

Shell Global Corporate Card Conditions of Use

A. Authorised Use

The Global Corporate Card ("GCC") is for business use only. You may only use the GCC for reasonable business expenses incurred in the course of your duties for your employing company within the Shell Group ('The Company'), as per any rules of the Company. The Company reserves the right to suspend or terminate your use of the card at any time.

Should you use your card for anything other than genuine and reasonable business expenses, you may be subjected to disciplinary action under The Company's disciplinary procedure and applicable law and you will be expected to repay the amount to The Company.

Please refer to the <https://eu001-sp.shell.com/sites/AAFAA4985/finance/global-corporate-card/Pages/Finance--Global-Corporate-Card.aspx> relating to the use of the GCC.

Your card is subject to a credit limit to be determined between you and your line manager - please refer to this link for the credit limit increase guidance <https://eu001-sp.shell.com/sites/AAFAA4985/finance/global-corporate-card/Pages/Global-Corporate-Card--Limit-Increase.aspx>

B. Personal Use

All charges are billed directly to and paid directly by The Company. You are responsible for resolving any billing discrepancies by first contacting the merchant and then the financial institution whose name appears on your Card.

It is recognized that in cases of emergency you may unavoidably need to use your GCC Card for personal use or you may have accidentally incurred a personal expense on your GCC. When this happens, you will need to record this transaction as a "Disallowed/Personal Expense" in your Expense Management System. You will be required to repay the monies to your employing Company by way of payroll deduction, check or other acceptable method.

If you incur any personal expense, you must immediately:

- Advise your line manager of the personal expense and reason for it;
- Authorise The Company when prompted to deduct the amounts incurred from your salary, or if appropriate, make arrangements to reimburse.

C. Support of Expenses

The Global Corporate Card is a trust-based programme. However, users of the GCC should note that all expenditures are regularly reviewed by their Line Managers to ensure

compliance with Shell Global Travel Policy, Travel & Entertainment Policy and Procurement Policy, as set at a local Shell Company level.

D. Disciplinary Action

It will be regarded as misconduct:

- to use the card for personal use (save in genuine emergencies and in case of genuine accidental use (see B - Personal Use) when the monies are repaid as set out above);
- to use the card for inappropriate, unreasonable or unauthorised use;
- to fail to allow your employing company to reclaim a personal expense or disallowed expense from your salary when prompted;
- to fail to provide adequate evidence of expense

Should your actions be regarded as potential misconduct you will be dealt with under your employing company's disciplinary procedure. The severity of the misconduct will determine the sanction (if any) that your employing company will apply, up to and including dismissal for instances of gross or repeated misconduct.

The issued Corporate Card will be suspended if any of the following actions were not made:

- 1) Non-submission of Expense Report within 90 days from posting date in Expense Management System
- 2) Non-submission of hardcopy documents (Expense Report & Receipts) within 90 days from posting date in Expense Management System

The issued Corporate Card will be cancelled (employee needs to re-apply for a corporate card) if action was not made:

- 1) Activation of Corporate Card within a year's time since delivery receipt

E. Data Privacy Statement

The Company respects and is committed to protecting the privacy of all personally identifiable Human Resources (HR) data of its employees. Please note that your Company and other companies in the Group may use the information on these forms and other information about your card use and expenses account received from you or from any of the permitted recipients described below ("personal data") for the purposes of applicable travel booking or expense processes and account management, statistical reporting, fraud prevention, administration and tracing purposes and for ensuring compliance with applicable law, the above policies, processes and procedures and other relevant Group policies and processes and for disciplinary processes in the event of non compliance with the same.

For these purposes only, your personal data may be transferred confidentially to companies in the Citigroup Inc. group of companies, other companies in the Royal Dutch Shell Group, third parties and each of their agents and contractors ("permitted recipients") and be transferred to countries outside India (even those which have

limited or no data protection laws provided that the Company remains responsible for making sure that your information is held securely). For security, data collation and training purposes, companies in the Citigroup Inc. group of companies may monitor and/or record your telephone calls. For the avoidance of doubt, the Citigroup Inc. group of companies shall ensure that all times it observes and complies with the banking secrecy laws of India when dealing with transference of the above information.

Please note that Shell International Limited and Citibank International Plc are the data controllers on a worldwide level and that your employing company and Citibank International Plc are the data controllers on the level of the country in which your employing company is established. The data controller decides how and why your data is processed.

For more information on how the Shell Travel & Entertainment Team uses your data, kindly refer to this Supplemental Data Privacy Notice: <https://eu001-sp.shell.com/sites/AAAAA8347/Business%20Focal%20Points/GCC%20Website%20Document%20Storage/Supplemental%20DP%20Notice.docx?web=1>

F. Acceptance

By signing the employment letter with the employing company you:

- Authorise your employing company to make such deductions from your salary, your vacation pay, severance pay, or any other money the company may owe you as may be required to repay the company for any personal expenses that you have incurred or any disallowed corporate expenses. Alternatively, your employing company may ask to be reimbursed by check, electronic transfer or other method. If the outstanding amount exceeds any sums that can be deducted by your employing company, the balance is a debt due to the company and must be repaid immediately.

- Understand and agree that you will be dealt with under your employing company's disciplinary procedure should your actions be regarded as potential misconduct

- Consent to the processing of your personal data as described in Section E. Data Privacy.

- Understand and agree to comply with the Shell Global Travel Policy, Travel & Entertainment Policy and Procurement Policy as set at a local Shell Company level. You also recognize that failure to comply with these rules may result in disciplinary actions and recovery from you of any amounts improperly incurred.

C. Bindhu Madhava Vasma