



Shareholder administration FAQs for ADS holders

Answers to common questions about managing your account

BP Shareholder Services

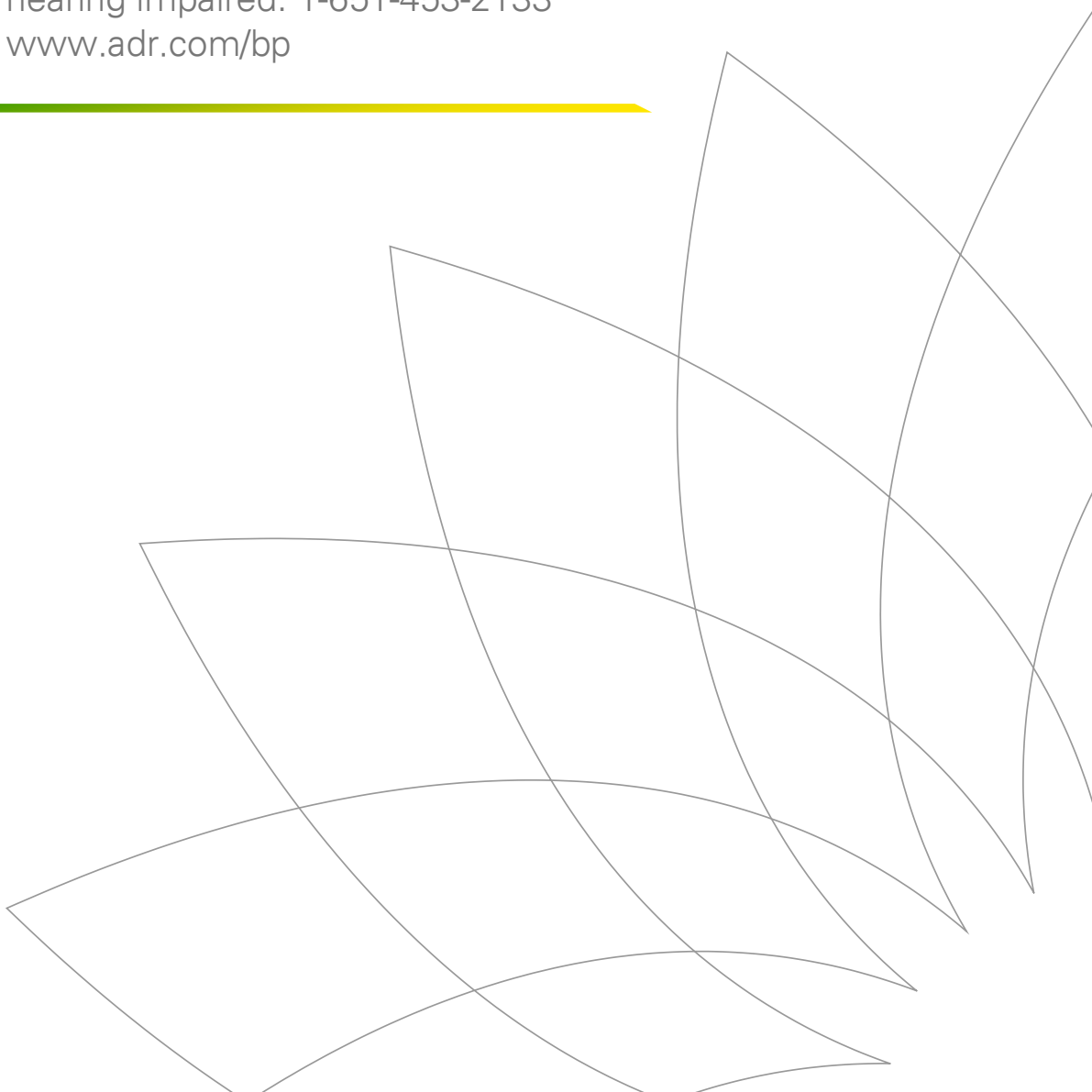
JPMorgan Chase

Toll-free in the US and Canada: 1-877-638-5672

For outside the US and Canada: 1-651-306-4383

For the hearing impaired: 1-651-453-2133

Online: www.adr.com/bp





About JPMorgan Chase NA, the BP ADS Depository bank

JPMorgan Chase NA is the BP ADS Depository bank and performs the roles of the transfer agent, registrar, recordkeeper and dividend paying agent. JPMorgan also coordinates the proxy voting process and arranges for custody of the BP ordinary shares underlying the BP ADSs. They are responsible for providing “US BP Shareholder Services” to assist ADS holders with their account queries and account management. For questions about managing your account, contact US BP Shareholder Services.

How can I find out how many ADSs I hold?

