

# Employee Online Guide – Swedish Orphan Biovitrum (Sobi)

## Sell and Transfer your shares online

## **1. Selling shares:**

- **From your SOBI LTI Plan**
- **From your ALLOTED SHARES account**

## **2. Transferring shares:**

- **From your SOBI LTI Plan**
- **From your ALLOTED 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:

Portfolio			Holding Information	Contributions	Transaction History	Correspondence
Employee Portfolio			Swedish Orphan Biovitrum			
My current portfolio						
Description		Balance				
<u>SOBI EXECUTIVE LTIP</u>		711		TRANSACT		
<u>ALLOTTED SHARES</u>		100		TRANSACT		

Portfolio			Holding Information	Contributions	Transaction History	Correspondence
Employee Portfolio			Swedish Orphan Biovitrum			
My current portfolio						
Description		Balance				
<u>SOBI EXECUTIVE LTIP</u>		711		TRANSACT		
<u>ALLOTTED SHARES</u>		100		TRANSACT		

### Step 3:

- Click the "Make Election" button

Portfolio Holding Information Contributions Transaction History Correspondence

## Transaction Holdings

Swedish Orphan Biovitrum

SOBI EXECUTIVE LTIP

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:

My Holdings

Company Info

PortfolioHolding InformationContributionsTransaction HistoryCorrespondence

Exercise HoldingsSwedish Orphan Biovitrum


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

Please Select Election Type

Please select exercise type from the list below.

Election

Sell



CANCEL< PREVIOUSNEXT >

## 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**

» 1. [Disclaimer](#)» 2. [Election Type](#)» 3. [Worksheet](#)» 4. Estimation » 5. Confirmation

Sell

Please enter your exercise details.

The number of shares vesting

Number of shares **1** 10 Available: 711

How would you like your proceeds distributed?

Non-UK Payments **2**

☐ Alternative wire instruction

☐ Alternative Global Direct Credit details

Type of Order **3**

☒ Market order

☐ Limit Order Price (SEK)

☐ Good until cancelled (Max 30 days)

Details on File

[Address details currently on file](#)

PETTERSBERGSVAGEN 94

HAGERSTEN

**4**

CANCEL < PREVIOUS NEXT >

## Step 7:

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

Portfolio Holding Information Contributions Transaction History Correspondence

### Exercise Holdings

Swedish Orphan Biovitrum


» 1. [Disclaimer](#)» 2. [Election Type](#)» 3. [Worksheet](#)» 4. [Estimation](#) » 5. [Confirmation](#)


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.

**Select Country**

Country  




CANCEL < PREVIOUS NEXT >

## 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**

Country: UNITED KINGDOM

Currency:  

SWIFT Code:

Sort Code:

Bank Name:

International Bank Account Number (IBAN):

Reenter International Bank Account Number (IBAN):

Account Name:

\* To look up your SWIFT code click [here](#). Enter your bank name in the Institution keyword field and select the relevant country then click search. Please select a Currency

CANCEL < PREVIOUS NEXT >



## 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.

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**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:	

## 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.

## Step 11:

- > You will receive a confirmation number of the transaction:

Portfolio	Holding Information	Contributions	Transaction History	Correspondence
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Exercise Holdings

Swedish Orphan Biovitrum

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

Transaction Confirmation

Your request to transact 10 shares from your SOBI EXECUTIVE LTIP has been successfully entered.

Your Confirmation Number is: LTPS / 10004352. ←

**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):

Portfolio			Holding Information	Contributions	Transaction History	Correspondence
Employee Portfolio			Swedish Orphan Biovitrum			
My current portfolio						
Description		Balance				
SOBI EXECUTIVE LTIP		711		TRANSACT		
ALLOTTED SHARES		100		TRANSACT		

## 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:

Portfolio			Holding Information	Contributions	Transaction History	Correspondence
Employee Portfolio			Swedish Orphan Biovitrum			
My current portfolio						
Description		Balance				
SOBI EXECUTIVE LTIP		711		TRANSACT		
ALLOTTED SHARES		100		TRANSACT		


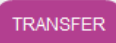
### Step 3:

- > Click the "SELL" button

Portfolio Holding Information Contributions Transaction History Correspondence

Swedish Orphan Biovitrum

ALLOTTED SHARES

Description	No. of shares	Availability
<u>ALLOTTED SHARES</u>	100.000000	 

### Step 4:

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

Portfolio Holding Information Contributions Transaction History Correspondence

Swedish Orphan Biovitrum

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



**Important information please read carefully**

Allotted Shares Disclaimer

Terms and Conditions of the Internet Sale and Transfer facility.

