

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**.

When your account has been activated you can access the ESB ESOP Market Portal at:

<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

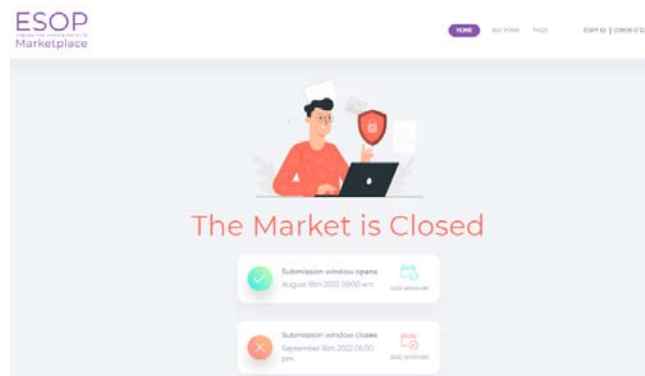
See Section 2 for Ex-Employees (Voluntary Sales)

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

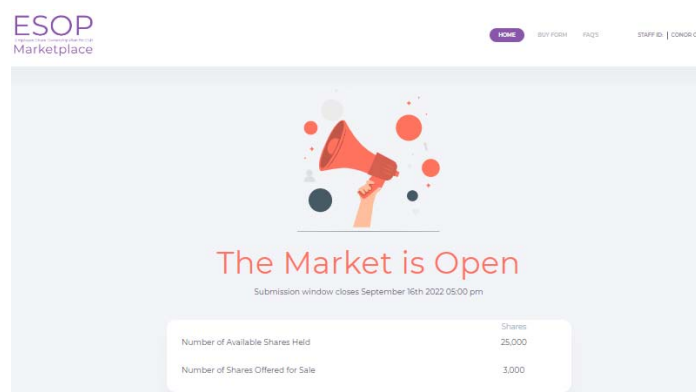
Section 1 - Current Employees

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 BUY FORM FAQ'S STAFF ID: | M6

Number of shares for sale

	Shares
Number of shares available prior to current year market	8,186
Total Shares Offered (incl. Forced Sale if noted above)	100
Remaining shares available	8,086

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 €1.65)

☐ 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 (€1.65) and must click the Consent button.

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

ESOP

Employee Share Ownership Plan for K&N

Marketplace

[HOME](#)
[BUY FORM](#)
[FAQ'S](#)
[STAFF ID:](#)

Number of shares for sale

	Shares
Number of shares available prior to current year market	8,186
Total Shares Offered (incl. Forced Sale if noted above)	100
Remaining shares available	8,086

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

500

Enter a Minimum Price per Share ⓘ

1.65

☒ 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

Number of shares for sale

	Shares
Number of shares available prior to current year market	2,000
Shares Offered	100
Remaining shares available	1,900

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

2000

Amount(s) entered cannot exceed holding

Enter a Minimum Price per Share ⓘ

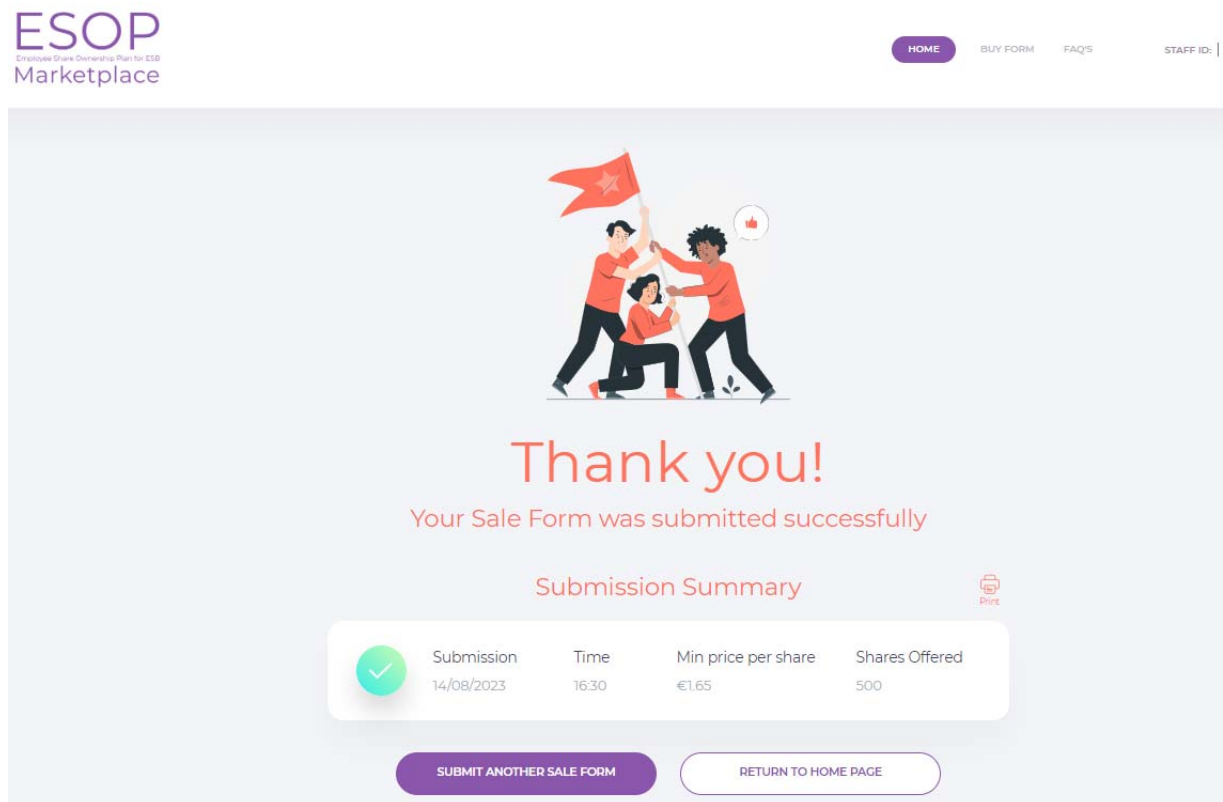
1.29

Amount(s) entered cannot go below MRP

☒ 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

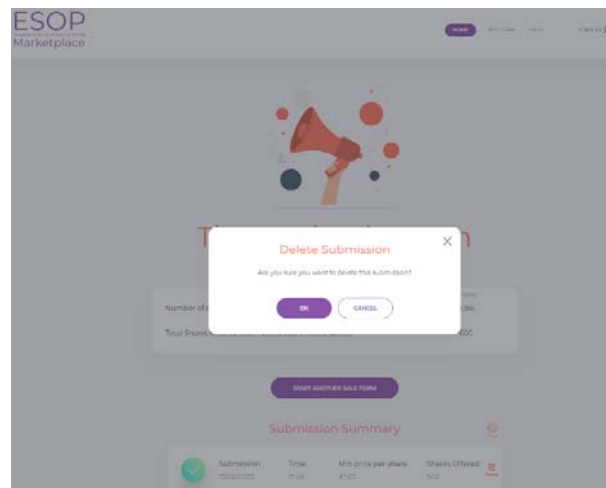
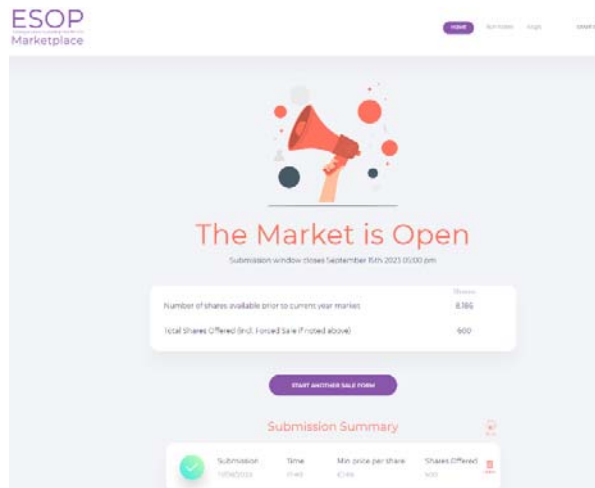
1.5 If the submission of the sale form was successful, the user is notified by the following screen and a snippet of the submission.



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.

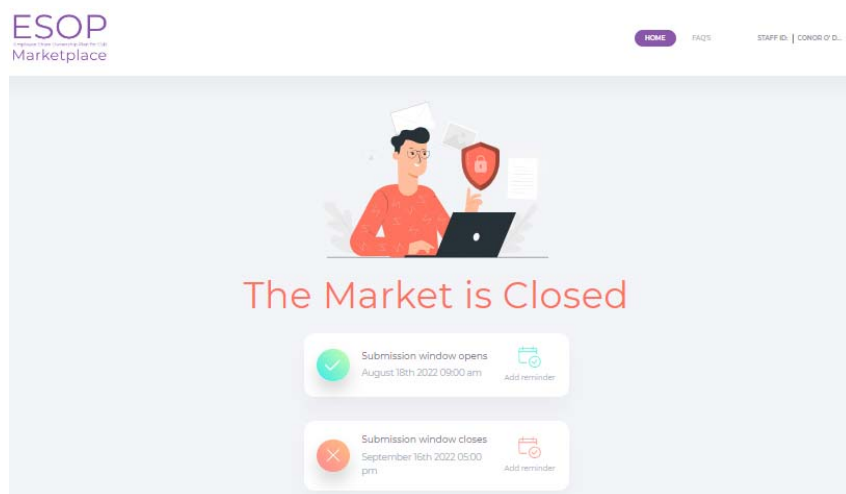
This summary of submissions table includes a delete option to the right of each submission (voluntary shares only). Users can delete only one entry at a time and are asked to verify their deletion by clicking 'OK' or they can press 'Cancel'.



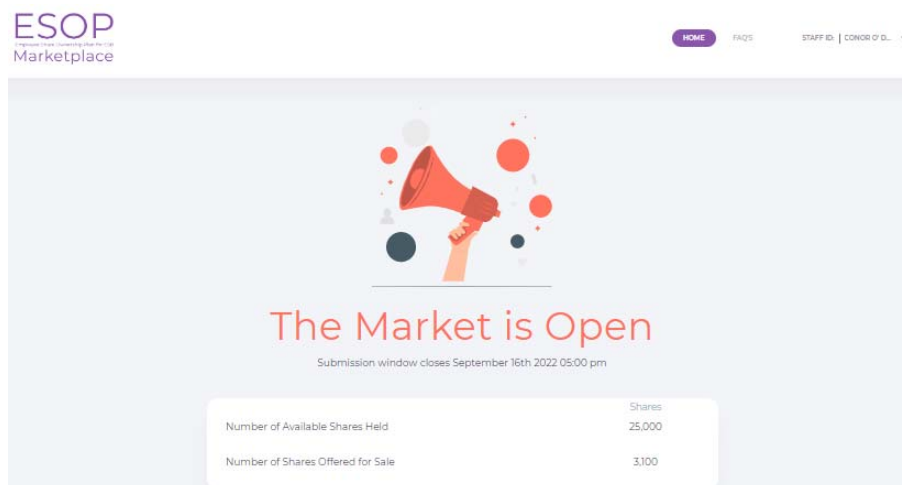
Section 2 - Ex-Employees (Voluntary)

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 ESOP Marketplace interface. The header includes the ESOP logo (Employee Share Ownership Plan for ASH) and navigation links for HOME, FAQ'S, and STAFF ID. The main content area is titled 'Number of shares for sale' in red. It contains three input sections: 1) A summary row showing 'Number of shares available prior to current year market' with a value of 5,000. 2) A section titled 'Enter a Number of Appropriated/Purchased Shares offered for sale' with an information icon and a text input field labeled 'Enter number of shares for sale'. 3) A section titled 'Enter a Minimum Price per Share' with an information icon and a text input field showing '€0.00 (amount ≥ MRP €1.65)'.

- 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 (€1.65) 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:	5,000

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

500

Enter a Minimum Price per Share ⓘ

1.65

☒ 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

Number of shares for sale

	Shares
Number of shares available prior to current year market	2,000
Shares Offered	100
Remaining shares available	1,900

