

**Manual tOption**  
**for the Employee Share Purchase Plan (SPP)**



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# 1. Introduction

Before you is the administration manual of the Randstad employee share purchase plan (SPP), called tOption. Via tOption, you will have immediate access to your portfolio and your personal details. It also enables you to sell your shares online, to view your transaction history and to change some of your personal details.

We recommend that you go through the functions of tOption with the aid of this manual and take the time to familiarise yourself with it.

If the manual does not answer your questions, you can consult the [faq](#) or contact the SPP Helpdesk at any time:

SPP Helpdesk  
P.O. Box 12600  
NL-1100 AP Amsterdam z.o.  
Netherlands

☎ + 31 (0) 20-569.53.30

✉ [spphelpdesk@randstadholding.com](mailto:spphelpdesk@randstadholding.com)

🌐 [www.randstadspp.com](http://www.randstadspp.com)

Good luck with tOption!





## 2.2 Changing the password: at a later stage

*To change the password you should follow the next steps:*

*Step 1: Choose "PERSONAL DATA" -> "Change password"*

The screenshot shows the 'PERSONAL DATA' section of a web application. The top navigation bar includes links for HOME, PORTFOLIO, INSTRUCTIONS, REPORTS, PERSONAL DATA (highlighted with a red box), DOCUMENTS, INBOX, and TEST. Below this, a sub-navigation bar shows PERSONAL (selected), ADDRESS(ES), BANK, and EMPLOYMENT. The user's balance is shown as € 47,315 and a LOG OUT button is present. The main content area displays the personal data for 'A. Testperson' (RND00008305), including first name 'A.', last name 'Testperson', gender 'Male', and date of birth '01-01-1900'. At the bottom of this section, there are two links: 'Modify above information' and 'Change password' (highlighted with a red box).

*Step 2: Fill in the current password and also fill in the new password (twice)*

The screenshot shows the 'Change password' page for 'A. Testperson' (RND00008305). The page title is 'Change password of 'A. Testperson' (RND00008305)'. The section is titled 'Change your password'. Below the title, there is a paragraph explaining the process: 'Below you can change your password. First, enter your current password, then enter the new password twice. The new password may consist of digits, common letters, punctuation marks and space. The password cannot start or end with spaces, while the minimal length is 8.' The form contains four input fields: 'Login/user name' (pre-filled with RND00008305), 'Current password', 'New password', and 'Confirmation of new password'. The last three fields are highlighted with a red box. An 'OK' button is located at the bottom left of the form area.

*Step 3: Confirm by pressing "OK"*

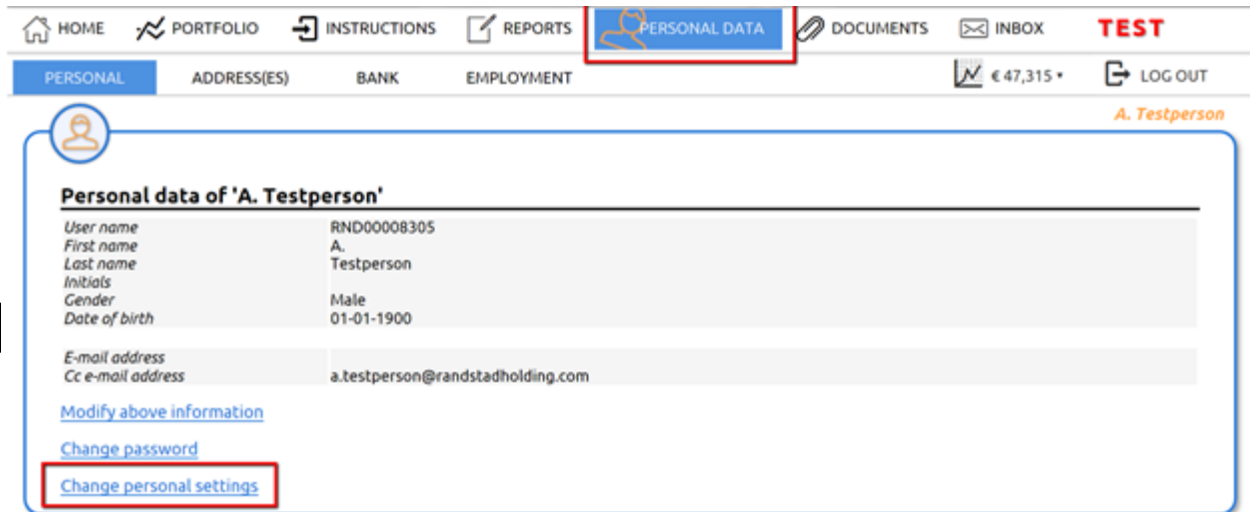


### 3. Changing the language

tOption is available in different languages. E-mail messages are mostly available only in Dutch and English.

