



EP System User Guide

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EP System User Guide

Introduction

Participants of the **Deutsche Bank Equity Plan** who hold their custody account with Deutsche Bank International Limited, Jersey, can register for the web based Online **Equity Plan (EP) System**. This system will allow Participants to view their share balance, and submit sale and transfer instructions. In addition, Participants can verify and issue amendments to their static data.

Information about the **EP System** and the web link to the sign-in page can be found at the Deutsche Bank Equity Plan web site. Access via the following link:

www.db-ci.com/sharescheme



EP System User Guide

Logging In

Following submission and processing of your completed Registration document, the EP System will send you 2 separate emails with Log in instructions. Follow these instructions to complete the Log-in process and gain access to your account.

An example of the sign in screen as follows;

The screenshot shows the login interface for the Deutsche Bank Equity Plan. At the top, there is a header with the Deutsche Bank logo and the slogan 'A Passion to Perform.' Below this, the text 'Deutsche Bank Equity Plan' is centered. A breadcrumb trail indicates 'You are here : Login'. The main content area contains a 'User login' section with three input fields: 'Primary Email \ EP Login ID', 'Client number', and 'Password'. A 'login' button is positioned below these fields. A link for 'Send new password' is located below the login button, accompanied by a short paragraph of instructions: 'If you have forgotten your password, please input your Email address and account number in the appropriate fields above, and click 'Send new password'. Email changes will be processed within 48hrs. Please contact The Help Desk if you encounter difficulties.'

You will need three pieces of information to log in;

Primary Email\EP Login ID = your Primary email address as quoted by you on the Registration Form.

Client number = your 6 digit account number beginning with 36_ _ _ _ or 37_ _ _ _

Password = your password (or if signing in for the first time, the password provided by email).

Forgotten your password

In the event you have forgotten your password, connect to the sign in screen and enter your **Primary Email** and your **Client number** in the appropriate boxes and click on “**Send new password**”. The System will then send you an email with instructions to enable you to change your password to gain access.



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First successful Log in

As part of the process when first signing in you will be required to complete a couple of one-off steps.

- Accept the DB Equity Plan System Terms of Use. These are available in the following location:- www.db-ci.com/EquityPlan.
- Once these are accepted you will arrive at the Personal Details' screen. The first line of your address is displayed. If this is not your current address you can submit a Change of Address using the System.

The screenshot displays the 'Personal Details' page of the Deutsche Bank Equity Plan system. The page is titled 'Deutsche Bank Equity Plan' and includes the Deutsche Bank logo and tagline 'A Passion to Perform.' The user is logged in as 'EP Share Scheme - UAT' and the date is 12 Mar-2014. The page is divided into several sections:

- Personal Information:** Fields for First Name and Surname.
- Contact Details:** Fields for Private Tel No, Business Tel No, Mobile Tel No, and Fax No. A note states: 'Note: Please supply at least one contact telephone number above and include country and area code.'
- Email Details:** Fields for Primary Email \ EP Login ID* and Secondary Email. A note states: 'Note: Email changes will be processed within 48hrs. Please contact The Help Desk if you encounter difficulties.'
- Residential Address:** Fields for Address Line 1, Address Line 2, Address Line 3, Country (dropdown), and Post Code/ZIP.

On the left side, there is a navigation menu with options: Main page, Share Sale Instruction, Share Transfer Instruction, Banking Details, Personal Details, Information, and Change password. Below this is a 'Contact details for The Help Desk' section with the email db.sharescheme@db.com, phone number +44 1534 889261, fax number +44 1534 889318, and service hours (Monday to Friday 9am to 5pm). On the right side, there is an 'Information' box with a warning: '26/11/2013. Please note that limit order functionality has been temporarily disabled from 18:26/11/2013 until 18:00 27/11/2013. Please do not raise an observation. Normal service resume shortly.'



EP System User Guide

Main Page

The Main Page contains details of the number of shares you are holding in your account, details of recent transactions and Log in history.

Information boxes appear to the right hand side of the screen. These will contain useful information about Deutsche Bank Equity Plan, e.g. upcoming Restricted Periods.

Links to instruction pages appear on the left hand side of the screen, e.g. Sale Instruction page.

The screenshot shows the Deutsche Bank Equity Plan Main Page. At the top, there is a header with the Deutsche Bank logo and the tagline 'A Passion to Perform.' Below the header, the page title 'Deutsche Bank Equity Plan' is displayed. The main content area is divided into several sections:

- You are here:** Main page
- You are logged in as:** [Redacted]
 - Last logged in: 12 Mar-2014 10:46:06 CET
 - EP Share Scheme - UAT
 - Log out button
- Main Page** (12 Mar-2014)
 - Holding for** [Redacted]
 - Holdings Table:**

A/C No	ISIN Code	Description	Quantity	Recent Holding Date
[Redacted]	DE0005140008	DEUTSCHE BANK AG NPV(REGD)	21,060	29 Nov-2013
[Redacted]	DE000A1EBH87	DB Rights	0	29 Nov-2013
 - Requests Table:**

Date	Type
26 Nov-2013	Change of Banking Details Instruction
26 Nov-2013	Change of Personal Details Instruction
 - Share Sale/Transfer history Table:**

A/C No.	Date	Transaction Details
000050361338	26 Nov-2013	DE0005140008 - Transfer 750
000050361338	26 Nov-2013	DE0005140008 - Sale 500
- Information** (Right side)
 - Information box with redacted content.
 - Information box: 26/11/2013. Please note that the limit order functionality has been temporarily disabled from 18:00 26/11/2013 until 18:00 27/11/2013. Please do not raise as an observation. Normal service will resume shortly.
- Left Side Navigation:**
 - Main page
 - Share Sale Instruction
 - Share Transfer Instruction
 - Banking Details
 - Personal Details
 - Information
 - Change password
- Contact details for The Help Desk:**
 - db_sharescheme@db.com
 - Phone: +44 1534 889261
 - Fax: +44 1534 889318
 - Service hours (UK Time): Monday to Friday 9am to 5pm (The office is closed for UK and Jersey Public Holidays)



EP System User Guide

Sale Instruction screen

Complete this page to send us instructions to sell shares. Once you have entered relevant information, click on "Submit".

You will then receive a system generated email confirming you have submitted a Sale Instruction to us to process and execute.

A postal contract note will be sent to you thereafter.

You are here : [Main page](#) | [Share Sale Instruction](#)

You are logged in as:

██████████
Last logged in: 12 Mar-2014
10:46:06 CET

EP Share Scheme - UAT

[Log out](#)

Main page

[Share Sale Instruction](#)

[Share Transfer Instruction](#)

[Banking Details](#)

[Personal Details](#)

[Information](#)

[Change password](#)

**Contact details for
The Help Desk**

sharescheme@db.com

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and Jersey Public Holidays)

Share Sale Instruction

12 Mar-2014

Client Name	██████████
Client number*	██████████
Security ID	DE0005140008
Security Name	DEUTSCHE BANK AG NPV(REGD)
Current holding	21,060 as at 29 Nov-2013.
Amount of shares to sell *	<input type="text"/>
Limit Order ⓘ	No <input type="checkbox"/> To be executed at market
Limit order price *	<input type="text"/> Net: <input type="radio"/> Gross: <input checked="" type="radio"/>
Foreign Exchange Required? *	Yes: <input checked="" type="radio"/> No: <input type="radio"/>
FX Settlement Currency* ⓘ	Pounds Sterling
New Banking details required? *	Yes: <input type="radio"/> No: <input checked="" type="radio"/>

If "Yes" then new Banking details will need to be entered. Note this may delay settlement.

Current Contact Details* ⓘ

Other Information/Details (optional) ⓘ

[Submit request](#)

* Fields marked with an asterisk (*) are mandatory and must be completed.

Please Note: Should you wish to cancel a Share Sale Instruction, please contact The Help Desk immediately. Depending on the status of your request it may not be possible to cancel the instruction.

Information

Information

26/11/2013. Please note that the limit order functionality has been temporarily disabled from 18:00 26/11/2013 until 18:00 27/11/2013. Please do not raise a an observation. Normal service v resume shortly.



EP System User Guide

Transfer Instruction screen

Participants who wish to transfer their shares to another custodian/broker should use this screen to submit transfer instructions. After completing the required fields, click on "Submit".

You will then receive a system generated email confirming you have submitted a Transfer Instruction.

We will then contact your custodian/broker and arrange the transfer of your shares.

Deutsche Bank Equity Plan A Passion to Perform.

You are here : Main page | Share Transfer Instruction 12 Mar-2014

You are logged in as:
 Last logged in: 12 Mar-2014 10:46:06 CET
 EP Share Scheme - UAT
[Log out](#)

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Share Transfer Instruction

Transfer to

Client Name: [Redacted]
 Client number*: [Redacted]
 Security ID: DE0005140008
 Security Name: DEUTSCHE BANK AG NPV(REGD).
 Current holding: 21,060 as at 29 Nov-2013.

No of shares to Transfer *

Transfer to

Name of institution *
 Beneficiary Account Name *
(Sole or Joint account in your name only).
 Beneficiary Account Number *

Broker Contact Details:

Name *
 Tel Number *
 Fax Number
 Email Address *

Current Contact Details ⓘ

Other Information/Details (optional) ⓘ

Information

26/11/2013. Please note that limit order functionality has temporarily disabled from 12/26/11/2013 until 16:00 27/11/2013. Please do not make an observation. Normal service resume shortly.