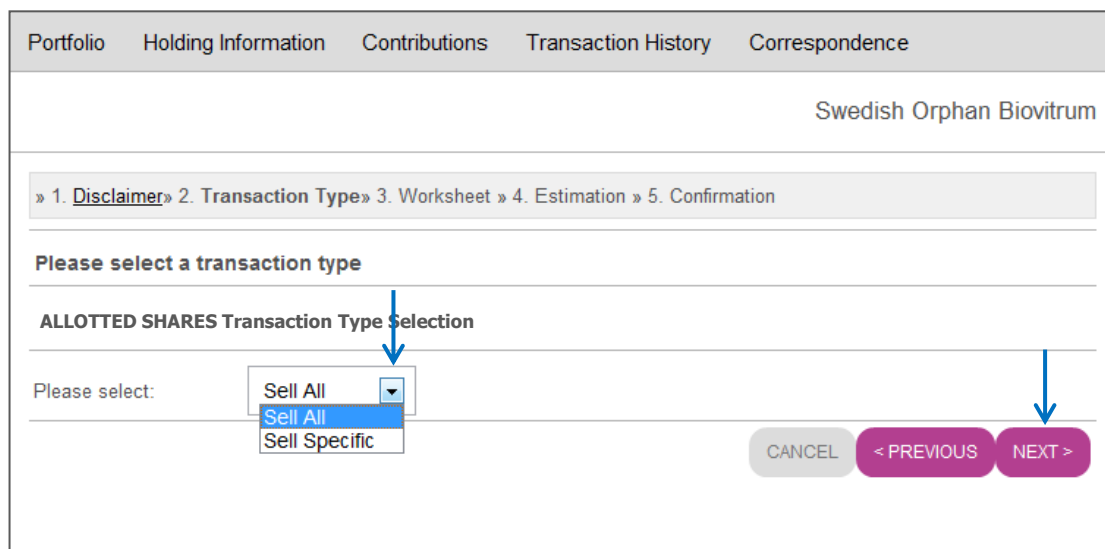
I have read, understood and accepted the Terms and Conditions.

☒ Yes ☐ No

## Step 5:

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



Portfolio Holding Information Contributions Transaction History Correspondence

Swedish Orphan Biovitrum

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

Please select a transaction type

ALLOTTED SHARES Transaction Type Selection

Please select:

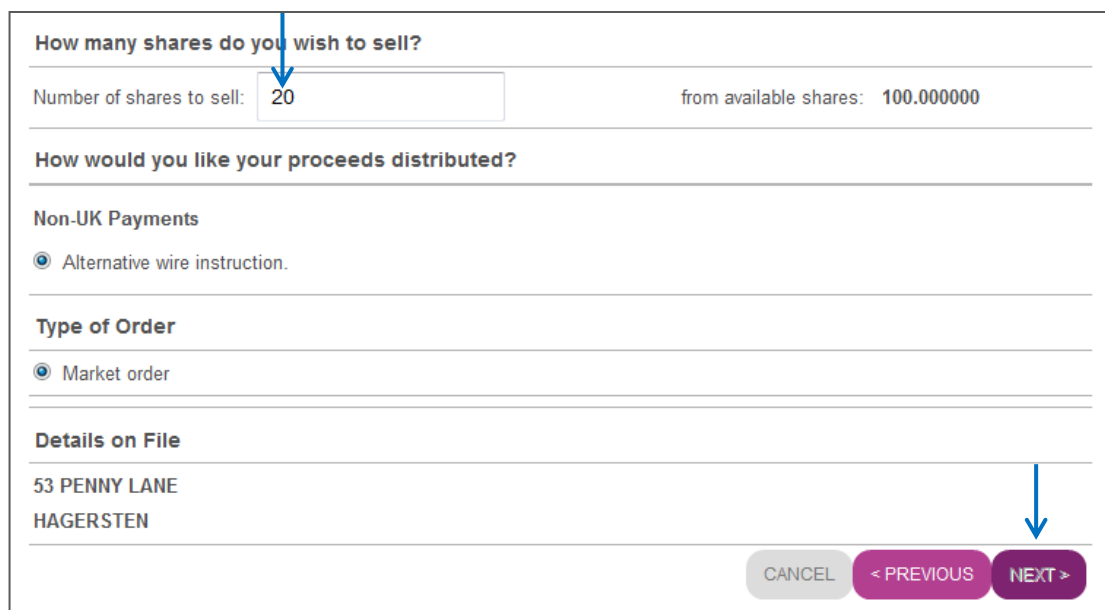
- Sell All
- Sell All
- Sell Specific

CANCEL < PREVIOUS NEXT >

This screenshot shows the 'Transaction Type Selection' step. A blue arrow points to the 'Sell All' option in the dropdown menu. Another blue arrow points to the 'NEXT >' button.

## 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:



How many shares do you wish to sell?

Number of shares to sell: 20 from available shares: 100.000000

How would you like your proceeds distributed?

Non-UK Payments

☒ Alternative wire instruction.

Type of Order

☒ Market order

Details on File

53 PENNY LANE  
HAGERSTEN

CANCEL < PREVIOUS NEXT >

This screenshot shows the 'Share Selection and Order Details' step. A blue arrow points to the '20' in the 'Number of shares to sell' field. Another blue arrow points to 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**

[Portfolio](#) [Holding Information](#) [Contributions](#) [Transaction History](#) [Correspondence](#)

### Exercise Holdings

Swedish Orphan Biovitrum

» 1. [Disclaimer](#)» 2. [Election Type](#)» 3. [Worksheet](#)» 4. [Estimation](#) » 5. [Confirmation](#)

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.

Select Country

Country

[CANCEL](#) [< PREVIOUS](#) [NEXT >](#)

Country: UNITED KINGDOM

Currency:

SWIFT Code:

Sort Code:

Bank Name:

International Bank Account Number (IBAN):

Reenter International Bank Account Number (IBAN):

Account Name:

\* To look up your SWIFT code click [here](#). Enter your bank name in the Institution keyword field and select the relevant country then click search. Please select a Currency

[CANCEL](#) [< PREVIOUS](#) [NEXT >](#)

## 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.

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**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:

- > An estimation page of 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
<b>Gross Proceeds</b>	<b>SEK 546.50</b>
Dealing and Admin Charges	→ SEK 440.00
<b>Net Proceeds</b>	<b>SEK 106.50</b>
<b>Dealing and Admin Charges</b>	
Dealing Charges	SEK 275.00
Wire Charges	SEK 165.00
<b>Fund Distribution Details</b>	
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.	
<input type="text"/>	
←	
<div>CANCEL &lt; PREVIOUS SUBMIT</div>	

## Step 11:

- > You will receive a confirmation number of the transaction:

 Employee Online

My Holdings

Company Info

Portfolio

Holding Information

Contributions

Transaction History

Correspondence

Swedish Orphan Biovitrum

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

**Allotted Shares Confirmation**

Your **Sell Specific** transaction was successfully submitted. Your confirmation number is: **LTVS/10004418** ←

**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):

**NOTE:** Please note that if you transfer 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 transfer shares from the SOBI LTI plan, click the "Transact" button of the corresponding link in the portfolio page:

Portfolio			Holding Information	Contributions	Transaction History	Correspondence
Employee Portfolio			Swedish Orphan Biovitrum			
My current portfolio						
Description		Balance				
<u>SOBI EXECUTIVE LTIP</u>		711		TRANSACT		
<u>ALLOTTED SHARES</u>		100		TRANSACT		

Portfolio			Holding Information	Contributions	Transaction History	Correspondence
Employee Portfolio			Swedish Orphan Biovitrum			
My current portfolio						
Description		Balance				
<u>SOBI EXECUTIVE LTIP</u>		711		TRANSACT		
<u>ALLOTTED SHARES</u>		100		TRANSACT		

### Step 3:

- Click the "Make Election" button

Portfolio Holding Information Contributions Transaction History Correspondence

## Transaction Holdings

Swedish Orphan Biovitrum

SOBI EXECUTIVE LTIP

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

### 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:

My Holdings

Company Info

PortfolioHolding InformationContributionsTransaction HistoryCorrespondence

Exercise HoldingsSwedish Orphan Biovitrum


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

Please Select Election Type

Please select exercise type from the list below.