*To change the language you should follow the next steps:*

*Step 1: "PERSONAL DATA" -> "Change personal settings"*

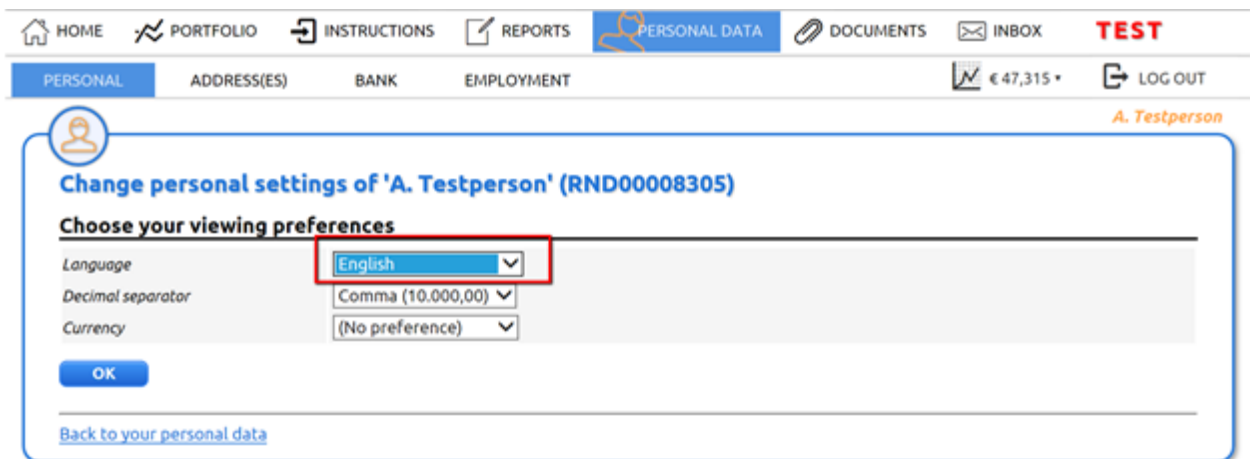


The screenshot shows the 'PERSONAL DATA' section of a web application. The top navigation bar includes links for HOME, PORTFOLIO, INSTRUCTIONS, REPORTS, PERSONAL DATA (highlighted with a red box), DOCUMENTS, INBOX, and TEST. Below the navigation bar, there are tabs for PERSONAL, ADDRESS(ES), BANK, and EMPLOYMENT. The main content area displays personal data for 'A. Testperson' (RND00008305). The data includes User name, First name, Last name, Initials, Gender, Date of birth, E-mail address, and Cc e-mail address. A red box highlights the 'Change personal settings' link at the bottom of the personal data section.

Personal data of 'A. Testperson'	
User name	RND00008305
First name	A.
Last name	Testperson
Initials	
Gender	Male
Date of birth	01-01-1900
E-mail address	
Cc e-mail address	a.testperson@randstadholding.com

[Modify above information](#)  
[Change password](#)  
[Change personal settings](#)

*Step 2: Choose your language from the pull-down menu:*



The screenshot shows the 'Change personal settings' page for 'A. Testperson' (RND00008305). The top navigation bar is the same as in the previous screenshot. The main content area displays the 'Change personal settings of 'A. Testperson' (RND00008305)' section. Under the heading 'Choose your viewing preferences', there are three pull-down menus: Language (set to English), Decimal separator (set to Comma (10.000,00)), and Currency (set to (No preference)). A red box highlights the 'Language' pull-down menu. Below the menus is an 'OK' button and a link to 'Back to your personal data'.

**Change personal settings of 'A. Testperson' (RND00008305)**

**Choose your viewing preferences**

Language	English
Decimal separator	Comma (10.000,00)
Currency	(No preference)

[Back to your personal data](#)

*Step 3: Confirm by pressing "OK"*



## 4. Changing the currency

Option uses the Euro as a base currency. It is however possible to present you the values in other currencies than the euro. The reporting in different currencies is intended to provide an indication of the value in the currency you choose. When you sell shares the exchange rates of the banks at the moment of transferring the money is used.

*To change the currency you should follow the next steps:*

*Step 1: "PERSONAL DATA" -> "Change personal settings"*

HOME PORTFOLIO INSTRUCTIONS REPORTS **PERSONAL DATA** DOCUMENTS INBOX **TEST**

PERSONAL ADDRESS(ES) BANK EMPLOYMENT € 47,315 ▼ LOG OUT

**Personal data of 'A. Testperson'**

User name	RND00008305
First name	A.
Last name	Testperson
Initials	
Gender	Male
Date of birth	01-01-1900

E-mail address  
Cc e-mail address a.testperson@randstadholding.com

[Modify above information](#)  
[Change password](#)  
[Change personal settings](#)