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

2000

Amount(s) entered cannot exceed holding

Enter a Minimum Price per Share ⓘ

1.29

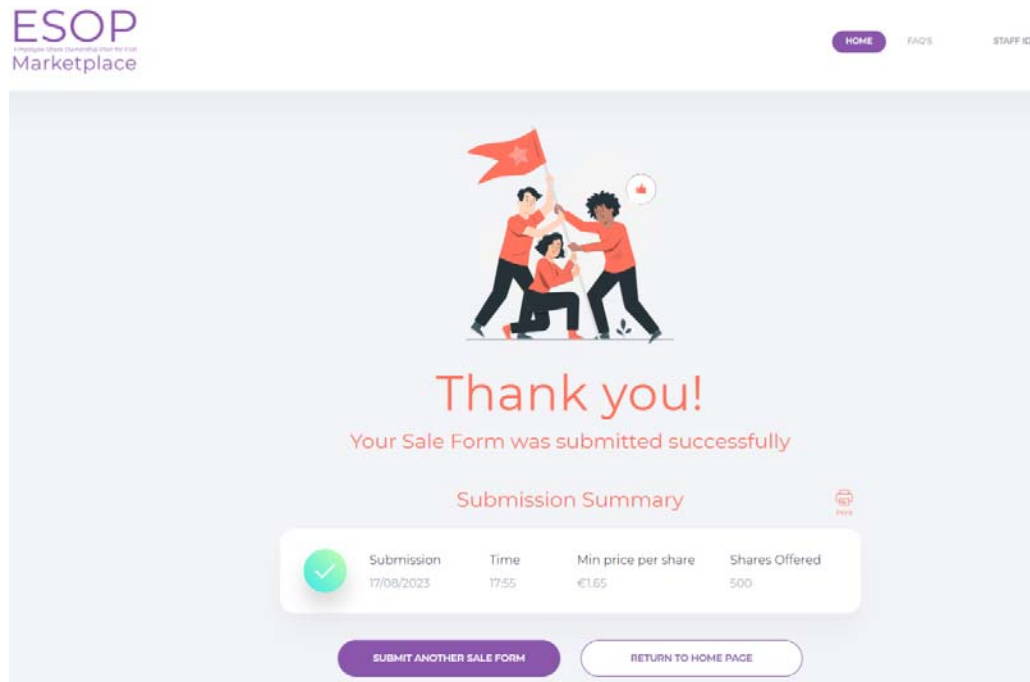
Amount(s) entered cannot go below MRP

☐ 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.

Please agree to the ESB ESOP Trustee conditions

SUBMIT SALE FORM

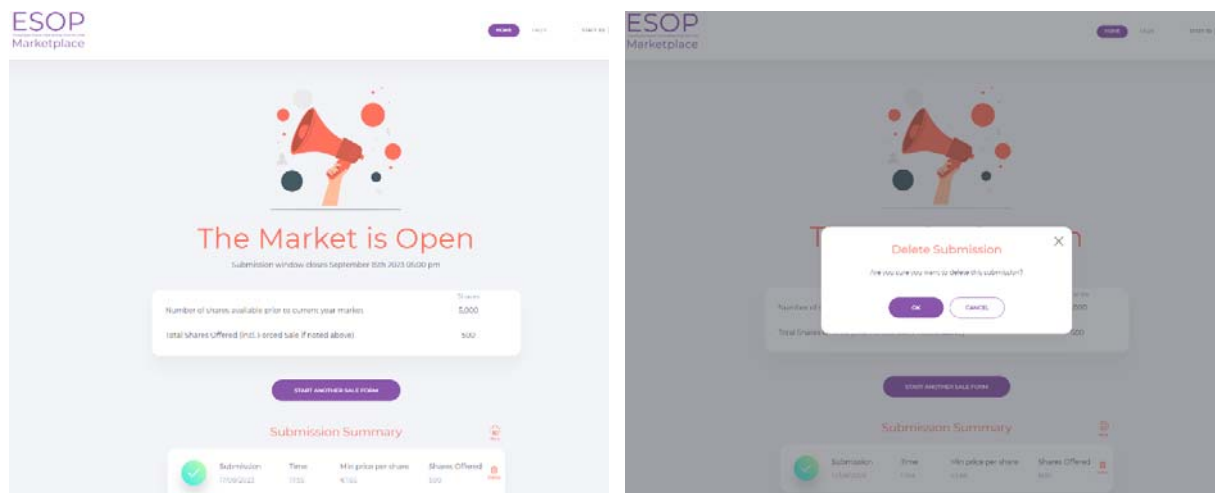
2.5 If the submission of the sale form was successful, the user is notified by the following screen and a snippet of the submission.



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.

