

## Being in myShare



myWellbeing



myWork



myGrowth



myMoney



myBenefits



# Welcome to myShare

Thank you for joining myShare. Now that you are a Rio Tinto shareholder and have a share account, stay active in managing your account and watch your company ownership grow.

- The first deduction from your salary will be made the month after you join myShare.
- Your contributions will be used to buy investment shares every three months in January, April, July and October each year.
- You will get an annual statement from Computershare that shows the contributions you have made and your shareholding.
- You can sign up at any time to view your account online via [www.myRioTinto.com](http://www.myRioTinto.com). Once you've signed up online you can view your share holdings whenever you want. You won't get any more paper statements.

These are the types of shares you will have in your plan:

## Investment shares

Your contributions are used to buy Rio Tinto **shares** once every three months. These are called your **investment shares**. You then become a shareholder in Rio Tinto.

## Matching shares

Every investment share purchased by you is matched by Rio Tinto. These **matching shares** are awarded to you when the investment shares are purchased. These matching shares are yours as long as you keep your investment shares and remain at Rio Tinto for three years from the date of purchase.

## Dividend shares

Any **dividends** paid on your shares will be automatically reinvested in additional Rio Tinto shares and added to your myShare account.

Dividends are part of the profits that a company decides to return to its shareholders.

# Manage your account online 24/7

By managing your account online, you can conduct your myShare business online, including changing your contributions and selling or transferring shares.

If you do not yet have an online account, it's a simple, convenient way to manage your investment. You can:

- Access your account at any time.
- Get account information on demand.
- See purchases and dividends each quarter.
- Sell or transfer shares online.
- Check the current share price.
- Keep your personal contact and bank details up to date.
- Print an account history or request a statement for your files (which will appear under the **Correspondence** tab).

## How to open an online account

It's easy to convert from a paper-based account to an online account. Simply go to [www.myRioTinto.com](http://www.myRioTinto.com) > **myMoney** > **myShare** and select Computershare in the Related links box and follow the instructions to set up your account.

If you do not have access to myRioTinto, you can access the Computershare website directly at [www.computershare.com/riotintoshareplans](http://www.computershare.com/riotintoshareplans). You will need your Shareholder Reference Number (SRN) and a Personal Identification Number (PIN) to log in. You can find your SRN on your letter of invitation. To request a PIN, call Computershare or email them at [myShare@computershare.co.uk](mailto:myShare@computershare.co.uk).

## How to log in

You can log in to [www.myRioTinto.com](http://www.myRioTinto.com) from work or home.

- From Prospect select **myRioTinto** from the left margin of the Prospect landing page. You won't need to enter any login details.

Or

- Go straight to [www.myRioTinto.com](http://www.myRioTinto.com) and enter your username and password. These are the same as the username and passwords you use when you log in to the Rio Tinto network.

Click on the **Sign in** button.

## Contacting Computershare

### Before you get in touch:

You'll need your Shareholder Reference Number handy.


Email [myShare@computershare.co.uk](mailto:myShare@computershare.co.uk)

### Write to Computershare Plan Managers:

Rio Tinto myShare Plans Team  
The Pavilions  
Bridgwater Road  
BS99 6AP  
United Kingdom

### Call the share plans helpline:

From Australia (free phone): 1-800-133408  
From US/Canada Toll free: 1-855 801 8345  
From the United Kingdom (free phone): 0800 435 021  
Alternative number from outside the UK: +44 117 902 7030  
International (toll free): +800 6614 6614  
International number: +44 870 703 6364  
(+ indicates this is an international call that may require an international prefix to be dialled)

If you need help logging in, select  Help on the login page for **myRioTinto** or contact your local IT Service Desk (their contact details are also under Help).

Once you're logged in to [www.myRioTinto.com](http://www.myRioTinto.com), go to the **myMoney** > **myShare** page and click on the link to Computershare. You don't need to re-enter any login details. You'll need to complete the security process and set up a Personal Identification Number (PIN).

## It pays to keep an eye on your account

Log in regularly to make the most of your online account, check your share balance, track share prices and check dates for upcoming contribution change windows. Don't forget to regularly check the **Correspondence** tab on the Rio Tinto Share Plan (Computershare) website. That's where you'll find any correspondence from Computershare, including tax statements, transaction related documents, and requested account statements.



# Selling or transferring your shares

## How do I sell my shares?

You can sell your investment and dividend shares at any time through Computershare. You will be responsible for any broker fees and sale costs.

If you sell any of your investment shares within three years of buying them, you will lose the matching shares associated with them.