*Step 2: Choose your currency from the pull-down menu:*

HOME PORTFOLIO INSTRUCTIONS REPORTS **PERSONAL DATA** DOCUMENTS INBOX **TEST**

PERSONAL ADDRESS(ES) BANK EMPLOYMENT € 47,315 ▼ LOG OUT

**Change personal settings of 'A. Testperson' (RND00008305)**

**Choose your viewing preferences**

Language	English ▼
Decimal separator	Comma (10.000,00) ▼
Currency	US Dollar ▼

OK

[Back to your personal data](#)

*Step 3: Confirm by pressing "OK"*



## 5. Changing your address

To change your address you should follow the next steps:

Step 1: "PERSONAL DATA" -> "ADDRESS(ES)"

HOME PORTFOLIO INSTRUCTIONS REPORTS PERSONAL DATA DOCUMENTS INBOX TEST

PERSONAL ADDRESS(ES) BANK EMPLOYMENT € 47,315 LOG OUT

A. Testperson

**Address(es)**

Address	Date
Diemermere 25, 1112 TC Amsterdam, Netherlands	

[Add a new address, for example when moving](#)

Click on "Add a new address" or click on the pencil to alter the existing address

Step 2: fill in the new or altered address details:

HOME PORTFOLIO INSTRUCTIONS REPORTS PERSONAL DATA DOCUMENTS INBOX TEST

€ 47,315 LOG OUT

A. Testperson

**Correct address**

**Address**

Date of change	<input type="text"/> <input type="text"/> <input type="text"/>
Street and number	<input type="text" value="Diemermere 25"/>
Extra address information	<input type="text"/>
Postal code	<input type="text" value="1112 TC"/>
City	<input type="text" value="Amsterdam"/>
Country	<input type="text" value="Netherlands"/>
State / county / province	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Address type	<input type="text" value="Normal (home address)"/>

**Correct**

Click on "Add" or "Correct" to save the data





## 6. Changing your e-mail / add private e-mail

We can use your e-mail address to contact you if we have specific questions, also your e-mail address is used to provide you new log in details in case you have lost them. By default we fill your work e-mail address, *please add your private e-mail address too*. You can do so by adding it as a cc e-mail address.

*To change your e-mail address / add your private e-mail address in tOption you should follow the next steps.*

*Step 1: go to "PERSONAL DATA" -> "Modify above information"*

HOME PORTFOLIO INSTRUCTIONS REPORTS **PERSONAL DATA** DOCUMENTS INBOX **TEST**

PERSONAL ADDRESS(ES) BANK EMPLOYMENT € 47,315 LOG OUT

**Personal data of 'A. Testperson'**

User name	RND00008305
First name	A.
Last name	Testperson
Initials	
Gender	Male
Date of birth	01-01-1900
E-mail address	
Cc e-mail address	a.testperson@randstadholding.com

**Modify above information**

[Change password](#)

[Change personal settings](#)

*Step 2: Change your e-mail address / add your private e-mail address.*

HOME PORTFOLIO INSTRUCTIONS REPORTS **PERSONAL DATA** DOCUMENTS INBOX **TEST**

€ 47,315 LOG OUT

**Modify your personal data**

**Modify your personal data**

Login/user name	RND00008305
First name	A.
Last name	Testperson
Initials	
Gender	Male
Date of birth	01-01-1900
E-mail address	<input type="text" value="a.testperson@gmail.com"/>
Cc e-mail address	<input type="text" value="a.testperson@randstadholding.com"/>

**Modify**

[Back to your personal data](#)

*Step 3: Confirm by pressing "Modify"*



## 7. Home

### 7.1 Announcements

When we want to draw your attention for a specific topic it is possible you see a special announcement on the home page. For example:

The screenshot shows the 'Home' page of a web application. At the top is a navigation bar with tabs: HOME (active), PORTFOLIO, INSTRUCTIONS, REPORTS, PERSONAL DATA, DOCUMENTS, INBOX, and a TEST button. On the right of the navigation bar, there is a balance of € 47,315 and a LOG OUT button. Below the navigation bar, the page content is enclosed in a blue border. It starts with a 'Home' header and a welcome message 'Welcome A. Testperson'. A paragraph of text provides instructions on how to use the application, including links to 'Your portfolio', 'Subscription, acceptance, exercise and exit', 'Your personal data', and 'SPP Helpdesk'. Below this text is an 'Announcements' section. It features a table with one row: 'Grant of bonus shares and purchase of new shares on November 1, 2016' with a date of '03-10-2016'. The text below the table explains that on November 1, 2016, a 50% bonus share grant will occur for eligible employees.

Announcements	
<b>Grant of bonus shares and purchase of new shares on November 1, 2016</b>	<b>03-10-2016</b>
On November 1, 2016, the grant of 50% bonus shares will take place. If you have purchased shares in May 2016, you still own these shares on November 1, 2016, and you're still working as an indirect worker of Randstad Group, you are entitled to receive this bonus. The grant of bonus shares will be processed automatically. On November 1, 2016 the purchase of new shares will also take place.	

