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[www.total.com](http://www.total.com)



## Holding shares



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## Different ways of holding shares

- **Bearer:**
  - Shares held by your financial intermediary (bank or broker).
  - You are not listed in the Total register.
- **Administered registered:**
  - Shares held by your financial intermediary (bank or broker).
  - Your shares are listed in the Total register.
- **Pure registered:**
  - Your shares are held by the financial intermediary selected by Total (BNP Paribas Securities Services), and listed in the Total register.



## Advantages of registered shares

- **Greater proximity with Total:**
  - A personal invitation to Total's Shareholders' Meetings.
  - Double voting rights if shares are held continuously for two successive years.
  - Membership of the Total Shareholders' Club with a minimum ownership of only 50 shares.
- **Easy access to complete information about Total: shareholders receive all financial information published by the Group by mail or email at home.**

### Advantages of pure registered **shares:**

- **Financial advantages:**
  - No custodial fees.
  - Preferential brokerage fees of 0.20% (before tax) based on the gross amount of the transaction, with no minimum charge and up to 1,000 euros per transaction.
- **A higher quality of service:**
  - A dedicated number to contact BNP Paribas Securities Services +33 1 40 14 80 61; from Monday to Friday (working days), 8:45 am - 6:00 pm (fax +33 1 55 77 34 17).
  - Easier placement of market orders (via telephone, email, fax, internet).
  - Internet access to your shareholder's account.



## How do I buy or convert shares to pure registered?

BNP Paribas Securities Services is our Depository Bank.

- 1 **Buying shares:** to buy pure registered shares, you must sign a brokerage service contract, which is free of charge, and then contact BNP Paribas Securities Services at +33 1 40 14 80 61.
- 2 **Converting shares:** to convert your shares to pure registered shares, please **complete the attached registration form** and submit it to your **financial advisor**.

Once BNP Paribas Securities Services receives the shares, they will send you a **certificate of account registration** and will request **the following:**

- **Your bank account details** for the payment of dividends.
- **A free of charge brokerage service contract** in order to trade your Total shares on the stock exchange.



## How do I convert shares to administered registered?

To convert your shares to administered registered shares, please **complete the attached registration form** and submit it to your **financial advisor**, in order to register your shares in Total. Your shares will be still managed by your financial intermediary.

Conversion to administered registered can generate extra costs billed by your financial intermediary.

To be noted:

- If you buy new shares, they are not automatically listed in the Total register. A new registration form must be filled in and sent to your financial intermediary.
- French residents holding shares through a French share savings plan (PEA) can have the advantages of the registered shares and keep benefiting from reduced tax by converting their shares to administered registered. Pure registered is not easily compatible with the registration of shares in a PEA given the administrative procedures in place.



Registration forms and brokerage service contract are available on [total.com/en/investors](http://total.com/en/investors).

# Transfer of securities to administered registered form

«Code ISIN FR 0000120271»

*To be sent to your bank or broker*

Name: .....

Surname: .....

Full Address: .....

.....

Postal code/City: .....

Country: .....

Account number: .....

opened at your bank, please register:

- All of my Total shares
- A portion of my Total shares, i.e.: ..... shares

with BNP Paribas Securities Services in administered registered form.

Clearing number: 30 (EUROCLEAR France account) NDC 001 to the following address:

**BNP Paribas Securities Services**

Service aux Emetteurs - Relations Actionnaires TOTAL Grands Moulins de Pantin  
9, rue du Débarcadère 93761 Pantin cedex  
FRANCE

In: ....., Date: .....

Signature:

# Transfer of securities to pure registered form

«Code ISIN FR 0000120271»

*To be sent to your bank or broker*

Name: .....

Surname: .....

Full Address: .....

.....

Postal code/City: .....

Country: .....

Account number: .....

opened at your bank, please transfer:

- All of my Total shares
- A portion of my Total shares, i.e.: ..... shares

to BNP Paribas Securities Services in pure registered form.

Clearing number : 30 (EUROCLEAR France account) NDC 009 to the following address:

BNP Paribas Securities Services

Service aux Emetteurs - Relations Actionnaires TOTAL Grands Moulins de Pantin  
9, rue du Débarcadère 93761 Pantin cedex  
FRANCE

In: ....., Date: .....

Signature: