

In this document, please find a step-by-step instruction for transferring your Arcadis shares in your EquatePlus account to your own brokerage account with a different bank.

General comments:

Help desk: the help desk (call 00800 4020 0096, free of charge) is able to add a brokerage account and execute a transfer for you.

You may request a Dutch interpreter to assist: select 6 for Other languages; select 2 for non-US citizens; then select 2 again for assistance with transactions. If you are unsure about the menu options, you can simply hold the line and wait. An employee will then assist you, and you can explain that you wish to request a Dutch interpreter.

Always execute a transfer: When opening a brokerage account, most banks will offer to transfer your portfolio of shares from EquatePlus to your new account. They will indicate you only need to fill in the form. **However, you must always execute the transfer in EquatePlus personally** (online or through the help desk).

Information required:

When executing the transfer, you will need to have the following information at hand when you start the transfer process. Online, you need to execute the transfer within 5 minutes. This is plenty of time if you are well prepared.

Ensure you have the following information at hand:

- Number of your brokerage account and if applicable, the number of your current account.
- BIC or SWIFT code of the bank/banks of the relevant account/accounts. You can request these from your bank or look the codes up on the internet. Please find more information on BIC/SWIFT [here](#).
- Name of contact with your bank for your brokerage account and telephone number (this is mandatory).

Step-by-step instruction

The steps are explained one by one in screenshots on the pages below.

The steps are:

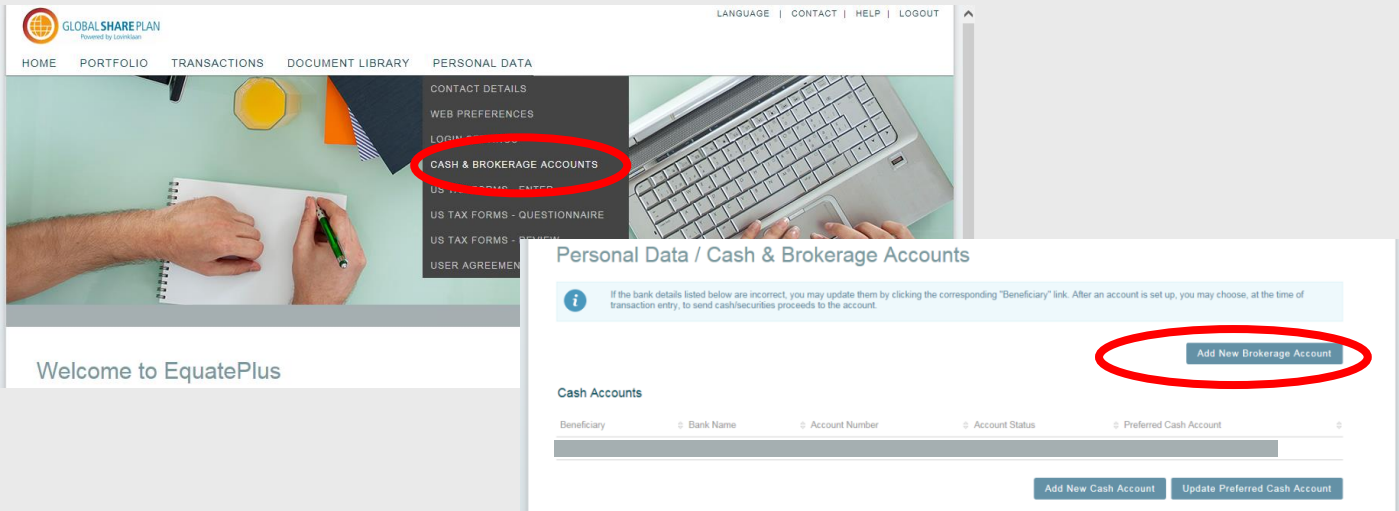
1. Add brokerage account
2. Look up your bank in the system
3. Enter your account details
4. Start transfer
5. Complete transfer

This is a step-by-step instruction for executing a transfer. For more information about logging in, requesting a user name and password, and other issues, please refer to our website.

This is where you can find a list of Frequently Asked Questions. [FAQ](#)

A general video is available explaining the use of EquatePlus. It also includes a quick-start explanation of how to transfer shares. This video is based on the old website lay-out. This means that the screenshots may differ slightly from what you see on your computer. Please find the video in many languages through this link: <http://www.lovinklaan.nl/en/global-share-plan/equateplus/>

1. Add brokerage account



GLOBAL SHAREPLAN
Powered by continuous

HOME PORTFOLIO TRANSACTIONS DOCUMENT LIBRARY PERSONAL DATA

CONTACT DETAILS
WEB PREFERENCES
LOGIN
CASH & BROKERAGE ACCOUNTS
US TAX FORMS - CENTER
US TAX FORMS - QUESTIONNAIRE
US TAX FORMS - REVIEW
USER AGREEMENT

Personal Data / Cash & Brokerage Accounts

If the bank details listed below are incorrect, you may update them by clicking the corresponding "Beneficiary" link. After an account is set up, you may choose, at the time of transaction entry, to send cash/securities proceeds to the account.

Add New Brokerage Account

Cash Accounts

Beneficiary	Bank Name	Account Number	Account Status	Preferred Cash Account
[Empty table body]				

Add New Cash Account Update Preferred Cash Account

2. Look up bank in pop-up screen

Add New Brokerage Account

Country of the Account: *

* indicates a required field

Next Close

Add New Brokerage Account

If you have the ABA Number/Bank Code or Swift ID/BIC Code, please enter these details in the corresponding search field below. If you do not have these details you can also search using the Bank Name and City. In case of doubts about the correct SWIFT/BIC code, do not select the one ending with "CLS". "CLS" is used for interbanking transactions only. Please pick any other SWIFT/BIC.

Bank Code or Bank Name
SwiftId/BIC Code or City

Go To Free Form Entry Back Search Close

More than one record exists for the entered search criteria. Please select your bank by verifying all details. If your bank does not appear, you can refine your search criteria and search again.

The easiest way is to find your bank via the SWIFT ID / BIC code. Request this code from your bank or look it up on the internet.

See example on the left. A list of branches often appears to choose from.

If your account is not with a specific branch office, please select the SWIFT ID ending in XXX.

Bank List Matching Given Criteria

Bank Name	Bank Code	Swift Id	City	Address	Country Code	Postal Code
ING BANK N.V.		INGBNL2ALMI	AMSTERDAM	FOPPINGADREEF 7, TREASURY CENTER	NL	1102 BD
ING BANK N.V.		INGBNL2AGPC	AMSTERDAM	FOPPINGADREEF 7, TREASURY CENTER	NL	1102 BD
ING BANK N.V.		INGBNL2ACLS	AMSTERDAM	BIJLMERDREEF 109	NL	1102 BW
ING BANK N.V.	INGB	INGBNL2A <u>XXX</u>	AMSTERDAM	888 BIJLMERPLEIN	NL	1102 MG
ING BANK N.V.		INGBNL2AICM	AMSTERDAM		NL	
ING BANK N.V.		INGBNL2ATSU	AMSTERDAM		NL	

If you have an account with **Binck** or **Alex**, the right option is not in the list. Click Find without entering anything. Then select 'Go To Free Form Entry'; explanation on last page.

3. Enter account details

Add New Brokerage Account ✕

Bank Details

Bank Code:	INGB	Country:	Netherlands
Swift Id:	INGBNL2AXXX	City:	AMSTERDAM
Bank Name:	ING BANK N.V.	Postal Code:	1102 MG
Address:	888 BIJLMERPLEIN		

Account Details

Account Type: DEPOT Account Holder:

Account Number: *

Additional Details (may be helpful in processing your future share transfers)

Contact Person:

Contact Details: - -

Comments:

* indicates a required field


Save Account
Back
Cancel

Enter your details in Account Details.

Enter the details of your contact with your bank in Additional Details.


Save the account.

4. Start transfer


LANGUAGE | CONTACT | HELP | LOGOUT

HOME
PORTFOLIO
TRANSACTIONS
DOCUMENT LIBRARY
PERSONAL DATA

- ENTER TRANSACTION
- TRANSACTIONS OVERVIEW
- OTHER TRANSACTIONS
- PENDING PAYMENTS
- PENDING TRANSFERS



Transactions / Enter Transaction

SHARE

Underlying Vehicle: Arcadis Ordinary Share Currency: EUR
 ISIN: NL0006237562 Distribution Rule: FRACTIONAL SHS - STRAIGHT THRU
 Market Price: 14.655 EUR as of 02.May.2016 12:09:41 CEST at AMSTERDAMSE

Plan	Participation Id	Expiry Date	Vehicle	Cost Basis	Available	Tax Qualification	Actionable Quantity
Show Ungrouped							

Transact on the group above

5. Complete transfer

Enter Transaction

Agreement > **Transaction Entry** > Verification and Submission > Confirmation

Transaction Type

- Sell (receive cash)
- Transfer (receive shares)**

Underlying Vehicle: Arcadis Ordinary Share Currency: EUR
 ISIN: NL0006237562 Distribution Rule: FRACTIONAL SHS - STRAIGHT THRU
 Market Price: 14.65 EUR as of 02.May.2016 23:59:01 CEST at AMSTERDAMSE