Election

Sell



CANCEL< PREVIOUSNEXT >

## Step 6:

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

- No. of shares you want to transfer
- Complete the broker details to which you would like to transfer your shares
- By checking the "Save Broker Details" box you will save this information for future transactions
- Click on the "Next" button

### The number of shares vesting

Number of shares

10

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

PETERSBERG SVAGEN 94  
HAGERSTEN

CANCEL

< PREVIOUS

NEXT >

4

## Step 7:

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

Portfolio Holding Information Contributions Transaction History Correspondence

**Exercise Holdings** Swedish Orphan Biovitrum

» 1. [Disclaimer](#) » 2. [Election Type](#) » 3. [Worksheet](#) » 4. [Estimation](#) » 5. [Confirmation](#)

You have requested a Transfer transaction on your SOBI EXECUTIVE LTIP.

To proceed with your instruction, please enter your PIN at the bottom of this page.

Please enter your PIN before clicking on the submit button to finalise your request.

[CANCEL](#) [< PREVIOUS](#) [SUBMIT](#)

## Step 8:

- > You will receive a confirmation number of the transaction:

» 1. [Disclaimer](#) » 2. [Election Type](#) » 3. [Worksheet](#) » 4. [Estimation](#) » 5. [Confirmation](#)

**Transaction Confirmation**

Your request to transact 10 shares from your SOBI EXECUTIVE LTIP has been successfully entered.

Your Confirmation Number is: LTPT / 10004353.



**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 3:

- > Click the "Transfer" button

Portfolio Holding Information Contributions Transaction History Correspondence

Swedish Orphan Biovitrum

ALLOTTED SHARES

Description	No. of shares		
<u>ALLOTTED SHARES</u>	100.000000	SELL	TRANSFER

### Step 4:

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

Portfolio Holding Information Contributions Transaction History Correspondence

Swedish Orphan Biovitrum

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

**Important information please read carefully**

Allotted Shares Disclaimer

Terms and Conditions of the Internet Sale and Transfer facility.

I have read, understood and accepted the Terms and Conditions.

☒ Yes ☐ No

CANCEL NEXT >

## 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

### How many shares would you like to transfer?

The total number of shares that are available to you is detailed below. If you would like to transfer a specific number of shares, please enter a number in the box below. Alternatively, if you would like to transfer all of your shares please select "Transfer All".

How many shares would you like to transfer?

Your total available shares are:

To

100

transfer all shares select "Transfer All".

TRANSFER ALL

### Where would you like to transfer your shares?

**IMPORTANT NOTE::**

Share transfers to personal broker accounts, nominee holdings, the Direct Registration Service or share certificate are carried out at your own risk. It is not possible for Computershare to guarantee the successful delivery of your shares as we have no control over their safekeeping once they have been sent. For this reason Computershare will not be held liable in the event of any loss of shares, delivery delay or financial loss which may result. Where share certificates are lost in transit, the share holder will be responsible for all costs associated with the re-issue of these certificates. As share certificates have intrinsic value, re-issue involves an administration process to cancel the lost certificate, re-issue a new one and an indemnity against fraud involving the lost certificate. The costs of this process vary depending on the value of the lost certificate and will be paid entirely by the share holder.

Please select where you would like to transfer your shares to, from the drop down menu below.

Please select... ▼

2

### Quick Estimation

Unrestricted shares

100

Available Balance:

100

Shares to be Transferred:

0

Remaining Balance:

CANCEL

NEXT

Computershare

### 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:

## Transfer Shares

Swedish Orphan Biovitrum

ALLOTTED SHARES

Transfer Summary

Number of Shares to be transferred: 10      Your Shares will be transferred to: Broker

Terms and Conditions

Before you continue, you must read and agree to the Terms and Conditions of the Internet Sale and Transfer facility.

To access the Terms and Conditions, please click [here](#)

☐ I have read, understood and accept the Terms and Conditions of this transfer

Please re-enter your PIN

CANCEL

PREVIOUS

NEXT

### Step 8:

- > You will receive a confirmation number of the transaction:

ALLOTTED SHARES

Transfer Summary


Number of Shares to be transferred: 10      Your Shares will be transferred to: Broker

Confirmation

Your request to transfer your shares has been successfully submitted.

Your Transaction Reference Number is:

**LTVT/10004417**



## **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](mailto:SOBIshareprogram@computershare.co.uk)

Tel: +44 (0) 370 873 5875