### 7.2 Navigation through your account via tabbed pages

You can navigate through the different parts of your account via tabbed pages: HOME, PORTFOLIO, INSTRUCTIONS, REPORTS, PERSONAL DATA, DOCUMENTS and INBOX.

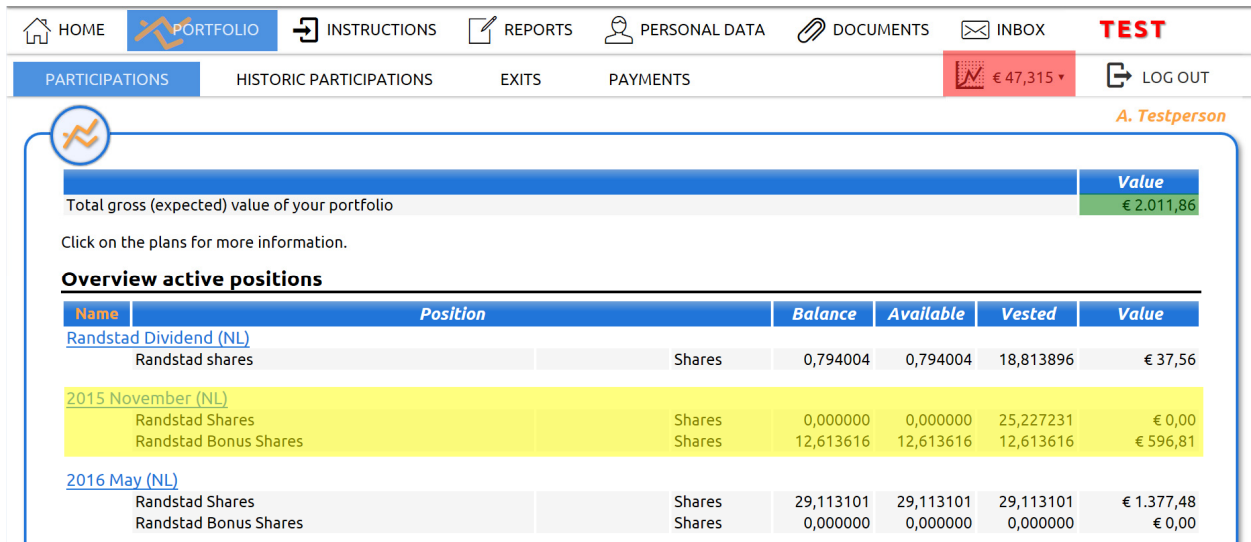
This screenshot is identical to the one above, but with a red rectangle highlighting the 'INBOX' tab in the navigation bar. The rest of the page content remains the same.

The following chapters we will describe the different features of each tab.



## 8. Portfolio: consulting your shares

You can monitor the performance of your shares (portfolio) within the share purchasing plan via your portfolio.



Share price	The share price always displays the last known closing price. Since the closing price is determined after working hours it will be updated the next working day. The share price therefore provides an <u>indication</u> of the value. If you wish to consult the actual share price development you can consult the site of the Euronext exchange: <a href="https://www.euronext.com/nl/products/equities/NL0000379121-XAMS/quotes">https://www.euronext.com/nl/products/equities/NL0000379121-XAMS/quotes</a>
Value	The value displays an <u>indication</u> of the total value of all shares you possess. If you wish, you can have the system display the value in other currencies. To do so go to: PERSONAL DATA -> Change personal settings. Since the total value is based on the last known closing price it only provides an indication of the value. <u>When you sell you always sell your shares at the average share price of the day of the sale.</u> This is the average of the opening price and the closing price at the exchange. When you sell on a day that the exchange is closed your shares will be sold against the average share price of the next trading day.
Share plan	The name of the share plan refers to the year and month of purchase. The 'Randstad Shares' have been purchased with the amounts saved from your wages. The 'Randstad Bonus Shares' have been granted additionally by your employer. <u>The bonus shares are granted six months after the initial purchase.</u> To be granted bonus shares you must still possess the 'Randstad Shares' on the moment of the grant. Furthermore you must still be employed at the moment of the grant'.  Balance:      The number of shares available



	<div data-bbox="480 113 1138 147" data-label="Text"> <p>Available: The number of shares available to be sold</p> </div> <div data-bbox="480 151 1248 189" data-label="Text"> <p>Vested: The number of shares originally purchased/granted</p> </div> <div data-bbox="480 191 1252 228" data-label="Text"> <p>Value: The value displays the value of the specific position</p> </div>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Besides the ordinary share plan, you can also see a separate plan, called '*Randstad Dividend*'. In this plan, all shares acquired from dividend payments are registered.



