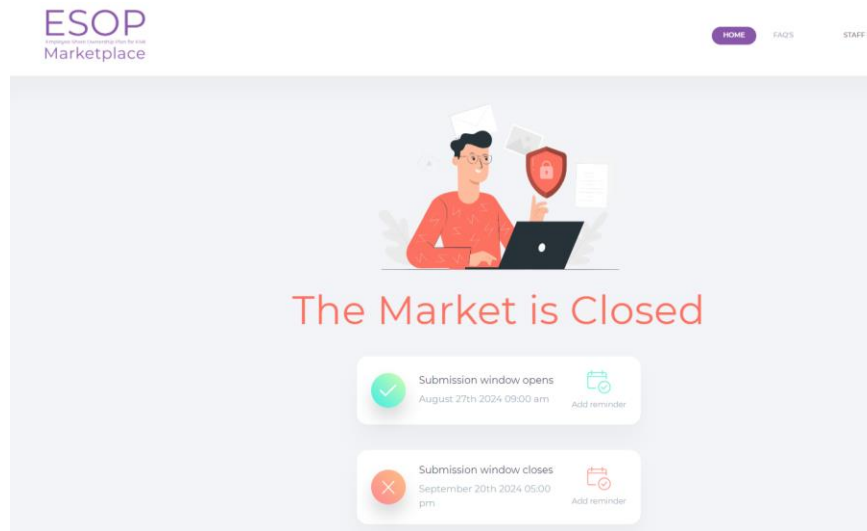
This summary of submissions table includes a delete option to the right of each submission (voluntary shares only). Users can delete only one entry at a time and are asked to verify their deletion by clicking 'OK' or they can press 'Cancel'.



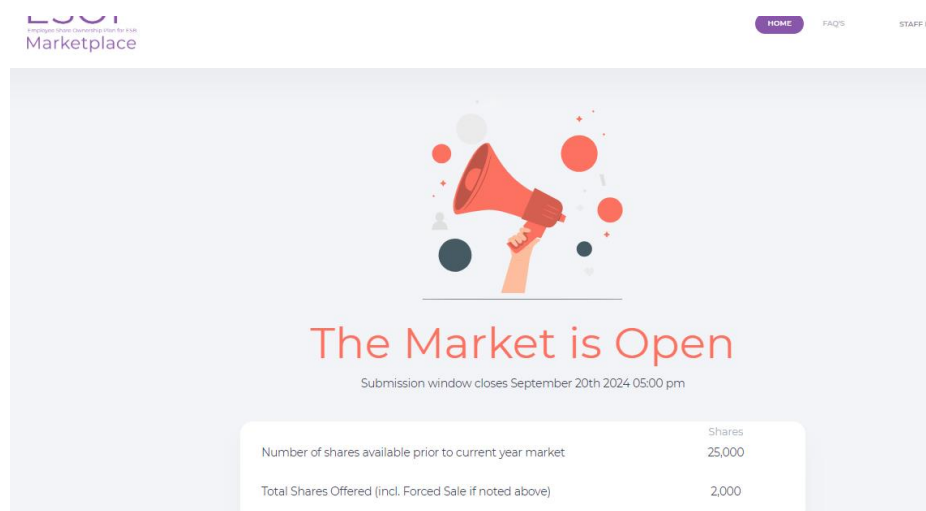
Section 2 - Ex-Employees (Voluntary)

2.1 Home Page

- Users will be sent an email to register for the portal. Once they have authenticated their email and logged onto the portal (<https://esbesopmarket.ie>), they will be taken to the Home Page. This will show users opening and closing dates of the submission window and will be the same for all users.
- If the market is CLOSED, the following Home screen is shown, displaying the opening and closing times of the market. This page includes functionality to add reminders for both submission opening and closing times to users' calendars.



- If the market is OPEN, the following screen is shown as the Home Page. This will display the number of shares available to the user. Shares offered will show the number of shares the user has offered for sale in this market. (Shares offered will be 0 at first login as no sale forms will have been submitted at that point.)