## Selling online

To sell your shares just go to your **Portfolio** page on the Computershare website and select **Transact**, then select **Sell** or **Transfer**.

If your request is received during trading hours for the stock exchange where the shares are traded, they'll be sold as soon as Computershare receives your request. If the stock exchange is closed, your shares will be sold when the market opens on the next trading day.

## Selling using paper

If you don't have access to the internet, you can sell your shares by filling in a **Form of Direction**. You get the form either directly from Computershare or your local plan champion. You need to send it back to Computershare when you've completed it.

Your shares will be sold on the next available trading date after Computershare receives your form.

It is worth checking with Computershare how many shares you have and whether the transaction you are planning means you will be forfeiting any of your matching shares.

## How do I transfer my shares?

You can transfer shares out of myShare to the Computershare Vested Share Account or into your own name. If you ask for a share certificate, check your name and address details very carefully as there's a charge for obtaining a replacement share certificate.

Regulations in some countries mean you can't transfer your shares to the Vested Share Account or to certificates. Contact Computershare if you're unsure whether this applies to you.



### Are there costs associated with selling my shares?

Yes, there are transaction fees when you sell your shares. These are based on whether you are investing in shares in Rio Tinto plc, Rio Tinto Limited or American Depositary Receipts (ADRs).

### How will I receive the proceeds from the sale of my shares?

Where possible, Computershare will send the net proceeds of the sale directly to your bank account. If regulations in your country mean Computershare can't send money to your bank, the proceeds will be returned through payroll.

	plc shares London Stock Exchange	ADRs New York Stock Exchange	Limited shares Australian Stock Exchange
Sale fee*	0.35% £20 minimum	0.45% US\$31 minimum	0.35% AUD\$30 minimum
Wire fee*	£25 per transfer	US\$38 per transfer	AUD\$37 per transfer
Global Direct Credit fee**	£0.00 per transfer (GBP to UK bank accounts only)	US\$0.00 per transfer (USD to US bank accounts only)	AUD\$0.00 per transfer (AUD to AUS bank accounts only)

\*Fees are subject to change. The most recent fees will always be in the terms and conditions located on the Computershare website.

\*\*This option is only available to employees in the UK, US and Australia whose sale proceeds are not subject to currency conversion.



# How do I...

## Stop my contributions?

You can stop your contributions at any time.

**Online:** go to **Contributions** and then **Suspend** on the Computershare website. You'll need to enter your PIN as confirmation.

**Paper:** complete a **Contribution Suspend Form** which you can get either by contacting Computershare or HR can print one for you. You need to send it back to Computershare when you've completed it.

You can't make up for missed or reduced contributions at a later date.

Your shares will stay in the plan and you can sell or transfer them as you wish. You are still eligible for your matching shares if you keep your investment shares in the plan for three years from date of purchase and remain employed with the company.

Depending on the timing of your request, it may take up to 60 days before your contributions are suspended by payroll.

Computershare sends us a data file on or around the 26<sup>th</sup> of each month to let us know who has asked to suspend their contributions. Payroll cannot stop your contributions until it receives this information from Computershare.



## Example:

Request received	Payroll advised	Contributions stop in next payroll		
		Bi-weekly pay period	Semi-monthly pay period	Monthly pay period
21 January	26 January	Mid-February	15 February	February
28 January	26 February	Mid-March	15 March	March
15 April	26 April	Mid-May	15 May	May
25 April	26 May	Mid-June	15 June	June

## Withdraw my unused contributions from the plan if I am an active employee?

You can't withdraw any contributions from the plan once they've been made, unless you are in Australia where specific legal obligations allow you to make this request. You can choose to sell your shares as soon as they've been purchased, but you will lose the associated matching shares.

## Change or restart my contributions?

If you want to increase, decrease or restart your contributions you can do it twice a year during the change windows commencing in April and October on the Computershare website.

Please remember that you can stop your contributions at any time, but you can only increase, decrease or restart them during a change window.

**Online:** click on **Contributions** then **Change** to enter the new contribution you want to make each time you're paid. The change link only appears during the change windows.

**Paper:** you can contact Computershare and ask for a **Change Form** which you can complete and return to Computershare. You can also ask HR to print a copy of this form for you. The form must get to Computershare before the end of the change window. Make sure you send it with plenty of time for it to reach the UK.

## Change my address?

We send your address to Computershare so they can set you up on their system. After this, you need to keep your address details up to date on the Computershare website.

**Online:** go to **My Profile, Personal Details**, and update your details. Then click **Save**. You will need your PIN to confirm the changes.

**Paper:** you can contact Computershare and update your address over the telephone. Alternatively you can get a form from your HR team which you can complete and return to Computershare.

## Update my bank account details?

You need to maintain your bank account details with Computershare. This information will be used by Computershare to send you any proceeds of the sale of your shares or to refund any unused contributions if you leave Rio Tinto. Make sure the details are always up to date on the Computershare website.

**Online:** go to **My Profile, Banking Details**, click on **Amend** and follow the instructions. You will need your bank details, SWIFT/BIC code and Account number handy to make the updates. Enter your PIN and click on **Submit** to confirm the changes.

**Paper:** Each time you complete the form to sell your shares, there's a section where you need to supply your bank details.

There are regulations in some countries which mean Computershare may not be able to keep your bank details. If this applies to you, you'll need to supply them each time you sell any shares.

## Keep records for my tax return?

You must keep full records of your participation in myShare to satisfy your tax reporting obligations. Check the Computershare website under **Correspondence** tab for any tax statements.

You can find information about how myShare is taxed in your country enrolment brochure. It's also on [www.myRioTinto.com](http://www.myRioTinto.com) > **myMoney** > **myShare** > **Tax** or you can ask your plan champion to print you a copy. Copies of your tax documents generated by Computershare can be found on the Computershare website under the **Correspondence** tab.



# What happens if...

## My salary changes?

Rio Tinto will tell Computershare about any changes in your salary that may affect your myShare contribution limit. You can increase or decrease your contribution during the two annual change windows. You can contact Computershare to check your limit.

## My salary fluctuates between pay cycles?

The 10% maximum contribution you can make to myShare is based on the salary you earn each pay period and not on your annual earnings.

Your payroll department will check your contribution each pay period and if it's more than 10% it will scale back your contribution so it stays within the 10% limit.

**For example, if you choose to contribute \$100 per pay period:**

	You earn	Your contribution
Pay period 1	\$1,000	\$100
Pay period 2	\$1,200	\$100
Pay period 3	\$800	\$80



## I move from full-time to part-time employment but don't change payroll codes?

We'll tell Computershare about the change in your annual salary. If your current contribution level is higher than 10% of your new salary per pay period, payroll will scale back your contributions so you stay within maximum limit.

You can update your contribution amount during the next available change window.

## I go on leave of absence?

You can continue to participate in the plan. However, contributions to the plan must be taken from your base salary. If your base salary changes or you are on an unpaid leave of absence, your contributions will automatically be reduced to keep you within the 10% limit. A deduction cannot be taken if no salary is paid. When your salary restarts, your contributions will automatically begin again.

### I have had or will have a period of unpaid absence?

As a myShare participant, you can apply to make top-up or advance contributions, if your total contributions in a calendar year stay within your country plan limits. Find your limit in your enrolment guide, the myShare calculator on myRioTinto or on your Rio Tinto Share Plan account. Contributions need to come through a payroll deduction rather than by direct payment. You can submit a myShare contribution top-up application, found on [www.myRioTinto.com](http://www.myRioTinto.com) > myMoney > myShare > What happens if... or contact HR.

**Please note:** You can't catch up on payments outside the current calendar year. Applications can be made up until the last day in October to allow time for processing before the final annual December contribution.

### I have missed myShare contributions?

If you've been unable to make deductions due to an administrative or system issue outside the usual processes or timelines, you may be able to top-up these contributions in the same calendar year as additional deductions made from your payroll. You can submit a myShare contribution top-up application, found on [www.myRioTinto.com](http://www.myRioTinto.com) > myMoney > myShare > What happens if... or contact HR.

**Please note:** You can't catch up on payments outside the current calendar year or exceed the yearly maximum amount. Top-ups are not allowed if you previously chose not to take part in myShare, voluntarily suspended your

contributions for a period, chose to pay less than your maximum available contribution or missed contributions due to moving between payroll codes and/or didn't re-enrol after moving.

### I change business unit?

If you move to a new job in a different business unit, you will need to **re-enrol in the plan**, under your new business unit. The shares you have purchased up to that time, and any matching shares, are unaffected.

Computershare will send or email you an enrolment kit for your new business unit including an enrolment form for you to complete.

Depending on the timing of your re-enrolment, it may take up to 60 days before your contributions begin again. Computershare sends us a data file on or around the 26th of each month to let us know who has enrolled in myShare. Payroll will begin your contributions once it receives this information from Computershare.

