Employee Online Guide – Swedish Orphan Biovitrum (Sobi)

Sell and Transfer your shares online

May 2016

Computershare

1. **Selling shares:**
   - **From your SOBI LTI Plan**
   - **From your ALLOTTED SHARES account**

2. **Transferring shares:**
   - **From your SOBI LTI Plan**
   - **From your ALLOTTED SHARES account**

3. **Our Fees**

4. **Contact Us**

If you want to sell your shares from your SOBI LTI Plan

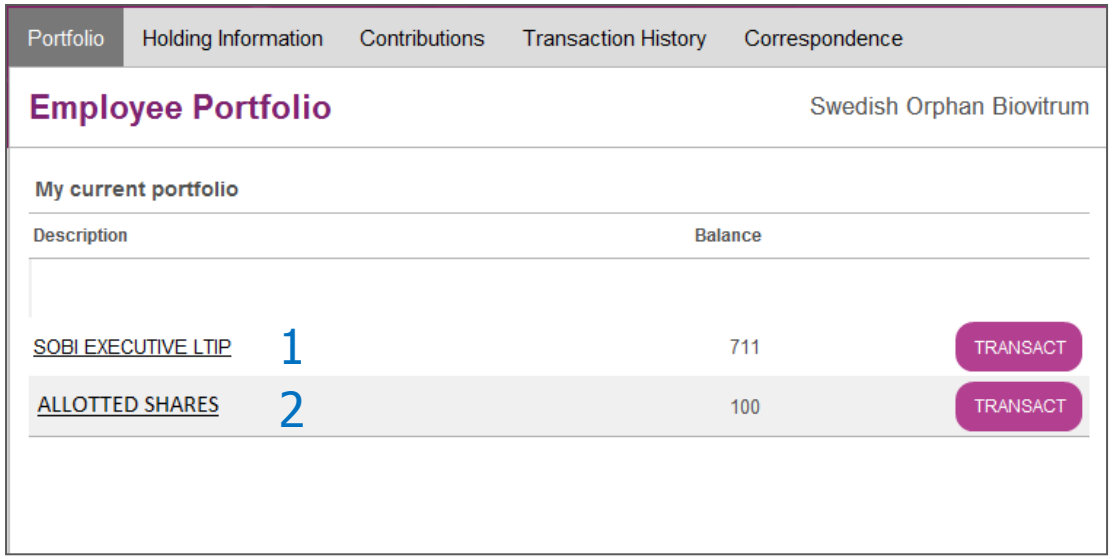
Note: You will only be able to sell your invested shares before the expiration of the Lock-Up Period. Matching and Performance Shares may only be available to sell after the Lock-Up Period has finished

Step 1:

- You are able to sell the shares you have invested in the SOBI LTI plan (1) or you can also sell already vested shares from your ALLOTTED SHARES account (2):

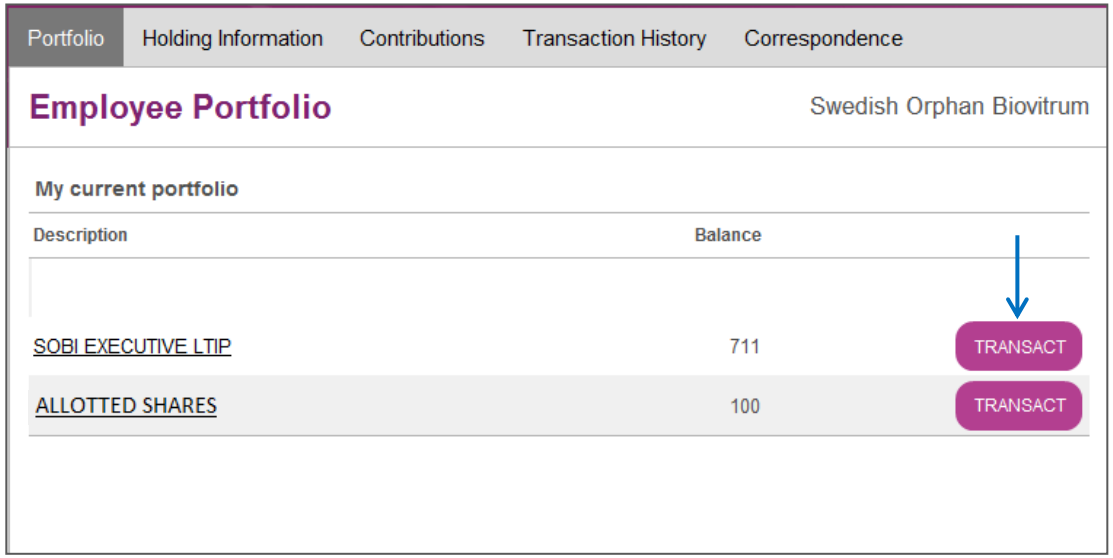
  NOTE: Please note that if you sell your invested shares under any Sobi LTI plan before the expiration of the Lock-Up Period, you will no longer be eligible to the Matching and Performance shares of that specific program.

  After the expiration of the Lock-Up Period, all shares linked to that plan are deposited in the **Allotted Shares** account. This includes the invested shares, as well as the matching and the performance shares. **Therefore all shares from the Sobi LTI 2012 plan will now appear as Allotted Shares.**



Step 2:

- If you want to sell SOBI LTI plan shares that are still within the Lock-Up Period, click the "Transact" button of the corresponding link in the portfolio page:



Step 3:

› Click the "Make Election" button

Portfolio | Holding Information | Contributions | Transaction History | Correspondence

Transaction Holdings Swedish Orphan Biovitrum

SOBI EXECUTIVE LTIP

Summary of Current Available Transactions

Award Date	Qty Available	
15 May 2013	711	MAKE ELECTION

Step 4:

› Accept the Dealing and Exercise Terms and Conditions and the online Global Payment Service Terms and Conditions and click the "Next" button

Portfolio | Holding Information | Contributions | Transaction History | Correspondence

Exercise Holdings Swedish Orphan Biovitrum

» 1. **Disclaimer**» 2. Election Type » 3. Worksheet » 4. Estimation » 5. Confirmation

Exercise Disclaimer

To access the Internet Dealing and Exercise Terms and Conditions setting out the manner in which you may sell all or part of your shares please click here.

To access the online Global Payment Service Terms and Conditions please click here

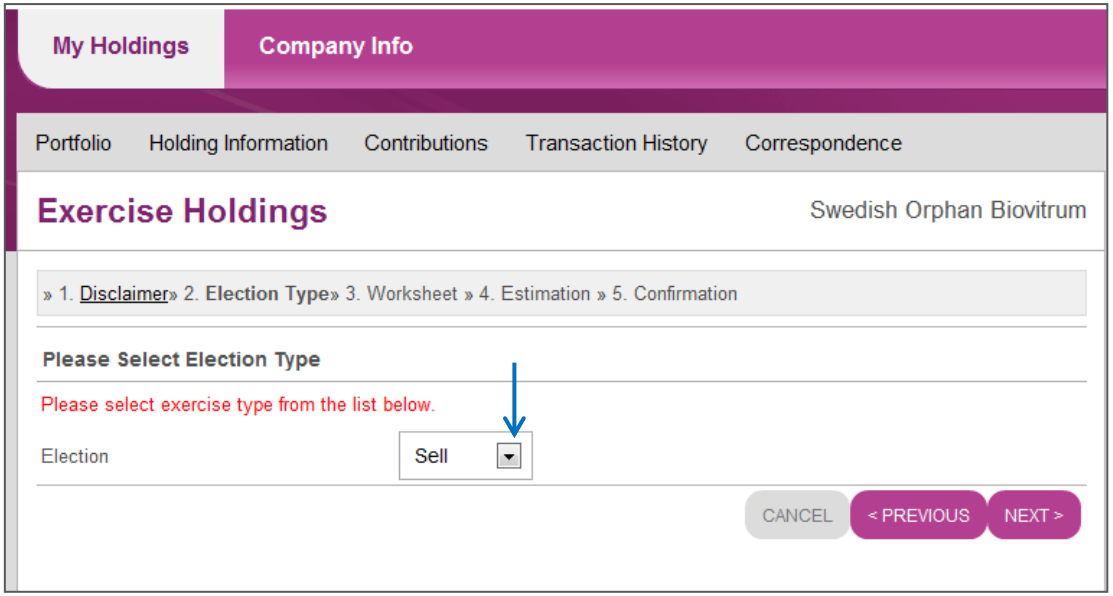
I hereby confirm that I have read and agree to both the Exercise and Dealing Terms and Conditions and the online Global Payment Service Terms and Conditions.