- All Pages on the portal will contain header showing
 - Logo for the web portal,
 - Home button which will navigate to Market Open/Closed Home pages
 - FAQ button which will bring up Frequently Asked Questions,
 - Login / Logout button which also displays users name and staff id

2.2 Users can select 'Start Sale Form' which will bring them to a blank Sales Form, see below.

The screenshot shows the 'Number of shares for sale' page on the ESOP Marketplace. The page header includes the ESOP logo and navigation links for HOME, FAQ'S, and STAFF ID. The main content area is titled 'Number of shares for sale' and contains a table of share availability, followed by two input fields for 'Enter a Number of Appropriated/Purchased Shares offered for sale' and 'Enter a Minimum Price per Share'.

| | Shares |
|---|--------|
| Number of shares available prior to current year market | 25,000 |
| Total Shares Offered (incl. Forced Sale if noted above) | 2,000 |
| Remaining shares available | 23,000 |

Enter a Number of Appropriated/Purchased Shares offered for sale ⓘ

Enter number of shares for sale

Enter a Minimum Price per Share ⓘ

€0.00 (amount ≥ MRP €2.27)

- Here users can enter the number of shares they would like to offer for sale and the minimum price per share for this sale. If a user would like to submit various numbers / prices they can submit additional sales forms.
- Here users can hover over the information button to find more information about what they need to input.
- To submit a valid sales form, users must enter a number of shares that does not exceed the number of shares they have available; a minimum price per share that must be greater than or equal to the minimum reserve price and must click the Consent button.

2.3 See below for an example of a completed sale form.

Number of shares for sale

| | Shares |
|---|--------|
| Number of shares available prior to current year market | 25,000 |
| Total Shares Offered (incl. Forced Sale if noted above) | 2,000 |
| Remaining shares available | 23,000 |

Enter a Number of Appropriated/Purchased Shares offered for sale ⓘ

1000

Enter a Minimum Price per Share ⓘ

2.27

- I hereby appoint the agent appointed by the ESB ESOP Trustee to offer for sale the beneficial interest in the shares referred to above and I hereby authorise said agent to accept the offers received in accordance with the Internal Market Rules up to a maximum consideration of any amount less than €1,000,000 in any 12 month period and to remit the proceeds of same to me (less any tax which is required to be withheld). I also direct the ESB APSS Trustee to complete any instrument necessary for the purposes of making this offer and effecting any related transfer.

SUBMIT SALE FORM

2.4 Error handling is in place to ensure users can only enter valid numbers and amounts in the input boxes:

- you must input a number of shares less than or equal to your Remaining Shares Available
- minimum price per share entered cannot be below the Minimum Reserve Price (MRP)
- you must tick the T&Cs box to submit sale form
- you must not leave any input box empty

ESOP
Employee Share Ownership Plan for ESR
Marketplace

[HOME](#) [BID FORM](#) [FAQ'S](#) [STAFF](#)

Number of shares for sale

| | |
|---|------------------|
| Number of shares available prior to current year market | Shares 25,000 |
| Total Shares Offered (incl. Forced Sale if noted above) | 1,000 |
| Remaining shares available | 24,000 |