## 9. Instructions selling your shares

### 9.1 Selling step 1: check your bank details

In order to be able to sell you need to fill in your bank details. It is very important that they are complete and correct. We only make direct deposits on bank accounts for the Netherlands and for some former Vedior companies in the UK. All other foreign payments will be made to the Randstad Head Office in the country where you live. They will take care of the payment to you. Nevertheless it is very important that your bank details are complete and correct. This because we send them along with the payment. It could therefore well be that the bank details will be used by the local Randstad Head Office to make the final payment to you. The local is Randstad Head Office is free to choose the way they pay you.

*To fill in your bank details follow the next steps.*

*Step 1: go to "PERSONAL DATA" -> "BANK"*

HOME PORTFOLIO INSTRUCTIONS REPORTS PERSONAL DATA DOCUMENTS INBOX TEST

PERSONAL ADDRESS(ES) BANK EMPLOYMENT € 47,315 LOG OUT A. Testperson

#### Money accounts

	Account number	Country	Currency	Bank	Relation to beneficiary	Used in plan as..	Default?
	NL31ABNA0490258954	Netherlands	EUR Euro	ABN AMRO BANK N.V. - Netherlands	Personal	Money account	Yes

[Add a new money account](#)

#### Security accounts

No security accounts available.

*Click on "Add a new money account" to add an account.*

*Click on the pencil to alter existing account data*



## Step 2: fill in your bank account details

The data that you need to fill depends on whether you live in the European Union (Sepa area) or outside of the European Union:

### General Bank Details, European & Non-European

#### Money account

Relation to beneficiary	Personal ▼
Account type	Money account ▼
Country (bank)	Netherlands ▼
Currency	Euro ▼
<b>Account holder</b>	
Name	A. Testperson
Address	Diemermere 25
Postalcode, city, state	1112 TC Amsterdam
Country	Netherlands ▼

Note: the currency is always set to Euro, when actual payments are made our bank and the receiving counter bank make the exchange to the currency of the receiving account.

### European Bank Details:

<b>Account</b>	
IBAN (SEPA)	
<b>Bank</b>	
Name	
Contact information	(Optional)
Swift - BIC (Bank Identification Code)	
Address	(Optional)
Postalcode, city, state	(Optional)

IBAN: [https://en.wikipedia.org/wiki/International\\_Bank\\_Account\\_Number](https://en.wikipedia.org/wiki/International_Bank_Account_Number)

Swift-BIC: [https://en.wikipedia.org/wiki/ISO\\_9362](https://en.wikipedia.org/wiki/ISO_9362)

### Non-European Bank details

<b>Account</b>	
Account number	
<b>Bank</b>	
Name	
Contact information	(Optional)
Swift - BIC (Bank Identification Code)	
Routing	Sort code / Branch / BSB / ABA / Transit
Intermediary BIC	
Address	(Optional)
Postalcode, city, state	(Optional)

Swift-BIC: [https://en.wikipedia.org/wiki/ISO\\_9362](https://en.wikipedia.org/wiki/ISO_9362)



Routing: [https://en.wikipedia.org/wiki/Routing\\_transit\\_number](https://en.wikipedia.org/wiki/Routing_transit_number)

The system has a set of validations to determine whether or not the provided bank details are consistent.

*Step 3: Confirm by pressing "Apply"*

If you end-up with an error message and cannot save the account, please send us a screenshot of the bank account details you entered including the error message. We will then try to put in the bank details for you.

## 9.2 Selling step 2: check your e-mail address

It is important you have filled your e-mail address in tOption. If you have filled your e-mail address we can contact you in case we have questions regarding payments. See chapter 6.

## 9.3 Selling step 3: enter your sales order

The shares purchased by you via the Randstad Share Purchase Plan may in principle be sold at any time. tOption uses the word "exit" when selling shares.

*To sell shares you should follow the next steps. For example: you want to sell all 12,613616 Randstad Bonus shares from the 2015 November plan:*

*Step A: Choose the plan from which you want to sell shares*

HOME PORTFOLIO **INSTRUCTIONS** REPORTS PERSONAL DATA DOCUMENTS INBOX **TEST**

€ 47,315 LOG OUT A. Testperson

### Instructions and orders

On this page you see an overview of all plans you can accept, subscribe to, exercise, exit, buy, borrow or convert.

#### Plans available for exit

Name	Type	Status	Exit period	
Randstad Dividend (NL) [Randstad Dividend: Randstad shares]	Share plans	Effective	13-01-2015 - ∞	<button>Instruct exit</button>
2015 November (NL) [2015 November: Randstad Bonus Shares]	Share plans	Effective	02-05-2016 - ∞	<button>Instruct exit</button>
2016 May (NL) [2016 Mei: Randstad Shares]	Share plans	Effective	07-05-2016 - ∞	<button>Instruct exit</button>



Step B: fill in the number of shares you want to sell, confirm the sale and press "submit exit instruction"

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€ 47,315 LOG OUT

### Instruct exit

Review your participation, select the exit scenario on how you wish to receive your positions, and press 'Submit exit instruction'.