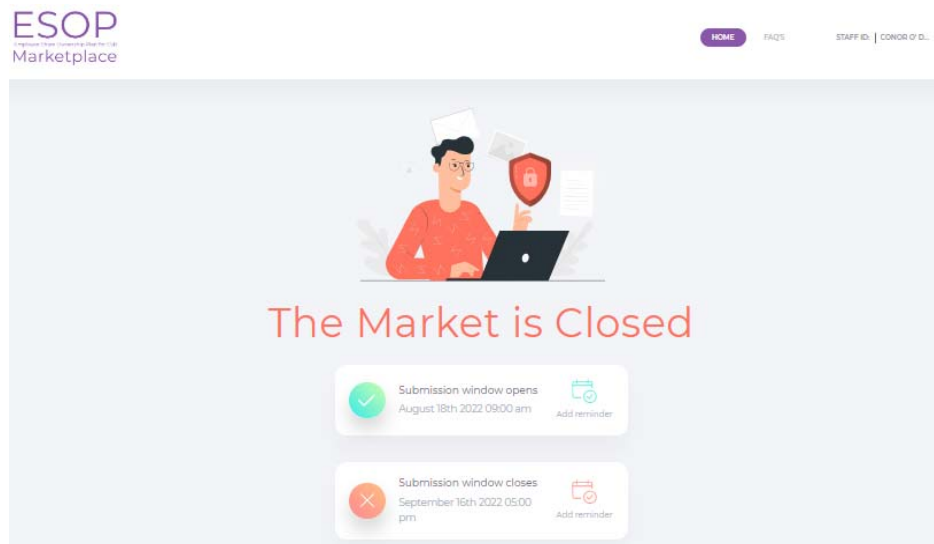
This summary of submissions table includes a delete option to the right of each submission (voluntary shares only). Users can delete only one entry at a time and are asked to verify their deletion by clicking 'OK' or they can press 'Cancel'.



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 15th 2023 05:00 pm

	Shares
Number of shares available prior to current year market	2,000
Number of shares automatically offered for sale under Forced Sale Rule in current year market	600
Total Shares Offered (incl. Forced Sale if noted above)	600

START SALE FORM

- 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.

The screenshot shows the ESOP Marketplace interface. The header includes the ESOP logo (Employee Share Ownership Plan for ESR) and navigation links for HOME, FAQ'S, and STAFF ID. The main heading is 'Number of shares for sale'. Below this is a table showing the current share status:

	Shares
Number of shares available prior to current year market	2,000
Number of shares automatically offered for sale under Forced Sale Rule in current year market	600
Total Shares Offered (incl. Forced Sale if noted above)	600
Remaining shares available	1,400

Below the table are two input sections. The first section is titled 'Enter a Number of Appropriated/Purchased Shares offered for sale' and contains a text input field with the placeholder 'Enter number of shares for sale'. The second section is titled 'Enter a Minimum Price per Share' and contains a text input field with the placeholder '€0.00 (amount ≥ MRP €1.65)'. Both input fields have an information icon (i) to the right.

- 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 (€1.65) and must click the Consent button.

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

ESOP
Employee Share Ownership Plan for ESB
Marketplace

[HOME](#)[FAQ'S](#)[STAFF ID](#)

Number of shares for sale

	Shares
Number of shares available prior to current year market	2,000
Number of shares automatically offered for sale under Forced Sale Rule in current year market	600
Total Shares Offered (incl. Forced Sale if noted above)	600
Remaining shares available	1,400

Enter a Number of Appropriated/Purchased Shares offered for sale

500

Enter a Minimum Price per Share

1.65

☒ 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	2,000
Number of shares automatically offered for sale under Forced Sale Rule in current year market	600
Total Shares Offered (incl. Forced Sale if noted above)	1,100
Remaining shares available	900

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

10000

Amount(s) entered cannot exceed holding

Enter a Minimum Price per Share ⓘ

1.11

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.


Please agree to the ESB ESOP Trustee conditions

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 Fish


HOME FAQ'S STAFF ID: |




Thank you!

Your Sale Form was submitted successfully


Submission Summary

 Print

	Submission	Time	Min price per share	Shares Offered
	14/08/2023	17:04	€1.65	500

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

Previous Submissions

	Forced	Time	Min price per share	Shares Offered
	16/08/2022	17:17	€1.65	600

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'.