Select	Plan	Participation Id	Expiry Date	Vehicle	Cost Basis	Available	Tax Qualification	Actionable Quantity	Quantity to Transact
<input checked="" type="checkbox"/>	Multiple	Multiple	31.Dec.2099	Multiple	Multiple	<input checked="" type="checkbox"/>	NQ	210.03719	210
<input type="checkbox"/>	Total							210.03719	210

Show Ungrouped

Brokerage Account: [Resultant Shares will be transferred to this account]

Contact Name:

Contact Phone Number: - -
[Phone Number needs to be in the correct Format of (Country Code) - (Region Code) - (Phone Number), with no special Characters
 e.g. 41 - 1 -2345678]

Legend: Available for Transaction Underwater Limited to certain Transaction Types Restricted Subject to performance condition(s)

Clear Input < Back **Verify Transaction >** Cancel

- Select Transfer (receive shares)
- Ensure that your shares are shown as a group: you now see 1 line with the total number of shares.
- Tick the shares using the tick box on the left.
- The orange box now shows the total number of your shares in Quantity to Transact. Fractions of shares (decimals) cannot be transferred. Round down the number in the orange box accordingly.
- Select the brokerage account you entered.
- Enter the name and telephone number of your contact with your bank.
- Click Verify Transaction - now the screen below will appear. Click Confirm.

Enter Transaction

Agreement > Transaction Entry > **Verification and Submission** > Confirmation

Transfer: 210 Shares Transaction Date: 03.May.2016 09:32:39 CEST
 Market Price: 14.65 EUR as of 02.May.2016 23:59:01 CEST at AMSTERDAMSE

Participation Id	Vehicle	Cost Basis	Transfer Quantity	Exercise FMV	Tax Qualification	Tax Amount
Multiple	Multiple	Multiple	210.00000	3,076.50	NQ	0.00

Estimated Totals in EUR

Total Cost in EUR 0.00
 Share Proceeds 210.00000

* Calculations are based on the available price data and an estimated amount to cover possible tax and/or social security withholding obligations provided by your company. Final price data will be available on execution.

Transfer and Contact Details

Share Proceeds will be sent to:
 Contact Name & Number:

By clicking the "Submit" button below, you understand the terms above and that this transaction will be forwarded for execution. Once sent, this transaction is subject to the cancellation rules of Equatex and the rules of the local market on which the securities are traded.

If you do not wish to proceed with this transaction, click on the "Close" button.

< Back **Submit Transaction** Cancel

Example: For example, if you have 53.84 shares, you can transfer a maximum of 53 shares, and you sell the remaining 0.84 share. Please sell based on a separate instruction. The sales revenue minus the selling fees will be deposited to your personal bank account.

A selling order can be entered similarly as a transfer order. Please enter a current account first if you have not already done so.

3. Entering account details for a **Binck** or **Alex** account

Add New Brokerage Account

Bank Details

Bank Code:	<input type="text"/>	**	Country:	<input type="text" value="Netherlands"/>
Swift Id:	<input type="text"/>	**	City:	<input type="text"/>
Bank Name:	<input type="text"/>	*	Postal Code:	<input type="text"/>
Address:	<input type="text"/>			

** One of the marked fields needs to be entered

* indicates a required field

Back

Next

Close

- After the selection 'Go To Free Form Entry' in step 2, please enter the details below in the following screen:
 - SWIFT ID: BICKNL2AXXX
 - Bank name: BinckBank
 - Address: Barbara Strozziilaan 310
 - City: Amsterdam
- Click Next

Add New Brokerage Account

Bank Details

Bank Code:	<input type="text"/>	Country:	<input type="text" value="Netherlands"/>
Swift Id:	<input type="text" value="BICKNL2AXXX"/>	City:	<input type="text" value="Amsterdam"/>
Bank Name:	<input type="text" value="BinckBank"/>	Postal Code:	<input type="text"/>
Address	<input type="text" value="Barbara Strozziilaan 310"/>		

Account Details

Account Type:	<input type="text" value="DEPOT"/>	Account Holder:	<input type="text"/>
Account Number:	<input type="text"/>		

Additional Details (may be helpful in processing your future share transfers)

Contact Person:	<input type="text"/>		
Contact Details:	<input type="text"/>	-	<input type="text"/>
Comments:	<input type="text"/>		

* indicates a required field

Save Account

Back

Cancel

- Enter your details in Account Details.
- In Contact Person under Additional Details, enter the email address: clearingandsettlement@alex.nl
- Save the account.