- I want to exit:
  - ☒ All (12,613616) Randstad Bonus Shares
  - ☐  Randstad Bonus Shares
- Execution moment: ☒ As soon as possible ✓
- I request the instruction of:
  - ☒ Sale of Randstad Bonus Shares

### Disclaimer

☒ Please be aware of the following:  
Before selling shares you need to fill your e-mail address and bank account details in tOption. If these are already filled, please check them. Please look in the manual to see how you can add your e-mail address and bank account details. The manual can be found at the left side of the screen.

**Submit exit instruction**

#### I want to exit

You can choose to sell all shares, as in this example, or you can choose to sell less than the total number of shares. If you want to do the last, you can enter the exact number you wish to sell beneath and mark the bullet at the left.

#### Execution moment

You cannot change this, it needs to be default on "as soon as possible".

#### I request the instruction of

You cannot change this, but you need to mark the bullet at the left. If you do not mark the bullet, you cannot sell.

#### Disclaimer

Please note that you 1) have checked your e-mail 2) checked your bank account and then mark the square that you have read the disclaimer. If you do not mark the square, you cannot sell.





Step C: You now must -once more- accept the sale of the shares

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LOG OUT

### Confirm exit

Are you sure you want to perform this exit?

#### Exit instruction

<b>State</b>	<b>Calculation of order amount</b>
Reference	EXT00121134
Plan	2015 November (NL)
Position	Randstad Bonus Shares
Submission date	31-10-2016 9:04:24
Exit date	31-10-2016
Scenario	Sale of Randstad Bonus Shares
Execution moment	As soon as possible
External account	Testperson, A. - NL31ABNA0490258954 (EUR)
Ordered	12,613616

Exited / In exit / Cancelled	0,000000 / 12,613616 / 0,000000
Security price	€ 47,315 (estimated market price at 27-10-2016 17:30:00)
To deliver	€ 596,81

If you do not receive any confirmation of this exit instruction by email or in your Inbox, please contact [spphelpdesk@randstadholding.com](mailto:spphelpdesk@randstadholding.com).

I accept

I decline

Step D: You are now presented with the details of the 2015 November share plan in which you can see the shares have been sold

The system indicates that under the 2015 November share plan there are now 0,000000 Randstad Bonus Shares available to be sold.

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PARTICIPATIONS

HISTORIC PARTICIPATIONS

EXITS

PAYMENTS

A. Testperson

### Your participation in 2015 November (NL)

#### Details

2015 November (NL)	<b>Exitable</b>					<b>€ 596,81</b>
	<b>Position</b>		<b>Balance</b>	<b>Available</b>	<b>Vested</b>	<b>Value</b>
Randstad Shares	Shares	0,000000	0,000000	25,227231	€ 0,00	
Randstad Bonus Shares	Shares	12,613616	0,000000	12,613616	€ 596,81	

#### Overviews

- Actions
- [Exits](#)
- [Details](#)

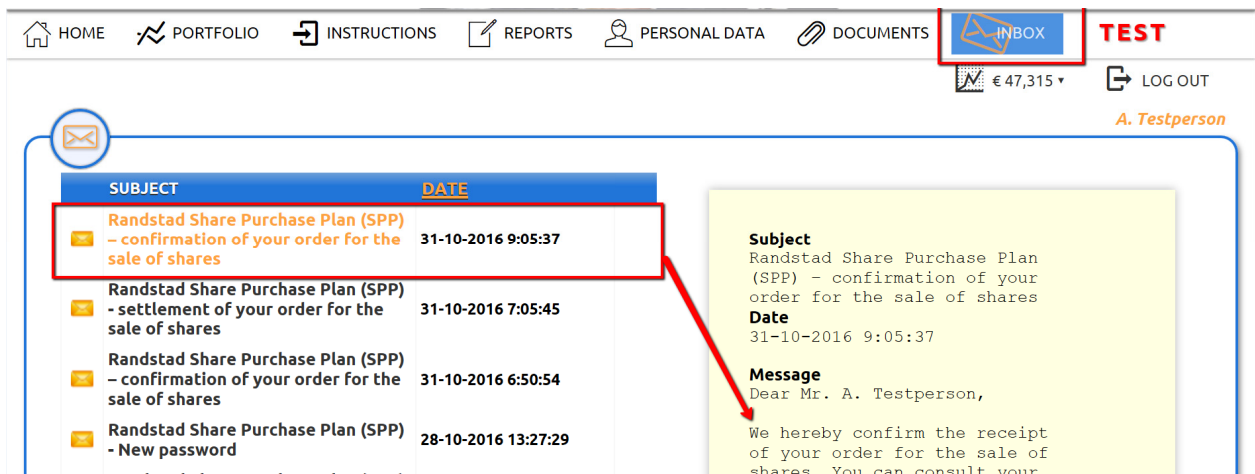
#### Actions

2015 November: Randstad Shares	Outstanding Expired	0,000000	Exited In exit	-	Exit prohibited
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## 9.4 Selling step 4: confirmation of your order

You will receive a confirmation of your order on the e-mail address listed in the system. A copy of this e-mail will be stored in the inbox of your online account.