Yes No

CANCEL NEXT >

Step 5:

› Select the type of transaction (Sell or Transfer) from the drop down menu:



Step 6:

› Complete the following information in the "Worksheet" section:

1. No. of shares you want to sell

2. How you would like your proceeds to be distributed:

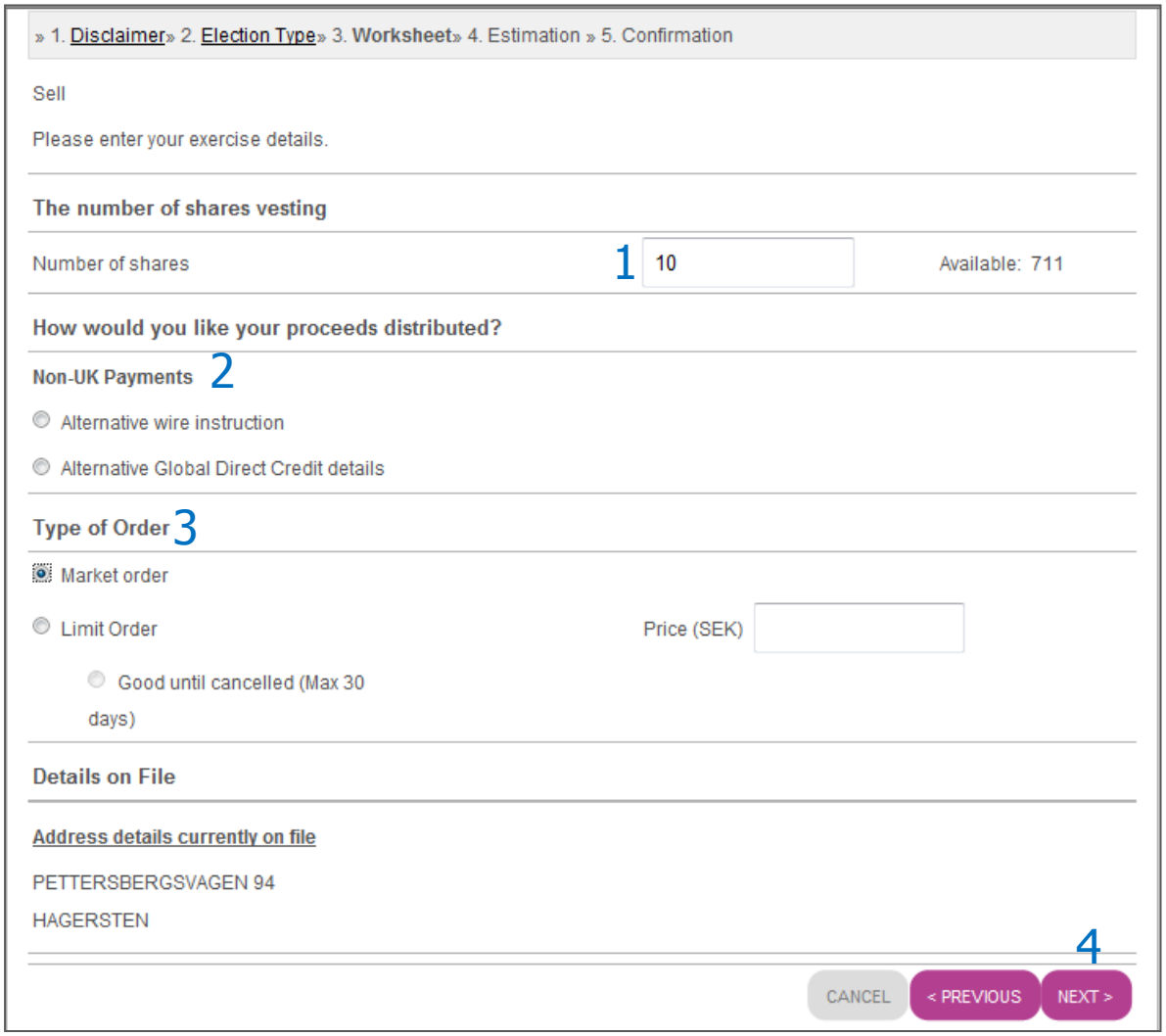
   a. Alternative wire instructions (for SEK – non SEK currency payments)

   b. Alternative Global Direct Credit details (for SEK – SEK currency payments)

3. Select the type of order (Market order, limit order or good till cancelled).

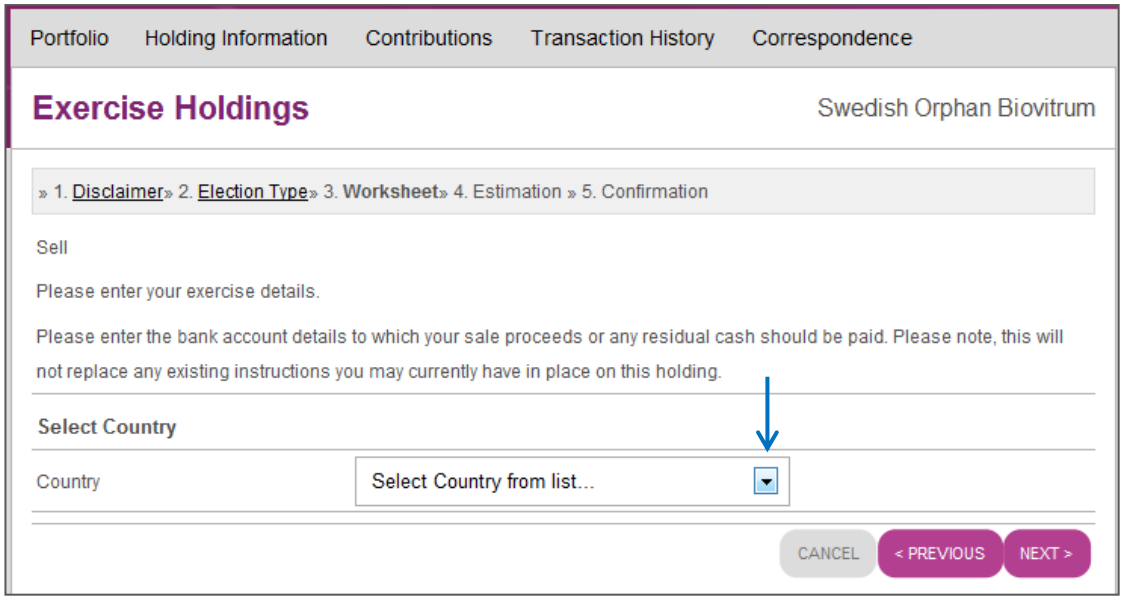
4.Click on the "Next" button

NOTE: You can save your bank account details before the sale by going to **My Profile** section > **Payment Details**



Step 7:

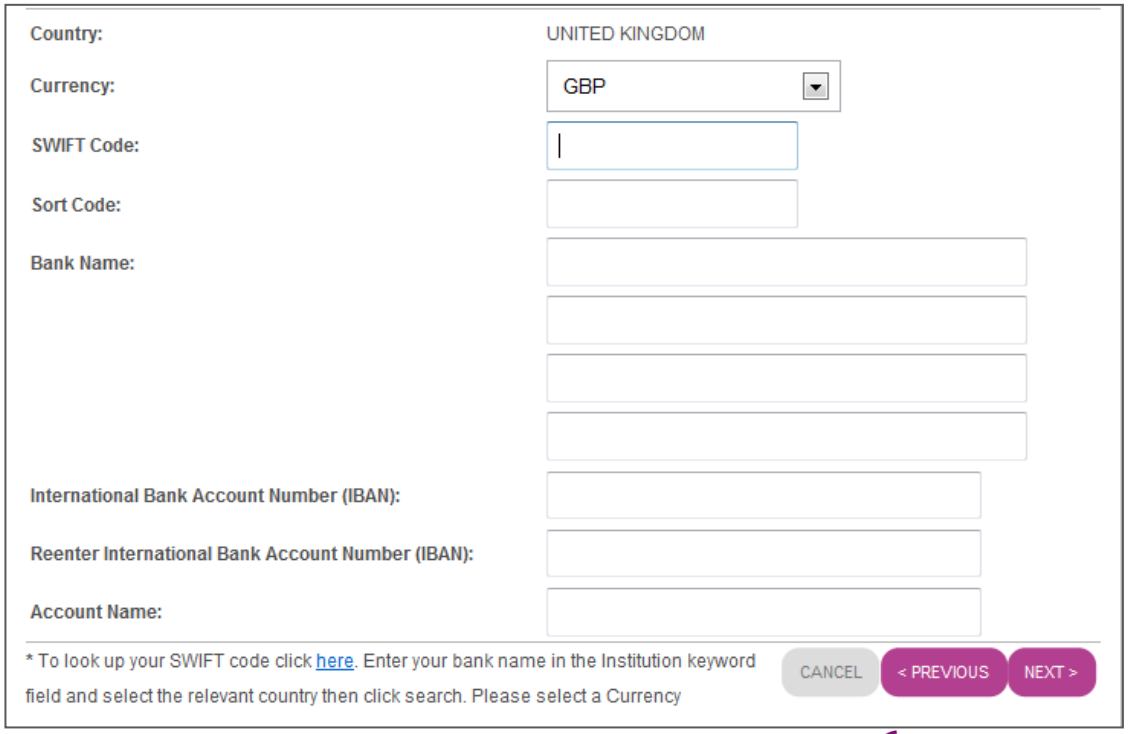
› Select a country where account to send the proceeds is held:



Step 8:

› Complete your bank account details and click on the "Next" button:

NOTE: You can save your bank account details before the sale by going to **My Profile** section > **Payment Details**



Step 9:

› Confirm your bank account details by clicking on the "Next" button:

Sell

Please enter your exercise details.

Please enter the bank account details to which your sale proceeds or any residual cash should be paid. Please note, this will not replace any existing instructions you may currently have in place on this holding.

Check Your Payment Details

Country:	UNITED KINGDOM
Currency :	GBP
SWIFT Code:	CITIGB2L
Sort Code:	185008
Bank Name:	HSBC
Bank Address:	ADDRESS 1
International Bank Account Number (IBAN):	GB52CITI18500813692477
Account Name:	

CANCEL < PREVIOUS NEXT >

Step 10:

› Confirm the transaction by entering your PIN and click the "Submit" button:

You have requested a Sell transaction on shares from your SOBI EXECUTIVE LTIP.

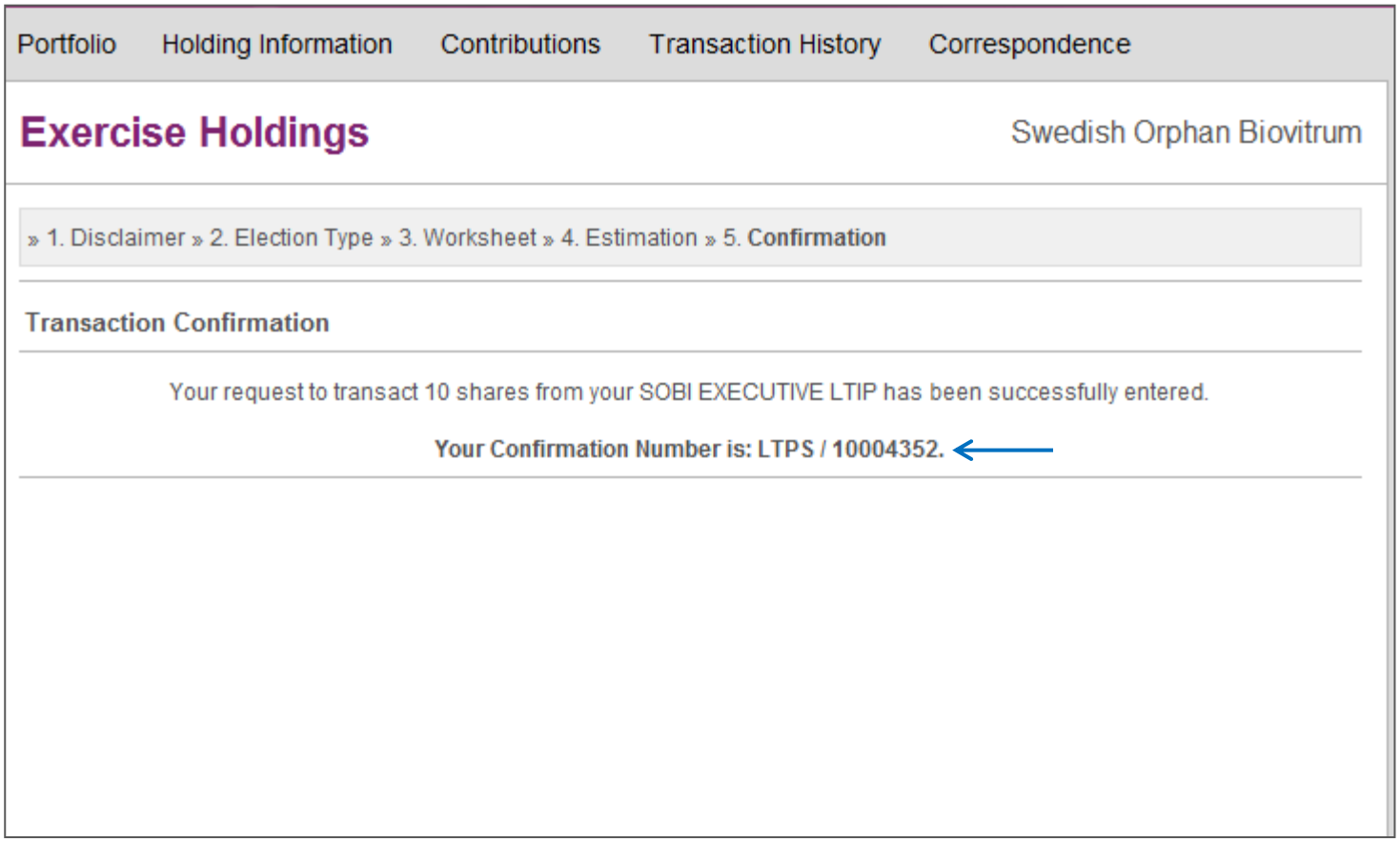
Election Type	Sell
Number of shares	10
Fund Distribution Details	
Total money to be returned	SEK 903.00
Proceed Distribution Method	Alternative foreign currency wire instruction
Currency	GBP

Please re-enter your PIN before clicking on the submit button to finalise your request. You should only press the submit button ONCE. You should wait for your confirmation page to ensure your election has been accepted.

CANCEL < PREVIOUS SUBMIT

Step 11:

› You will receive a confirmation number of the transaction:

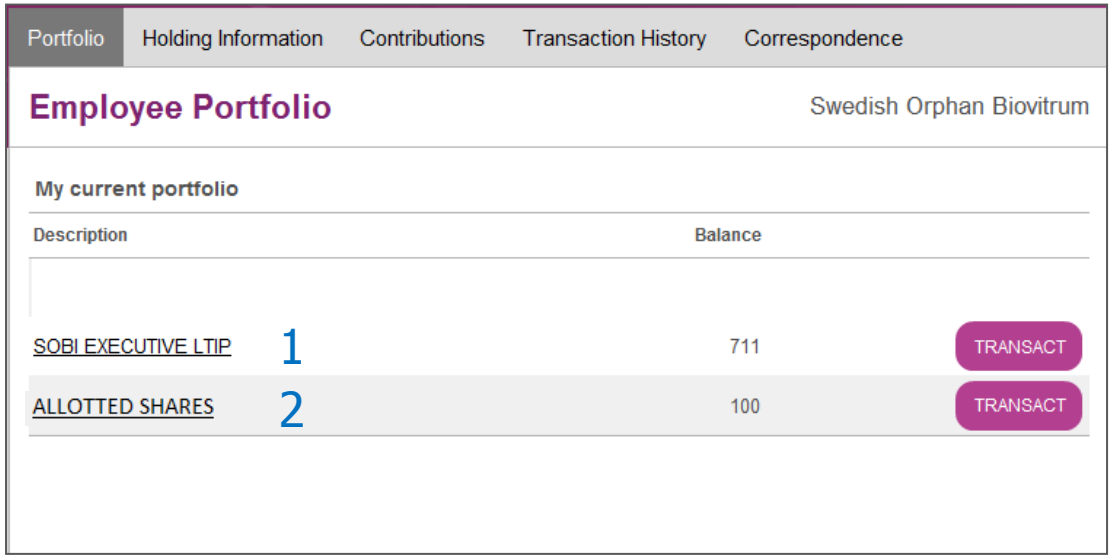


If you want to sell your shares from your ALLOTTED SHARES Account

Note: Allotted shares are those shares which have come out of their restrictions (Lock-Up Period). Therefore, Allotted shares can be made up by a combination of shares that were previously Invested, Matching and Performance

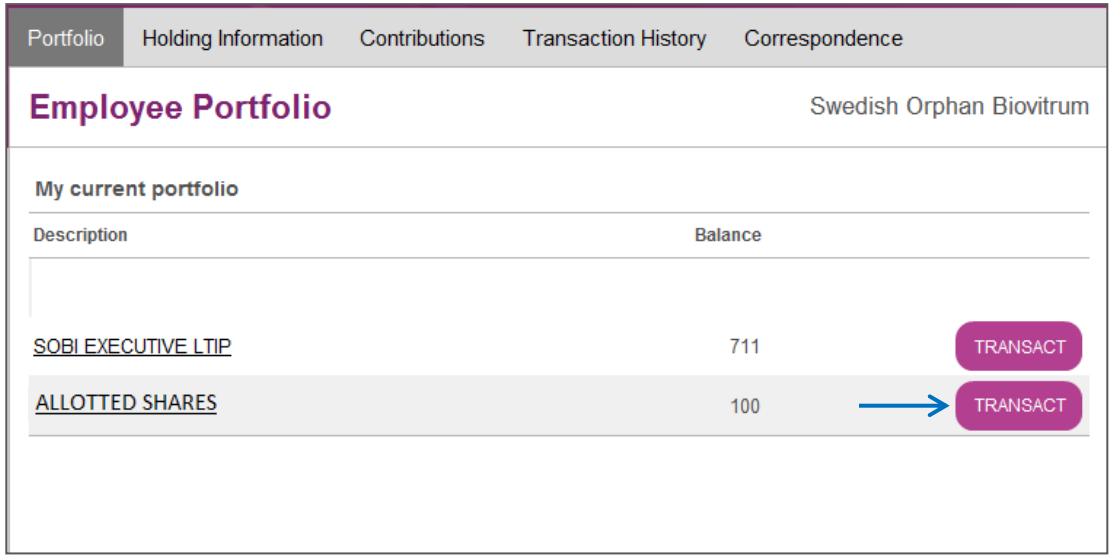
Step 1:

› You can also sell shares that are already in your ALLOTTED SHARES account (2):



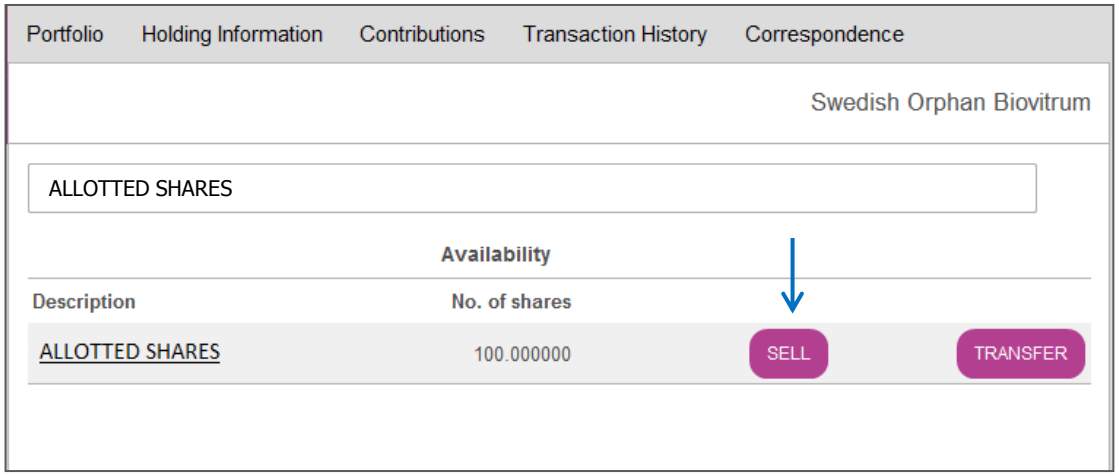
Step 2:

› If you want to sell shares from the ALLOTTED SHARES account, click the "Transact" button of the corresponding link in the portfolio page:



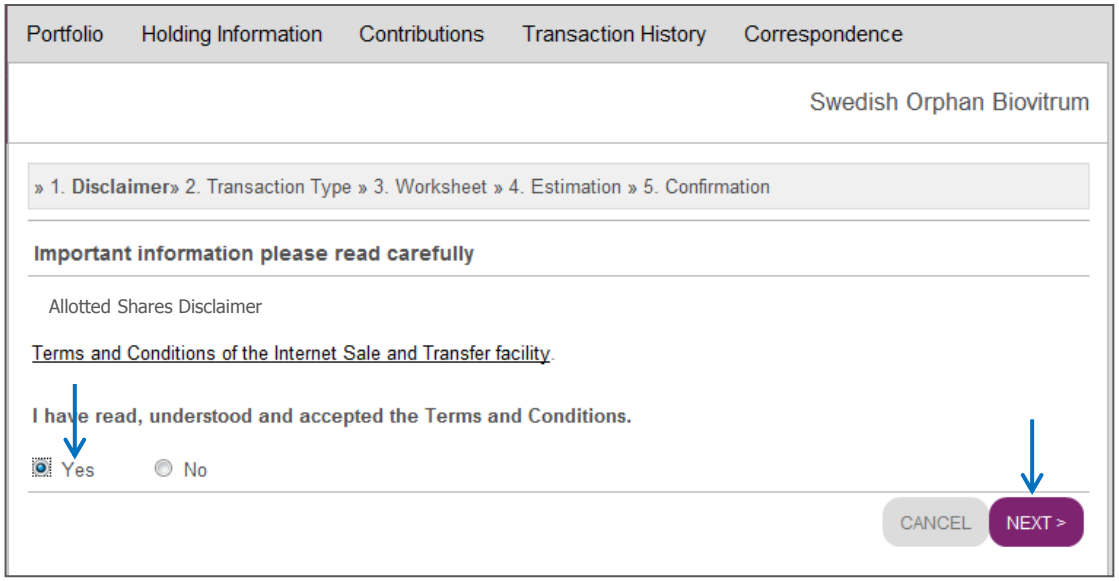
Step 3:

› Click the "SELL" button



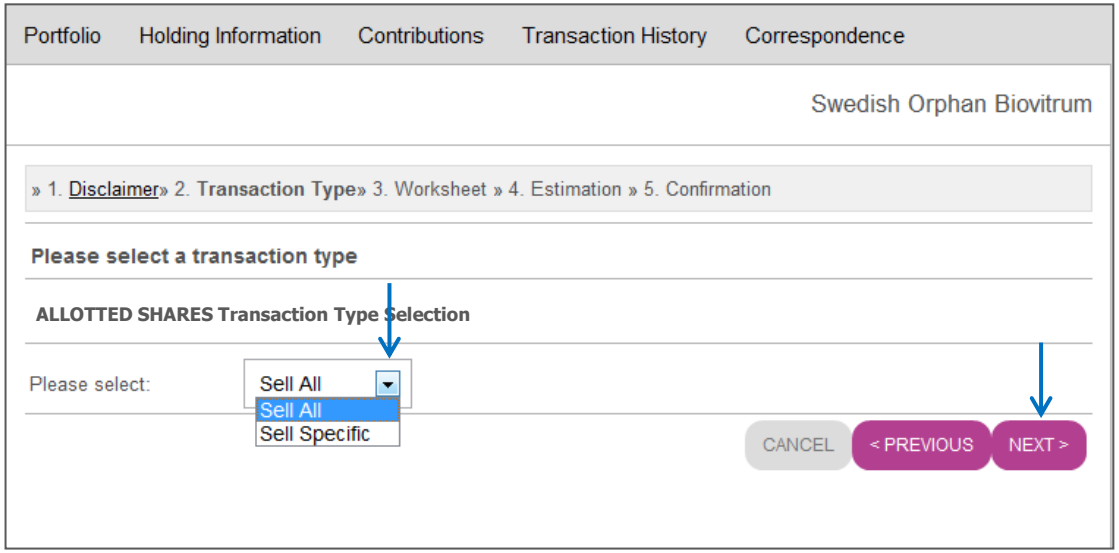
Step 4:

› Accept the Terms and Conditions of the Internet Sale and Transfer facility and click the "Next" button



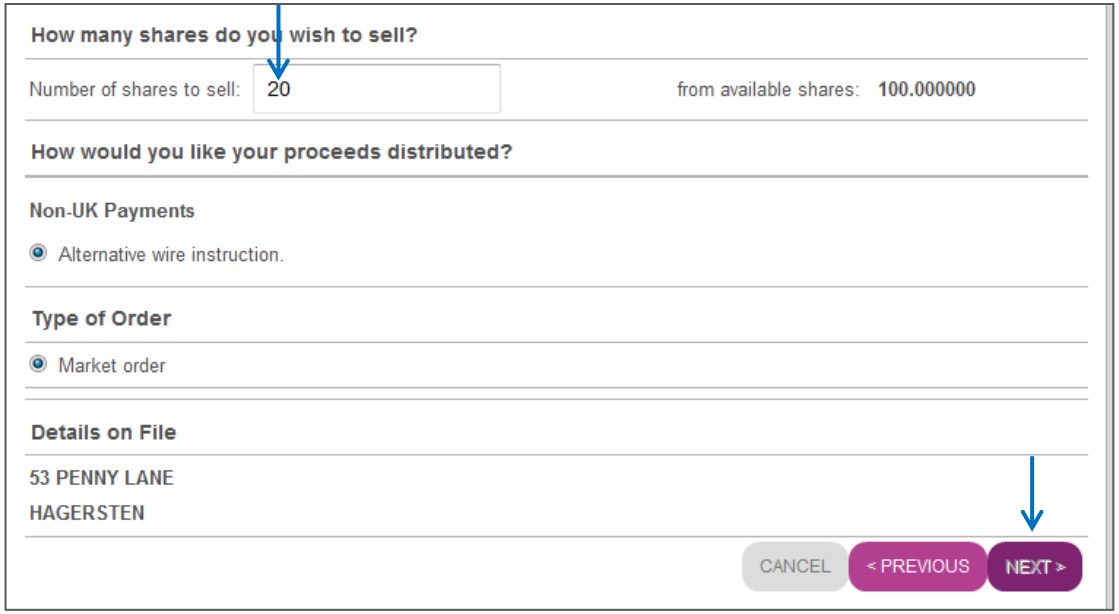
Step 5:

› Select the transaction type from the drop down menu (sell all or sell specific) and then select "Next" to continue:



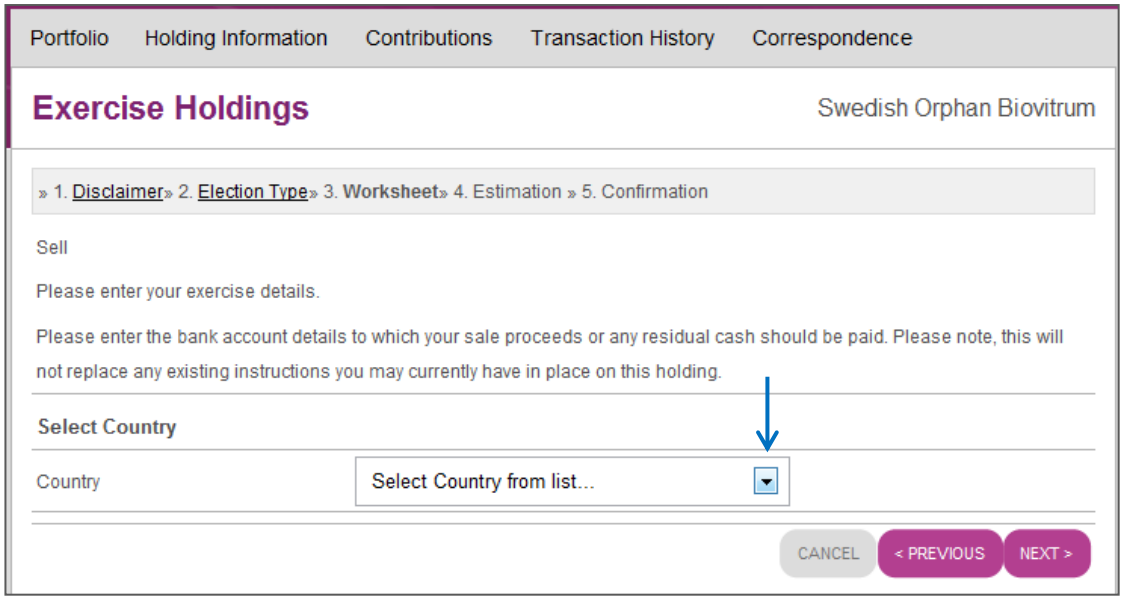
Step 6:

› Select the number of shares you want to sell (in case you selected the sell specific type of transaction) and then click on the "Next" button:



Step 7:

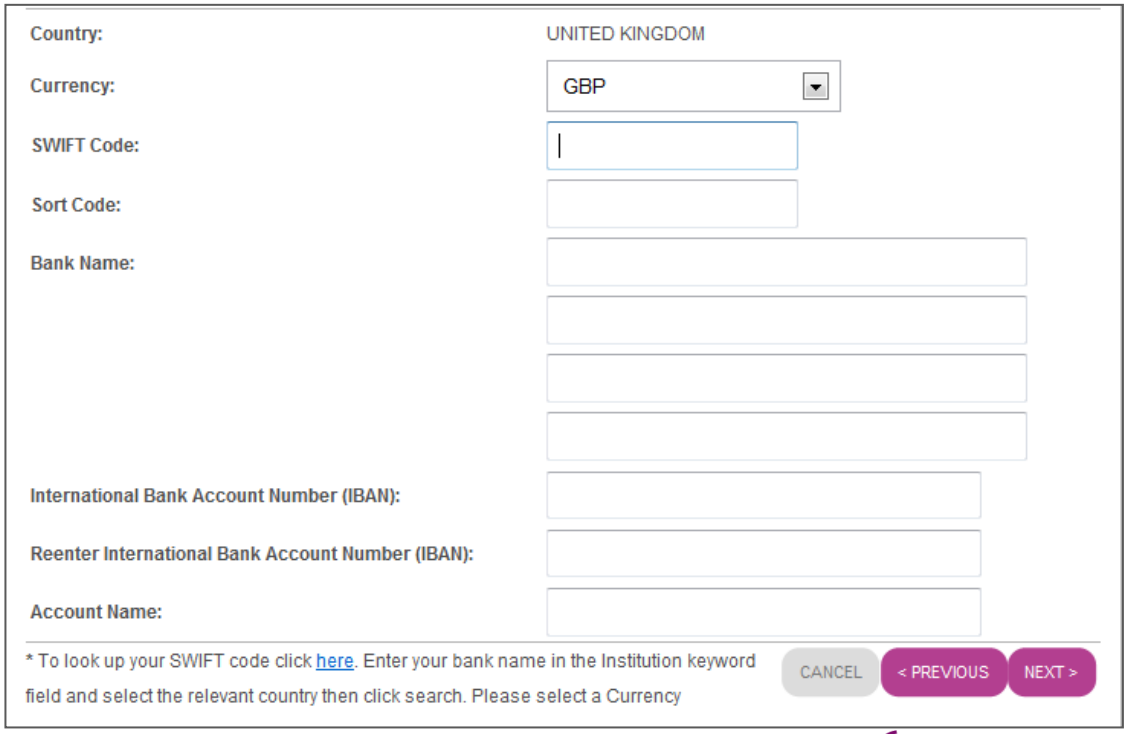
› Select a country where account to send the proceeds is held:



Step 8:

› Complete your bank account details and click on the "Next" button:

NOTE: You can save your bank account details before the sale by going to **My Profile** section > **Payment Details**



Step 9:

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Check Your Payment Details

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Currency :	GBP
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Sort Code:	185008
Bank Name:	HSBC
Bank Address:	ADDRESS 1
International Bank Account Number (IBAN):	GB52CITI18500813692477
Account Name:	

CANCEL < PREVIOUS NEXT >

Step 10:

- An estimation page f your transaction will be displayed showing the dealing and wire fees.
- Confirm the transaction by entering your PIN and click the "Submit" button:

Transaction Estimation

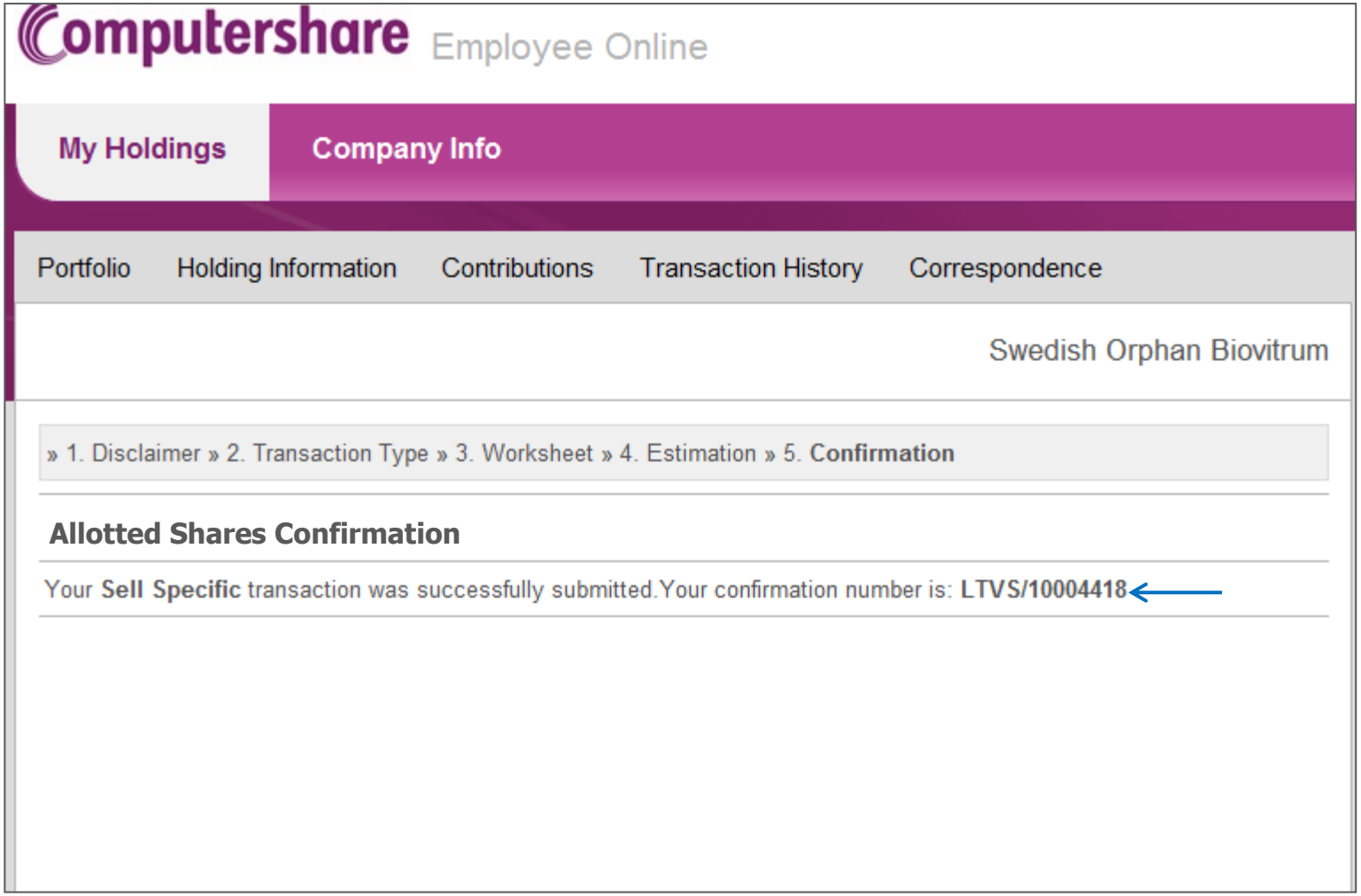
Transaction Type	Sell Specific
Transaction Quantity	5.000000
Sell Price	SEK 109.30
Gross Proceeds	**SEK 546.50**
Dealing and Admin Charges	SEK 440.00
Net Proceeds	**SEK 106.50**
Dealing and Admin Charges	
Dealing Charges	SEK 275.00
Wire Charges	SEK 165.00
Fund Distribution Details	
Total money to be returned	106.50
Proceeds Distribution Method	Alternative wire instruction.
Currency	GBP

Please re-enter your PIN before clicking on the submit button to complete your request.

CANCEL < PREVIOUS SUBMIT

Step 11:

› You will receive a confirmation number of the transaction:



If you want to transfer your shares from the SOBI LTI plan

Note: You will only be able to transfer your invested shares before the expiration of the Lock-Up Period. Matching and Performance Shares may only be available to transfer after the Lock-Up Period has finished

Step 1:

- You are able to transfer the shares you have invested in the SOBI LTI plan (1) or you can also transfer already vested shares from your ALLOTTED SHARES account (2):