Enter a Number of Appropriated/Purchased Shares offered for sale ⓘ

Amount(s) entered cannot exceed holding

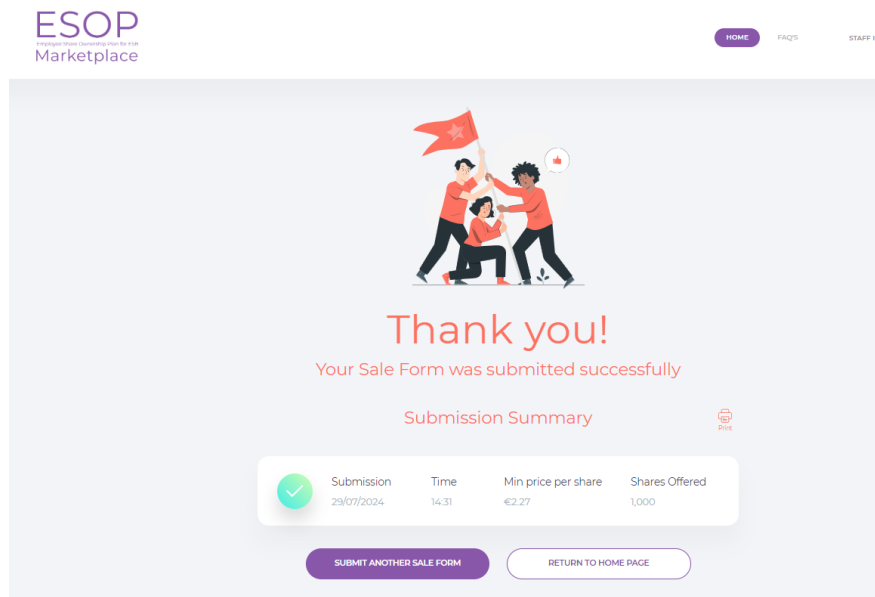
Enter a Minimum Price per Share ⓘ

Amount(s) entered cannot go below MPR

I hereby appoint the agent appointed by the ESB ESOP Trustee to offer for sale the beneficial interest in the shares referred to above and I hereby authorise said agent to accept the offers received in accordance with the Internal Market Rules up to a maximum consideration of any amount less than €1,000,000 in any 12 month period and to remit the proceeds of same to me (less any tax which is required to be withheld). I also direct the ESB APSS Trustee to complete any instrument necessary for the purposes of making this offer and effecting any related transfer.

[SUBMIT SALE FORM](#)

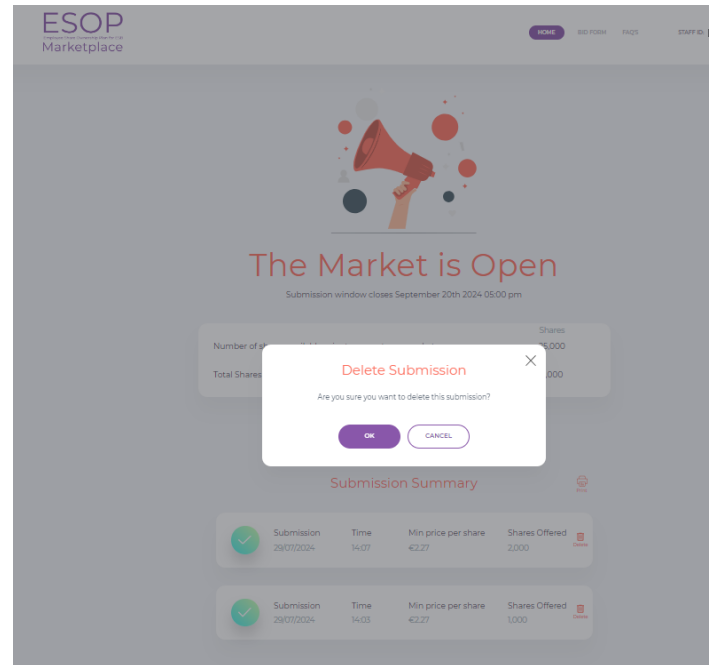
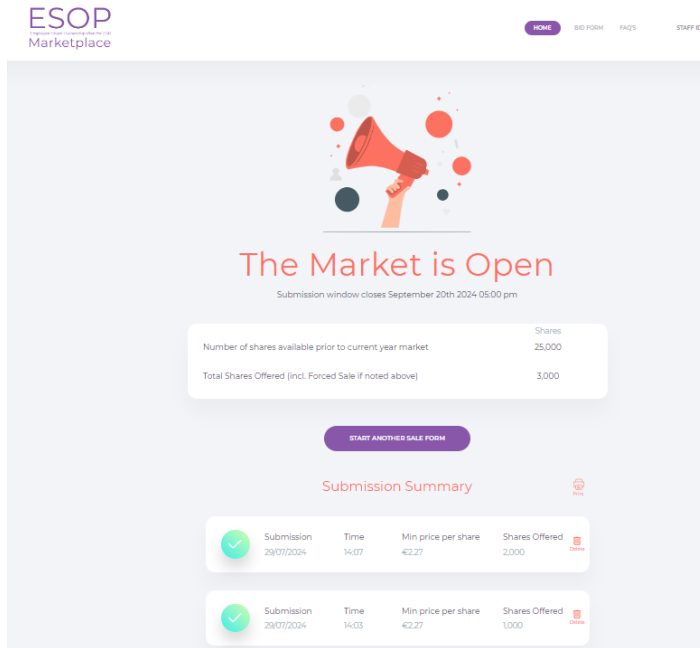
2.5 If the submission of the sale form was successful, the user is notified by the following screen and a snippet of the submission.