The screenshot shows the 'INBOX' tab selected in the top navigation bar. The inbox list contains four emails, with the first one highlighted by a red box. A red arrow points from this email to the expanded view on the right.

SUBJECT	DATE
Randstad Share Purchase Plan (SPP) - confirmation of your order for the sale of shares	31-10-2016 9:05:37
Randstad Share Purchase Plan (SPP) - settlement of your order for the sale of shares	31-10-2016 7:05:45
Randstad Share Purchase Plan (SPP) - confirmation of your order for the sale of shares	31-10-2016 6:50:54
Randstad Share Purchase Plan (SPP) - New password	28-10-2016 13:27:29

**Subject**  
Randstad Share Purchase Plan (SPP) - confirmation of your order for the sale of shares

**Date**  
31-10-2016 9:05:37

**Message**  
Dear Mr. A. Testperson,

We hereby confirm the receipt of your order for the sale of shares. You can consult your

## 9.5 Selling step 5: confirmation of settlement of your order

The shares sold are purchased by Randstad Option Fund at the selling price as established in the SPP regulation. This is the average price on the day of the sale, being the average of the opening price and the closing price of the Randstad Holding nv share on the Euronext exchange. The average price can only be calculated at the end of the trading day. The next working day we will enter the average price for the shares sold, after which the system will send an e-mail with an attachment with the total gross proceeds.

When the average price ends up to be, for example, EUR 48,00 the system will send you the following e-mail including attachment:



## E-mail

HOME PORTFOLIO INSTRUCTIONS REPORTS PERSONAL DATA DOCUMENTS INBOX TEST

€ 47,315 LOG OUT A. Testperson

SUBJECT	DATE
Randstad Share Purchase Plan (SPP) - settlement of your order for the sale of shares	31-10-2016 9:10:33
Randstad Share Purchase Plan (SPP) - confirmation of your order for the sale of shares	31-10-2016 9:05:37
Randstad Share Purchase Plan (SPP) - settlement of your order for the sale of shares	31-10-2016 7:05:45
Randstad Share Purchase Plan (SPP) - confirmation of your order for the sale of shares	31-10-2016 6:50:54

**Subject**  
Randstad Share Purchase Plan (SPP) - settlement of your order for the sale of shares

**Date**  
31-10-2016 9:10:33

**Message**  
Dear Mr. A. Testperson,  
Your order for the sale of shares has been settled.  
Enclosed you receive an exit

## Attachement

Testperson A.  
Diemermere 25  
1112 TC Amsterdam  
Netherlands

### Concerning: Exit

Employee: A. Testperson  
Employer: Randstad Holding nv  
Subsidiary: Randstad Holding nv

Exit in plan 2015 November (NL) on 31-10-2016 9:05:23

Security	Randstad Bonus Shares
Exited	12,613616
Proceeds	€ 605,45
Security price per share	€ 48,00
Exit fees total	€ 0,00
Broker fees total	€ 0,00

The proceeds have been paid on 31-10-2016 9:09:41

Reference number: M462200472819  
Amount: € 605,45  
Account holder: Testperson, A.  
Account number: 588420743  
IBAN (SEPA): NL31ABNA0490258954  
Bank: ABN AMRO BANK N.V.  
Country: Netherlands  
BIC: ABNANL2A

\*Cash delivery fees excluded.

## Proceeds

12,613616 shares x € 48,000 share price = € 605,45 proceeds



## 9.6 Selling step 6: payment

Opposed to what the attachment states, we do not pay the sale proceeds immediately, below you will read how and when we pay.

### *Step 1*

The sale proceeds will be paid to the Randstad head office of your country. For the Netherlands and some former Vedior companies in the UK we make a direct deposit on the account listed in the system.

If you sold your shares before the 16th of the month, the payment will be made round the 25th of the same month. If you sold your shares on the 16th of the month or later, the payment will be made round the 10th of the next month.

### *Step 2*

After receipt of the sale proceeds, the Randstad head office of your country will take care of the further payment to you, in most cases the payment will be combined with the payroll. Please take into account this also requires handling time locally!.



## 10. Reports

The report function enables you to consult your portfolio back in time or with a customized share price and/or exchange rate.

HOME PORTFOLIO INSTRUCTIONS **REPORTS** PERSONAL DATA DOCUMENTS INBOX **TEST** € 47,315 LOG OUT A. Testperson

**Reports of 'A. Testperson'**

Click on the report you would like to see.