EP System User Guide

Banking Details screen

In line with the Specific Conditions for DB Equity Plan Safe Custody Accounts, we do not hold cash balances on behalf of Participants. All cash proceeds, generated through share sales or dividend receipts, are paid to the Banking Default details we hold on record for your account.

If you wish to change your Banking Details, please complete the required fields and click on "Submit". After clicking "Submit" you will receive a system generated email confirming you have submitted a change to Banking Details instruction.

Please note: Amendments to Banking Details take 48 hours to process. If a sale instruction is processed on the same day as amendments requested please ensure the "Other Information" box on the sale instruction is annotated to state that new Banking Details have been provided.

The screenshot displays the 'Banking Details' page for a Deutsche Bank Equity Plan. The page is titled 'Deutsche Bank Equity Plan' and shows the user is logged in as 'EP Share Scheme - UAT'. The date is 12 Mar-2014. The main content area is divided into several sections:

- Holder of the DB Equity Plan Account:** Includes fields for Client Name and Client number*.
- Information about Correspondent Bank:** Includes fields for Bank Name, Bank Address, Bank Address 2, and SWIFT / BIC Address.
- Information about Beneficiary Bank:** Includes fields for Bank Name*, Bank Address*, Bank Address 2, SWIFT / BIC Address*, Sort Code / ABA, Currency of Beneficiary Account*, Name of Account holder* (with a note: "(Sole or Joint account in your name only)."), Account Number *, and IBAN ** (with a note: "(Mandatory for EUR payments to a European country).").
- Current Contact Details*:** Includes a field for contact information.
- Other Information/Details (optional):** Includes a field for additional information.

On the left side, there is a navigation menu with options: Main page, Share Sale Instruction, Share Transfer Instruction, Banking Details (selected), Personal Details, Information, and Change password. Below this is contact information for the Help Desk, including an email address (@sharescheme@db.com), phone number (+44 1534 889261), fax number (+44 1534 889318), and service hours (Monday to Friday 9am to 5pm, with a note that the office is closed for UK and Jersey Public Holidays).

On the right side, there is an 'Information' box with a message dated 26/11/2013: "Please note that limit order functionality has temporarily disabled from 12/11/2013 until 18:00 27/11/2013. Please do not place an order during this period. Normal service will resume shortly."



EP System User Guide

Personal Details screen

Use this screen to submit changes to your personal details, such as change of address, contact details, etc.

If you wish to amend your Personal Details, please complete relevant fields and then click on "Submit".

You will receive a system generated email confirming you have submitted an instruction to change your Personal Details.

Deutsche Bank Equity Plan A Passion to Perform.

You are here : Main page | Personal Data 12 Mar-2014

You are logged in as:
 Last logged in: 12 Mar-2014 10:46:06 CET
 EP Share Scheme - UAT
[Log out](#)

Personal Details

Holder of the DB Equity Plan Account
 Client number: [redacted]
 First Name and Surname: [redacted]

Personal Information
 First Name and Surname: [input field]

Contact Details
 Private Tel No: [input field]
 Business Tel No: [input field]
 Mobile Tel No: [input field]
 Fax No: [input field]

Note: Please supply at least one contact telephone number above and include country and area code.

Email Details
 Primary Email \ EP Login ID*: [input field]
 Secondary Email: [input field]

Note: Email changes will be processed within 48hrs. Please contact The Help Desk if you encounter difficulties.

Residential Address
 Address Line 1: [input field]
 Address Line 2: [input field]
 Address Line 3: [input field]
 Country: [dropdown menu]
 Post Code/ZP: [input field]

Other Information/Details (optional)

Information
 [redacted]

Information
 26/11/2013. Please note that the limit order functionality has been temporarily disabled from 18:00 26/11/2013 until 18:00 27/11/2013. Please do not raise as an observation. Normal service will resume shortly.

Main page
[Share Sale Instruction](#)
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[Information](#)
[Change password](#)

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Information screen

You will find useful documents on this page such as a User Guide and FAQ's documents.

Deutsche Bank Equity Plan

A Passion to Perform. **Deutsche Bank**

You are here : [Main page](#) | [Information](#)

You are logged in as:
[Redacted]
Last logged in: 12 Mar-2014 10:46:06 CET
EP Share Scheme - UAT
[Log out](#)

Information

Documents
[EP Account Opening Form](#)
[Vesting FAQs](#)

12 Mar-2014

Information
[Redacted]

Information
26/11/2013. Please note that limit order functionality has been temporarily disabled from 18:00 26/11/2013 until 18:00 27/11/2013. Please do not raise an observation. Normal service resume shortly.

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