### I move to a business that doesn't participate in myShare?

If you transfer to a business unit that doesn't offer myShare, you won't be able to make further contributions to the plan. But you can keep your existing shares in your plan account. Just make sure that Computershare has your up-to-date contact and bank details so that any myShare communications reach you.

### Example:

Move business unit	Rio Tinto advise Computershare	You re-enrol	Computershare advise Rio Tinto of new enrolment	New contributions begin in next payroll		
				Bi-weekly pay period	Semi-monthly pay period	Monthly pay period
15 March	3 April	15 April	26 April	Mid-May	15 May	May
15 March	3 April	27 April	26 May	Mid-June	15 June	June
1 May	3 May	20 May	26 May	Mid-June	15 June	June
1 May	3 May	31 May	26 June	Mid-July	15 July	July



# Leaving Rio Tinto

If you are leaving Rio Tinto you should make sure that Computershare has your current mailing address so they can reach you and tell you what happens to your shares.

You should also make sure that payroll has your mailing address and bank account details. If Computershare can't send money to your bank account for any reason, they'll send it back to the Rio Tinto payroll department for processing.

When you leave, a letter will be sent explaining how your matching shares will be treated and telling you what to do next. It may take up to a month before the letter is sent. There are different rules for different countries but in all cases you will have 60 days from the date of the letter to tell Computershare what you want to do – whether you want to keep your shares or sell them. They'll send you a **Form of Direction** to complete and return.

Or you can go online and tell them what you'd like to do with your shares. You won't be able to access their website through [www.myRioTinto.com](http://www.myRioTinto.com) so please take a note of the web address:

[www.computershare.com/riotintoshareplans](http://www.computershare.com/riotintoshareplans) and be sure to keep your Shareholder Reference Number (SRN) and Personal Identification Number (PIN) with this address. If you forget your PIN, you can reset it by clicking on 'Forgotten PIN?'

Whatever your reason for leaving, your investment shares, the matching shares that have become yours and the dividend shares in your account are yours. Any matching shares that were awarded within the last three years will be treated differently depending on why you're leaving.

## If you leave Rio Tinto due to the sale of your employing company, retirement with consent, redundancy, injury, disability or death

You'll receive all your matching shares and their associated dividend shares in full, even if you haven't owned the investment shares for three years.

## If you leave following resignation or termination for cause

You'll forfeit the matching shares and their associated dividend shares on any investment shares you've held for less than three years. All the matching shares that have become yours will still be yours to keep.

# Vested Share Account (VSA)

The Vested Share Account (VSA) is a secure account where you can choose to keep your Rio Tinto shares. It's a free service and means you don't need to hold a share certificate. Share certificates can be difficult to use in some countries and it costs money to replace them if they get lost. You access your VSA account via the Computershare website.

You can keep your shares in the VSA until you decide to transfer or sell them. If you want to sell any shares, a sale fee will be deducted from your proceeds.

You'll find the full terms and conditions for the VSA on the Computershare website.



## Other ways to stay in touch:



Join the myShare Yammer group – it's a great way to stay in the loop.  
<https://www.yammer.com/riotinto.com>



Sign up to receive Rio Tinto's shareholder and stakeholder online magazine, *Mines to Markets (M2M)*. *M2M* shares stories about our business and how we explore, mine, process, market and deliver our products. Enjoy features about our strategy, people, sustainable development, innovation and performance.  
<http://m2m.riotinto.com/subscribe>

### Disclaimer

The matching ratio is subject to periodic review and may either increase or decrease at the company's discretion.

Rio Tinto reserves the right to modify or terminate the plan at any time. No employee shall have a right to participate in the plan unless and until Rio Tinto has received and accepted a duly completed application form. Participation in the plan and/or receipt of shares under it shall not confer upon any person any right to continued employment with Rio Tinto or its subsidiaries or affect, in any manner, the right of Rio Tinto to terminate the employment of any person at any time. Please note that participation in the plan is governed by the plan rules. The rules contain specific provisions relating to the participant's rights and obligations under the plan. In the event of any discrepancy between statements in this brochure and the plan rules and/or any legislation, the plan rules and/or the legislation take precedence. There is no guarantee that the plan will be operated in future years or, if it is operated, that you will be selected for participation in it.

### Important

Please note that your participation in myShare is subject to compliance with all local regulatory requirements (including securities law, exchange controls, data protection, financial regulations and tax). Rio Tinto may, at any time, withdraw an offer to participate in myShare or suspend an enrolment process or suspend or close myShare in relation to any jurisdiction or territory or any group of employees where it considers it necessary to comply with such regulatory requirements. You will be notified if this affects you.