**Reports**

Overview of your portfolio

For example you want to consult your portfolio per the date 1-1-2016:

HOME PORTFOLIO INSTRUCTIONS **REPORTS** PERSONAL DATA DOCUMENTS INBOX **TEST** € 47,315 LOG OUT A. Testperson

**Portfolio overview of 'A. Testperson'**

This report shows your portfolio on a date that you can choose yourself.

**Select a date**

**Date** ☐ Now ☒ Custom: 1 January 2016

**Security prices** ☒ Actual ☐ Custom: Randstad share €

**Currency** ☒ Standard currency ☐ Select currency <Other> Custom exchange rates: €

**Change**

**Date** The date per which you wish the report to display the number of shares in your portfolio.

**Security prices** Actual = the system will calculate the value of your portfolio with the actual share price per the date which you entered.

Custom = instead of using the share price database of the system you can also choose to put in the desired share price manually.

**Currency** Standard currency = Since it's a Euro share and a Euro share plan the standard currency is set to Euro.

Select currency = you can set the report to display the values in other currencies than the euro. The reporting in different currencies is intended to provide an indication of the value in the currency you choose. When you sell shares the exchange rates of the banks at the moment of transferring the proceeds is used.

The result is a report customized for the date 1-1-2016:

### **Your portfolio on 01-01-2016**

Total value of your portfolio	€ 1.451,32
-------------------------------	------------

### **Plans**

Name						Value
2015 November (NL)						€ 1.451,32
<i>Account</i>	<i>Subscribed/Accepted</i>	<i>Balance</i>	<i>Credited</i>	<i>Debited</i>	<i>Security price</i>	<i>Value</i>
Euro	€ 0,00	€ 0,00	€ 1.365,55	€ 1.365,55		€ 0,00
Randstad share	0,000000	25,227231	25,227231	0,000000	31-12-2015: € 57,53	€ 1.451,32
Randstad share	0,000000	0,000000	0,000000	0,000000	31-12-2015: € 57,53	€ 0,00



## 11. Personal data

In this section you can change your e-mail address, your address and your bank details. Furthermore you can change the language, the currency and alter your password.

In the previous chapters we have described how you can alter one or more of these items.

HOME PORTFOLIO INSTRUCTIONS REPORTS PERSONAL DATA DOCUMENTS INBOX TEST

PERSONAL ADDRESS(ES) BANK EMPLOYMENT € 47,315 LOG OUT

A. Testperson

**Personal data of 'A. Testperson'**

User name	RND00008305
First name	A.
Last name	Testperson
Initials	
Gender	Male
Date of birth	01-01-1900
E-mail address	
Cc e-mail address	a.testperson@randstadholding.com

[Modify above information](#)

[Change password](#)

[Change personal settings](#)

A. Testperson

**Change personal settings of 'A. Testperson' (RND00008305)**

**Choose your viewing preferences**

Language	English
Decimal separator	Comma (10.000,00)
Currency	(No preference)

OK

[Back to your personal data](#)



## 12. Documents

The section offers the possibility to provide you documents, general ones under 'PLANS' and personal ones (like your annual statement) under 'PERSONAL':

### [General](#)

The screenshot shows the 'Documents' section under the 'PLANS' tab. The top navigation bar includes 'HOME', 'PORTFOLIO', 'INSTRUCTIONS', 'REPORTS', 'PERSONAL DATA', 'DOCUMENTS' (highlighted with a red box), 'INBOX', and 'TEST'. Below the navigation bar, the 'PLANS' tab is selected (highlighted with a red box), and the 'PERSONAL' sub-tab is visible. The main content area is titled 'Documents of plan 'Manual (NL)'' and includes a description: 'This page shows all documents of this plan. You can view or download the document by pressing 'Download''. Below this is a table with the following data:

Name	Date	Description
Manual SPP	26-10-2016	

Below the table is a link 'Back to documents'. The user's name 'A. Testperson' is displayed in the top right corner.

### [Personal](#)

The screenshot shows the 'Documents' section under the 'PERSONAL' tab. The top navigation bar is the same as the previous screenshot. Below the navigation bar, the 'PERSONAL' tab is selected (highlighted with a red box). The main content area is titled 'Documents of 'A. Testperson'' and includes a description: 'On this page you see an overview of all your personal documents.' Below this is a table with the following data:

Name	Type	Number of documents
A. Testperson	Personal	4

Below the table is a link 'Back to documents'. The user's name 'A. Testperson' is displayed in the top right corner.





## 13. If you require help

While great care has been taken in the preparation of this manual, it is possible that your questions have not been answered here. In that case, we advise you to contact the SPP Helpdesk:

SPP Helpdesk  
P.O. Box 12600  
NL-1100 AP Amsterdam z.o.  
Netherlands

☎ + 31 (0) 20-569.53.30

✉ [spphelpdesk@randstadholding.com](mailto:spphelpdesk@randstadholding.com)

🌐 [www.randstadspp.com](http://www.randstadspp.com)