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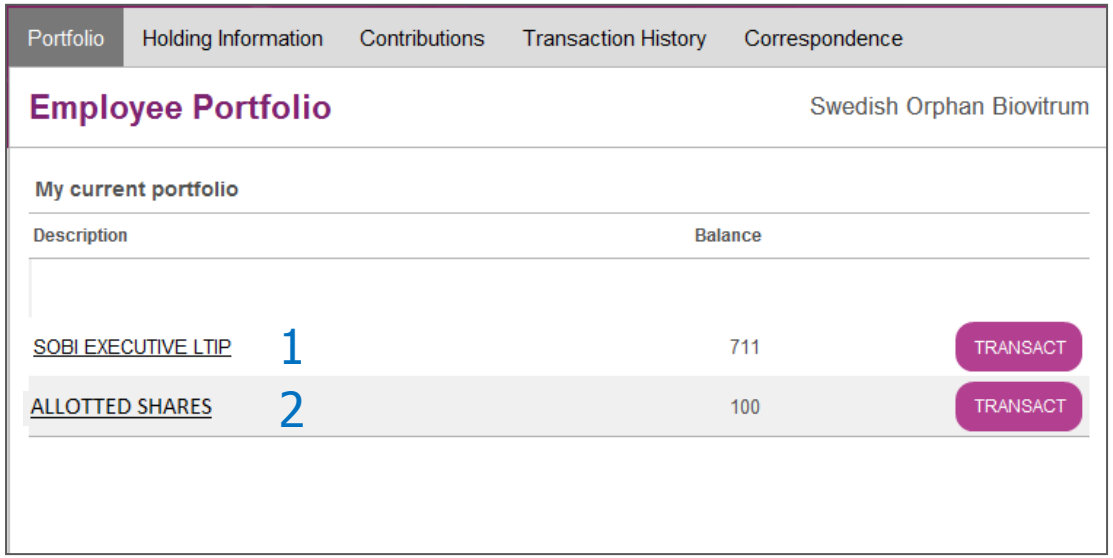
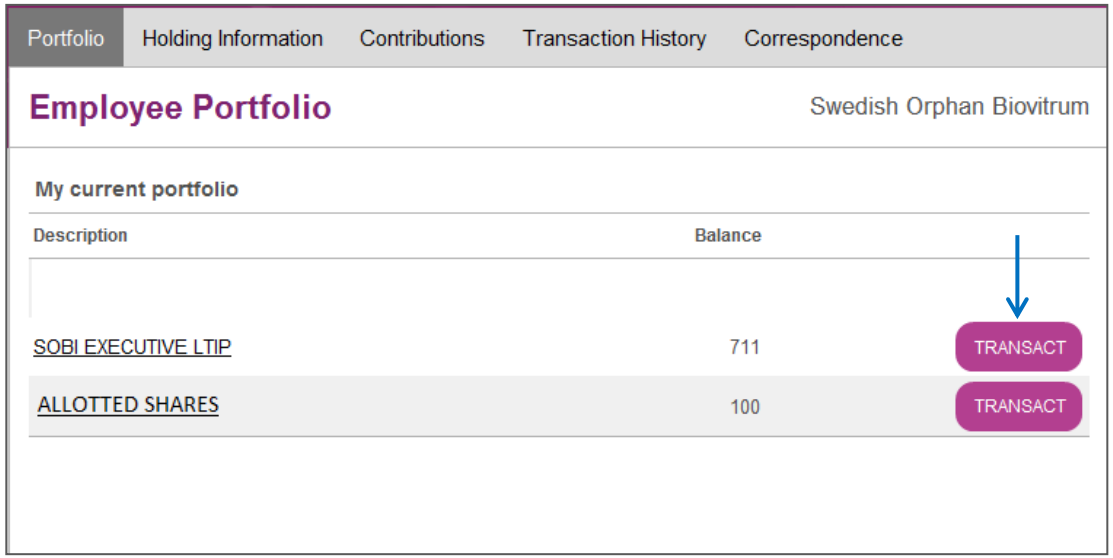


Step 2:

- If you want to transfer shares from the SOBI LTI plan, click the "Transact" button of the corresponding link in the portfolio page:



Step 3:

› Click the "Make Election" button

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Transaction Holdings — Swedish Orphan Biovitrum

SOBI EXECUTIVE LTIP

Summary of Current Available Transactions

Award Date	Qty Available	
15 May 2013	711	MAKE ELECTION

Step 4:

› Accept the Dealing Terms and Conditions and the online Global Payment Service Terms and Conditions and click the "Next" button

Portfolio | Holding Information | Contributions | Transaction History | Correspondence

Exercise Holdings — Swedish Orphan Biovitrum

» 1. **Disclaimer**» 2. Election Type » 3. Worksheet » 4. Estimation » 5. Confirmation

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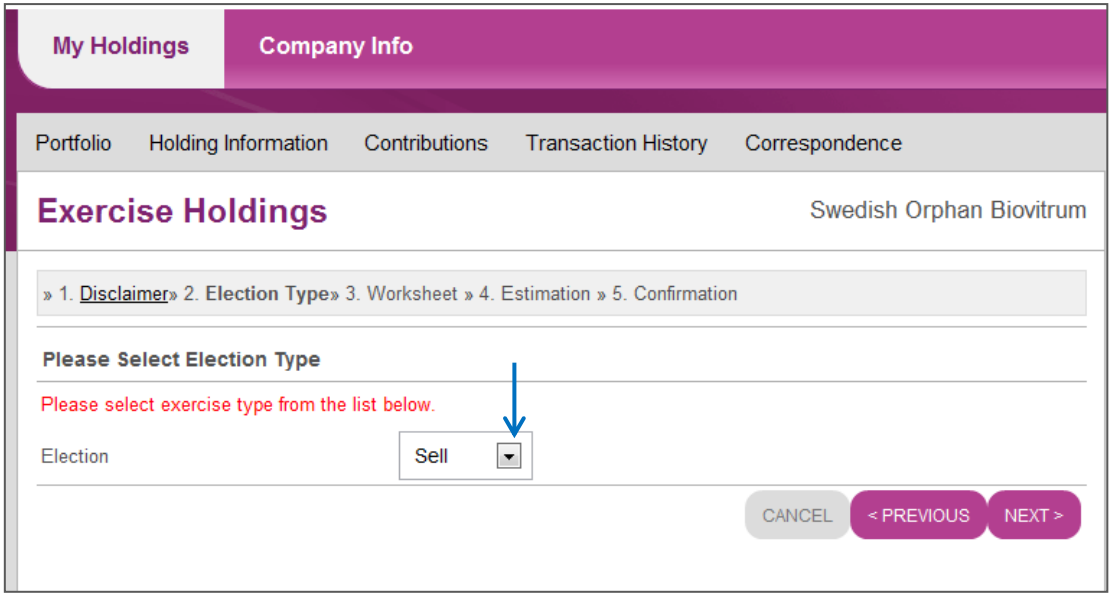
I hereby confirm that I have read and agree to both the Exercise and Dealing Terms and Conditions and the online Global Payment Service Terms and Conditions.

◉ Yes ○ No

CANCEL NEXT >

Step 5:

› Select the type of transaction (Sell or Transfer) from the drop down menu:



Step 6:

› Complete the following information in the "Worksheet" section:

1. No. of shares you want to transfer

2. Complete the broker details to which you would like to transfer your shares

3. By checking the "Save Broker Details" box you will save this information for future transactions

4.Click on the "Next" button

The number of shares vesting

Number of shares 1 0 Available: 701

How would you like your shares distributed?

Transfer to Broker 2

Broker Details

Broker Name

Broker Number

Broker Contact Name

Broker Telephone Number

Broker Email Address

Your Details

Account Holder Name

Brokerage Account Number

Contact Telephone Number

Reference

3 Save Broker Details

Details on File

Address details currently on file

PETTERSBERGSVAGEN 94

HAGERSTEN

4

CANCEL < PREVIOUS NEXT >

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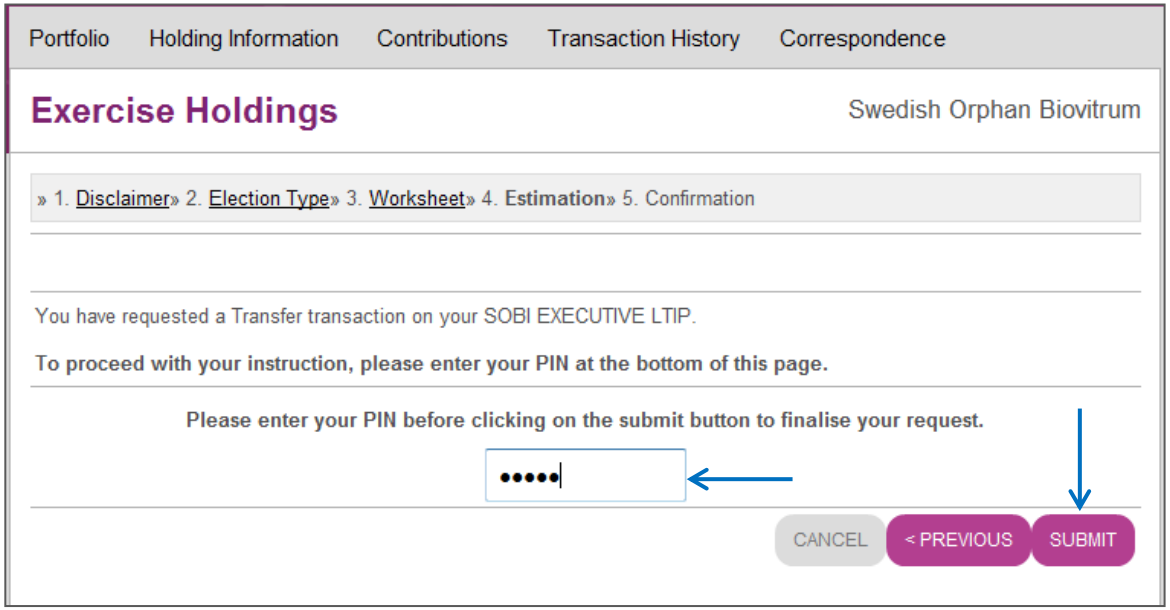
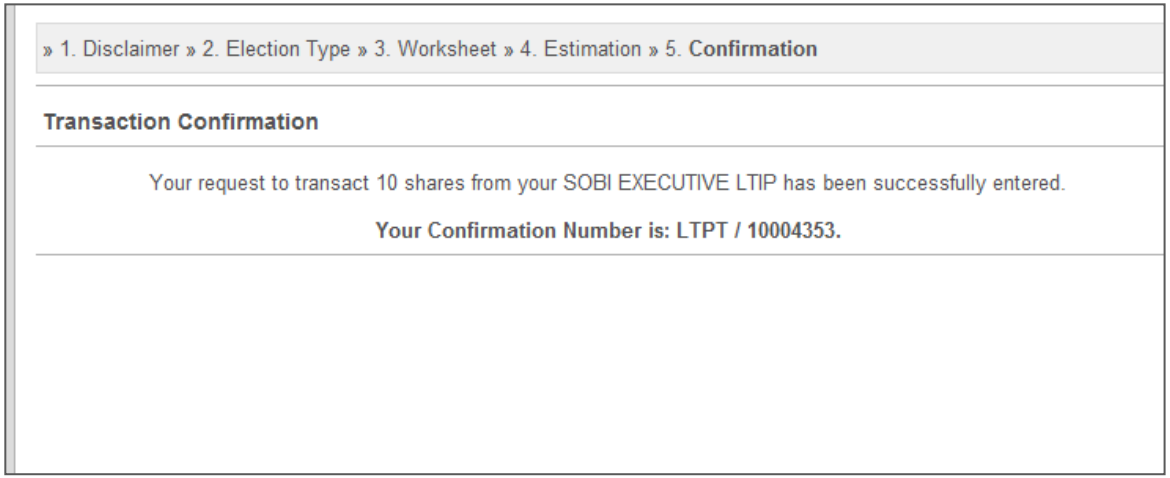
Step 7:

› Enter your PIN and confirm transaction by clicking the "Submit" button:



Step 8:

› You will receive a confirmation number of the transaction:

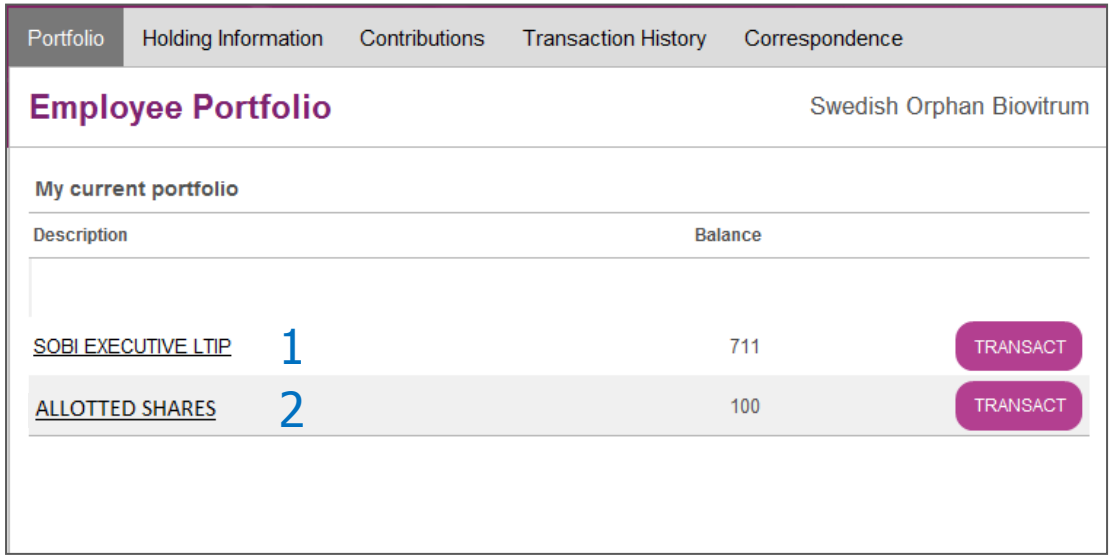


If you want to transfer your shares from the ALLOTTED SHARES account

Note: Allotted shares are those shares which have come out of their restrictions (Lock-Up Period). Therefore, Allotted shares can be made up by a combination of shares that were previously Invested, Matching and Performance

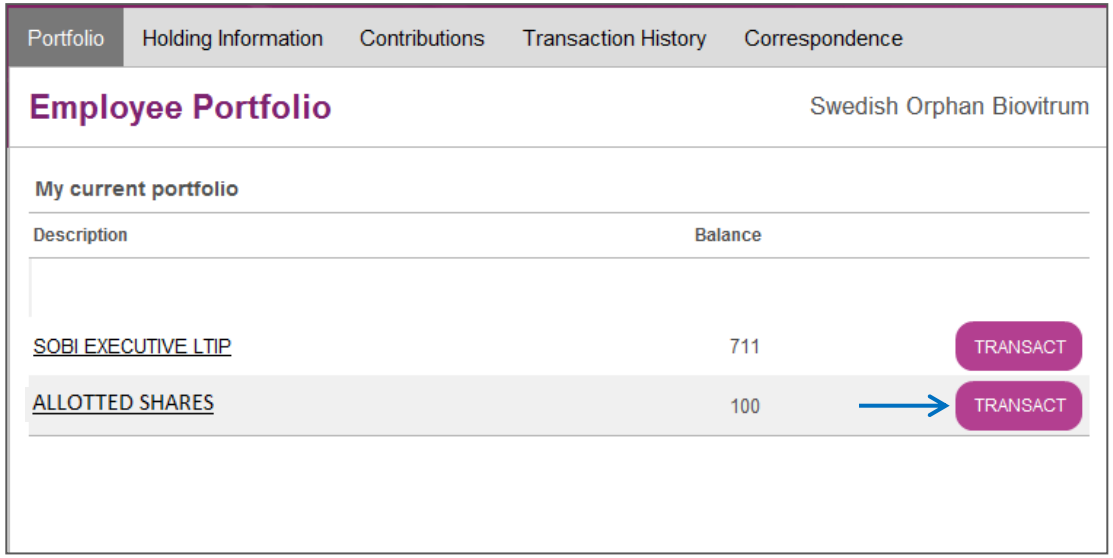
Step 1:

› You can also transfer shares that are already in your ALLOTTED SHARES account (2):



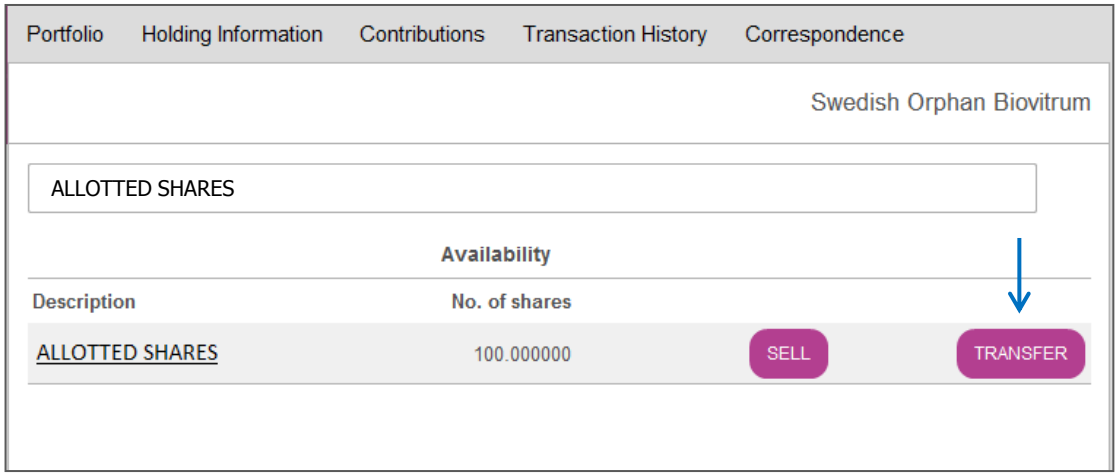
Step 2:

› If you want to transfer shares from the ALLOTTED SHARES account, click the "Transact" button of the corresponding link in the portfolio page:



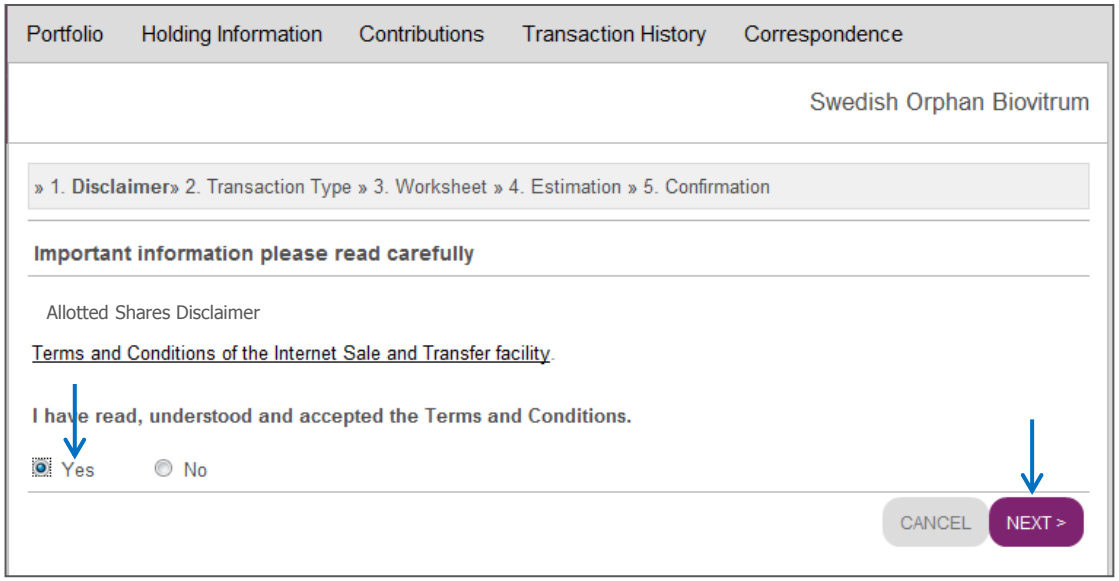
Step 3:

› Click the "Transfer" button



Step 4:

› Accept the Terms and Conditions of the sale and transfer facility and click the "Next" button



Step 5:

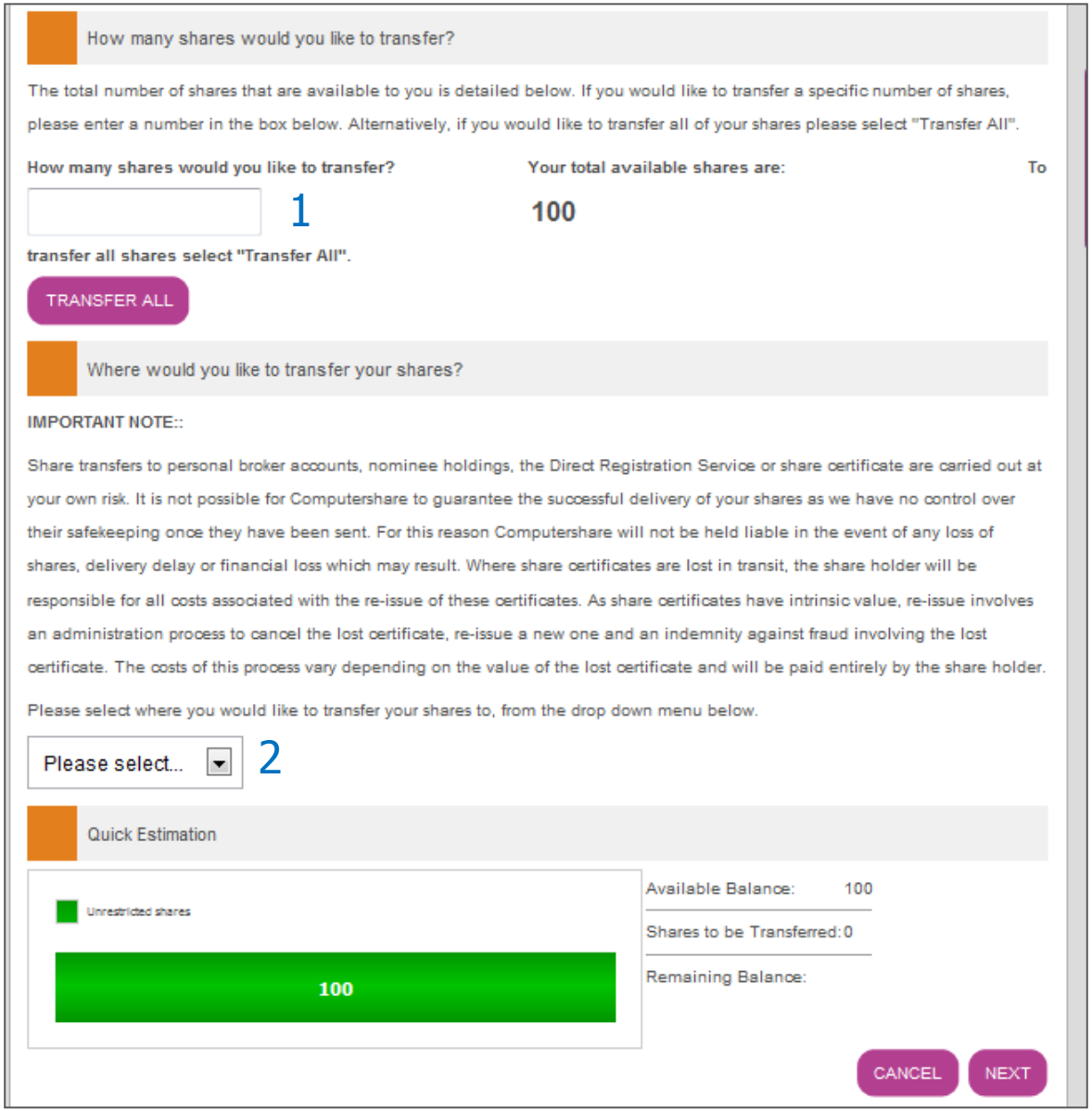
› Complete the following information:

1. No. of shares you want to transfer

2. Broker to which you would like the corresponding shares to be transferred.

NOTE: you will first need to add your broker details in **My Profile** section > **Broker Details**

3. Click on the "Next" button



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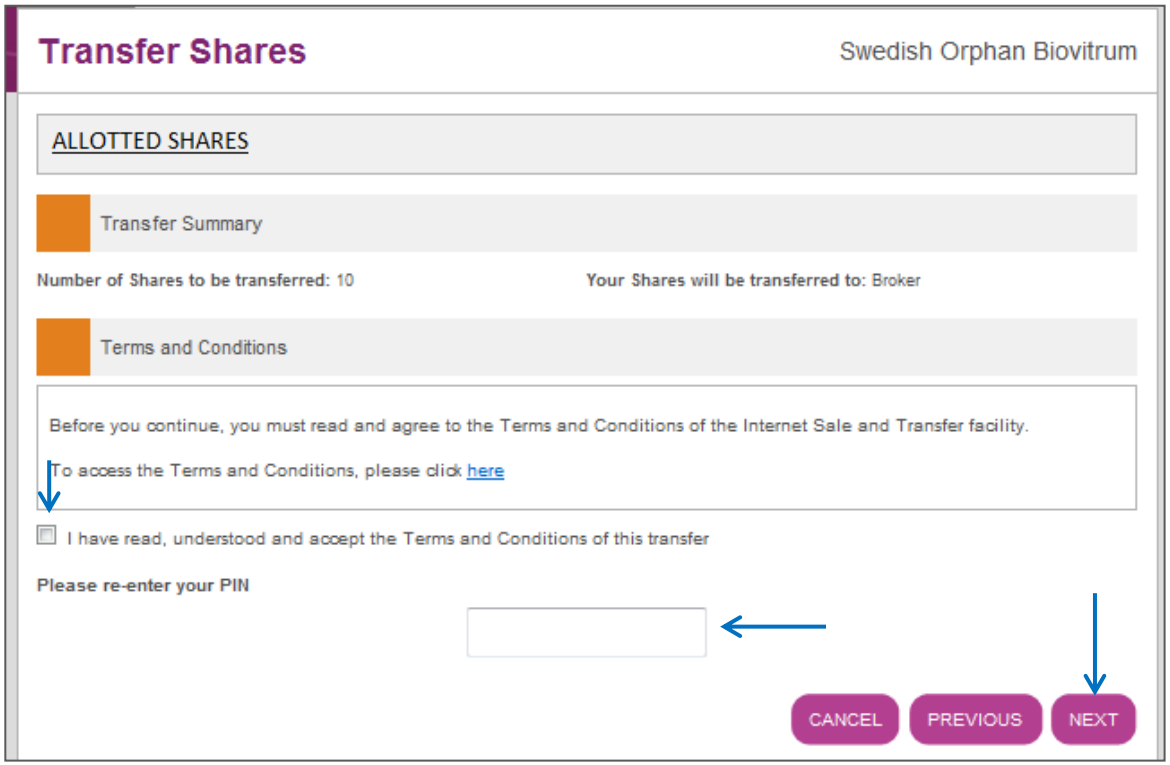
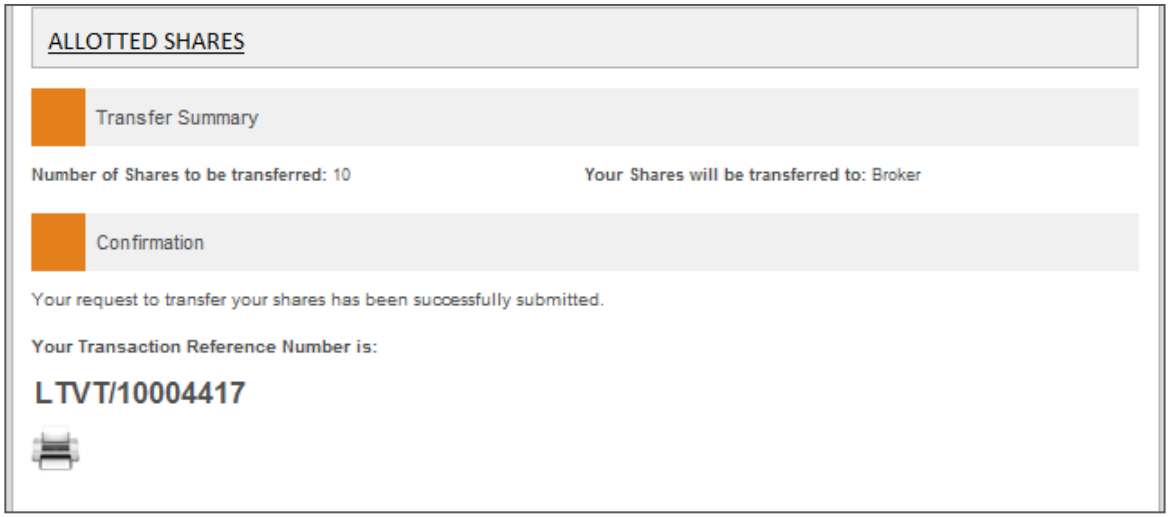
Step 7:

- Read and agree to the Terms and Conditions of the Internet Sale and Transfer Facility
- Enter your PIN and confirm transaction by clicking the "Submit" button:



Step 8:

- You will receive a confirmation number of the transaction:



Our Fees:

- (a) For each sale of Shares executed as a result of your instructions, we will charge a dealing fee of 0.4% of the gross sale proceeds subject to a minimum fee of 275 SEK.
- (b) We will also charge an additional fee of 165 SEK for each wire payment. Where sale proceeds are sent via wire payment, transaction fees may be applied by both the sending and receiving banks, depending on the specific currencies, banks and bank accounts involved.
- (c) Transfer of shares fee: 436 SEK

Contact Us

For any queries, please contact us in the following details:

Email: SOBIshareprogram@computershare.co.uk

Tel: +44 (0) 370 873 5875

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