You now have the option to submit another sale form, delete a submission or to simply return to the homepage.

2.6 On returning to the homepage, users are presented with a summary of submissions.

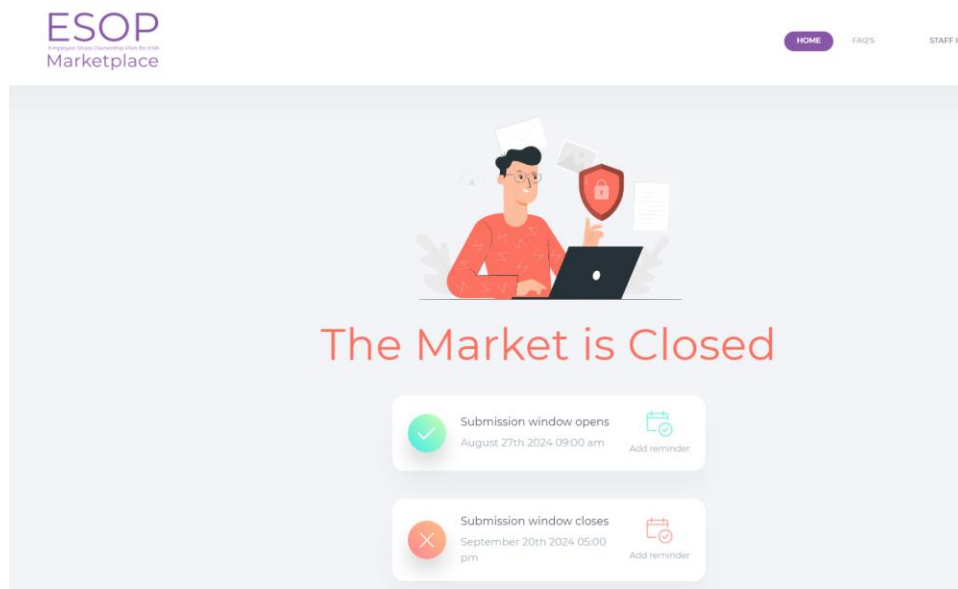
This summary of submissions table includes a delete option to the right of each submission (voluntary shares only). Users can delete only one entry at a time and are asked to verify their deletion by clicking 'OK' or they can press 'Cancel'.



Section 3 - Ex-Employees (Voluntary and Forced)

3.1 Home Page

- Users will be sent an email to register for the portal. Once they have authenticated their email and logged onto the portal (<https://esbesopmarket.ie>), they will be taken to the Home Page. This will show users opening and closing dates of the submission window and will be the same for all users.
- If the market is CLOSED, the following Home screen is shown, displaying the opening and closing times of the market. This page includes functionality to add reminders for both submission opening and closing times to users' calendars.



- If the market is OPEN, the following screen is shown as the Home Page. This will display the number of shares available to the user. Shares offered will show the number of shares the user has offered for sale in this market. (Shares offered will be 0 at first login as no sale forms will have been submitted at that point.) **For ex-employees with shares at the point of forced sale, this section will show the number of shares subject to forced sale in this market.**



The Market is Open

Submission window closes September 20th 2024 05:00 pm

| | Shares |
|---|--------|
| Number of shares available prior to current year market | 25,000 |
| Number of shares automatically offered for sale under Forced Sale Rule in current year market | 1,000 |
| Total Shares Offered (incl. Forced Sale if noted above) | 2,000 |

- All Pages on the portal will contain header showing
 - Logo for the web portal,
 - Home button which will navigate to Market Open/Closed Home pages
 - FAQ button which will bring up Frequently Asked Questions,
 - Login / Logout button which also displays users name and staff id

3.2 Users can select 'Start Sale Form' which will bring them to a blank Sales Form, see below.

ESOP
Employee Share Ownership Plan for ESB
Marketplace

HOME FAQs STAFF

Number of shares for sale

| | Shares |
|---|--------|
| Number of shares available prior to current year market | 25,000 |
| Number of shares automatically offered for sale under Forced Sale Rule in current year market | 1,000 |
| Total Shares Offered (incl. Forced Sale if noted above) | 2,000 |
| Remaining shares available | 23,000 |

Enter a Number of Appropriated/Purchased Shares offered for sale ⓘ

Enter a Minimum Price per Share ⓘ

I hereby appoint the agent appointed by the ESB ESOP Trustee to offer for sale the beneficial interest in the shares referred to above and I hereby authorise said agent to accept the offers received in accordance with the Internal Market Rules up to a maximum consideration of any amount less than €1,000,000 in any 12 month period and to remit the proceeds of same to me (less any tax which is required to be withheld). I also direct the ESB APSS Trustee to complete any instrument necessary for the purposes of making this offer and effecting any related transfer.

