



<Salutation> <Initial> <Surname>
<Address line 1>
<Address line 2>
<Address line 3>
<Address line 4>
<Postcode>

Dear <Title> <Surname>

We are pleased to enclose your 2016 edition of the Source and invite you to sign up to online communications in future.

From 2017, an enhanced interactive version of the Source will be available to you online. Instead of receiving a printed copy of the Source in the post, you now have the option to be notified by email when the Source and other non-personal communications are available to view online. Personal communications such as Benefit Statements and Payslips will continue to be sent to you by post. Longer term, we aim to offer these online as well, for those who want to receive them that way.

Online, electronic communications have lots of benefits, such as allowing much more content than is possible with paper. Other advantages include:

- Improving our communications by making them more interactive;
- Providing you with immediate links to additional information and resources;
- Allowing you to receive communications 'on the move', such as on your computer, mobile phone or tablet; and
- Reducing print and postage costs.

What do I need to do?

If you would like to be notified by email when the Source and other non-personalised communications are available to view online in the future, please visit **sp.pensioncomms.info** to provide us with your email address.

If you want to continue to receive printed copies of the Source and other non-personalised communications in the post, you do not need to take any action.

Continue overleaf

To register for electronic communications

1 Visit the website at sp.pensioncomms.info

2 Enter your surname as printed on this letter and the following unique PIN: - -

3 Enter your personal email address

When you click 'register', you will automatically receive a verification email to your email account. You will need to click on the link in this email to complete the registration process. You will then receive emails when the Source and other non-personalised communications are available to view online in the future.

If you have any queries about the information in this letter, please email us at SCPFtrustee@shell.com or write to us at the Trustee Services Unit, Shell Centre, London, SE1 7NA

We very much hope you will take this opportunity to help us to help you.

Yours sincerely



Clive Mather & Ian Robertson

Chairman of Shell Pension Trust and President of Shell Trust Bermuda