SUBMIT SALE FORM

- Here users can enter the number of shares they would like to offer for sale and the minimum price per share for this sale. If a user would like to submit various numbers / prices they can submit additional sales forms.
- Here users can hover over the information button to find more information about what they need to input.
- To submit a valid sales form, users must enter a number of shares that does not exceed the number of shares they have available; a minimum price per share that must be greater than or equal to the minimum reserve price and must click the Consent button.

3.3 See below for an example of a completed sale form.

Number of shares for sale

| | Shares |
|---|--------|
| Number of shares available prior to current year market | 25,000 |
| Number of shares automatically offered for sale under Forced Sale Rule in current year market | 1,000 |
| Total Shares Offered (incl. Forced Sale if noted above) | 2,000 |
| Remaining shares available | 23,000 |

Enter a Number of Appropriated/Purchased Shares offered for sale ⓘ

500

Enter a Minimum Price per Share ⓘ

2.27

I hereby appoint the agent appointed by the ESB ESOP Trustee to offer for sale the beneficial interest in the shares referred to above and I hereby authorise said agent to accept the offers received in accordance with the Internal Market Rules up to a maximum consideration of any amount less than €1,000,000 in any 12 month period and to remit the proceeds of same to me (less any tax which is required to be withheld). I also direct the ESB APSS Trustee to complete any instrument necessary for the purposes of making this offer and effecting any related transfer.

SUBMIT SALE FORM

3.4 Error handling is in place to ensure users can only enter valid numbers and amounts in the input boxes:

- you must input a number of shares less than or equal to your Remaining Shares Available
- minimum price per share entered cannot be below the Minimum Reserve Price (MRP)
- you must tick the T&Cs box to submit sale form
- you must not leave any input box empty

Number of shares for sale

| | Shares |
|---|--------|
| Number of shares available prior to current year market | 25,000 |
| Number of shares automatically offered for sale under Forced Sale Rule in current year market | 1,000 |
| Total Shares Offered (incl. Forced Sale if noted above) | 2,000 |
| Remaining shares available | 23,000 |

Enter a Number of Appropriated/Purchased Shares offered for sale ⓘ

30000

Amount[s] entered cannot exceed holding

Enter a Minimum Price per Share ⓘ

2.00

Amount[s] entered cannot go below MPR

- I hereby appoint the agent appointed by the ESB ESOP Trustee to offer for sale the beneficial interest in the shares referred to above and I hereby authorise said agent to accept the offers received in accordance with the Internal Market Rules up to a maximum consideration of any amount less than €1,000,000 in any 12 month period and to remit the proceeds of same to me (less any tax which is required to be withheld). I also direct the ESB APSS Trustee to complete any instrument necessary for the purposes of making this offer and effecting any related transfer.


SUBMIT SALE FORM


3.5 If the submission of the sale form was successful, the user is notified by the following screen and a snippet of the submission.

ESOP
Employee Share Ownership Plan for SMEs
Marketplace

HOME FAQs STAFF ID

Thank you!
Your Sale Form was submitted successfully

Submission Summary 

|  | Submission | Time | Min price per share | Shares Offered |
|--|------------|-------|---------------------|----------------|
| | 29/07/2024 | 14:39 | €2.27 | 500 |

[SUBMIT ANOTHER SALE FORM](#) [RETURN TO HOME PAGE](#)

You now have the option to submit another sale form, delete a submission or to simply return to the homepage.

3.6 On returning to the homepage, users are presented with a summary of submissions.

This summary of submissions table includes a delete option to the right of each submission (**voluntary share submissions only, automatic forced sales cannot be deleted**). Users can delete only one entry at a time and are asked to verify their deletion by clicking 'OK' or they can press 'Cancel'.