Refer to your account statement, your ADR certificate or contact US BP Shareholder Services. You may access your account information on-line through the US BP Shareholder Services website by clicking on the following link: <https://www.adr.com/bp> You will need to activate your account through the US BP Shareholder Services ‘Account Access’ process.

What do I do if I have lost contact with BP and am not sure if I hold ADSs?

If you are not sure whether you still hold ADSs in BP please contact US BP Shareholder Services for further assistance.

How often will I receive account statements?

Statements are sent to you each time there is activity on your book-entry account.

What if I have more than one account for the same person/people?

If you buy more BP ADSs, but the name and address supplied to the transfer agent differs, even slightly from the way you are already listed on the account records, another account may be created. If this happens you should contact US BP Shareholder Services, to see if they can consolidate the accounts and/or what additional information they may need to do so.

How can I consolidate my certificates or ensure their safekeeping?

If you have more than one BP ADR you can consolidate the certificates by sending them to the address above and requesting that a single certificate be reissued to you. When mailing stock certificates, we advise that you send them via registered mail (with return-



receipt requested) and insured for 3% of the value of said certificates. Alternatively, you can ensure the safekeeping of your ADRs by depositing your certificates with US BP Shareholder Services and converting your account to book-entry. You have the option at any time to request that US BP Shareholder Services issue an ADR certificate representing all or a portion of your ADSs.

What should I do if my certificate is lost?

You should contact US BP Shareholder Services immediately to report the loss of your certificate and to request paperwork to begin the replacement process. They will provide the affidavit of loss and calculate the amount of the replacement costs, if applicable.

How do I report non-receipt of a certificate?

In some cases it can take up to 10 days for mail to be delivered. If 10 days have passed since the certificate was mailed, you may send notification of non-receipt in writing to US BP Shareholder Services.

What should I do if I find the certificate after it has been replaced?

If you locate a certificate that has already been replaced, please send the original certificate to US BP Shareholder Services.

What happens if I lose my dividend check or tax form?

You should notify US BP Shareholder Services if you lose your dividend check. They will place a stop-payment order against your original check and issue a replacement check to you at no cost. You can contact US BP Shareholder Services to request a copy of your most recent US tax form, beginning each February 1, for the previous tax year.

As a Canadian resident, how will I receive dividends?

During the course of 2008, BP voluntarily delisted from the Toronto Stock Exchange due to extremely low activity volume and to streamline its share listing arrangements. One result of the change was to discontinue the provision of a separate Canadian transfer agent and cease Canadian dollar dividend payments, effective 2009. As a result, all of BP's ADS dividends are paid in US dollars.



How do I inform you of a change of name, address or bank details?

Please click the following link to view information on changing your details. [Updating your account details](#)

Can I change my address every season?

Yes, please click the following link to view information on changing your details. [Updating your account details](#)

How do I inform you of the death of an ADS holder?

Please click the following link to view information on notifying US BP Shareholder Services of the death of a shareholder. [Updating your account details](#)

About ADSs

What is BP's share capital?

BP's share capital is made up of ordinary shares of US\$0.25 each, 8% cumulative preference shares of £1 each ('First preference shares'), and 9% cumulative preference shares of £1 each ('Second preference shares'). In the US, the company's securities are traded in the form of ADSs, for which JP Morgan Chase is the depository and transfer agent. Further information is available via the link below: [Share capital](#)

What is a BP ADS share?

A BP American Depositary Share (ADS) is a US dollar-denominated form of equity ownership in BP, representing ordinary shares on deposit in the United Kingdom. An ADS carries significant rights arising out of those ordinary shares. For example, it confers the right to receive dividends in US\$, the right of registered ADS holders to attend BP shareholder meetings, and the right to vote on all matters before the company.

What is an ADR?

An American Depositary Receipt (ADR) is a physical certificate evidencing ownership of ADSs. The term is sometimes used to refer to ADSs themselves.



Is there more than one type of ADR certificate?

No. Effective with our October 4, 1999 two-for-one share split, the ADR certificate represents a nominal value of \$0.25 per Ordinary share. Nominal value is similar to par value on US stock certificates. Previous BP ADR certificates represented a nominal value of \$0.50 per ordinary share and previous BP ADR certificates represented the nominal Values per ordinary share in pence. All of these certificates are valid and have the current nominal value of \$0.25 per ordinary share and ratio of six ordinary shares per ADS.

How are BP ADSs related to ordinary shares?

Every BP ADS represents six BP ordinary shares. Ordinary shares trade primarily in the UK and pay dividends in pounds sterling. They do not trade on a US exchange.

Can I get an ADR certificate?

You may obtain a physical certificate for all or a portion of your BP ADSs by contacting US BP Shareholder Services and requesting one. However, as the stock markets move toward faster settlement periods, having to deliver a physical certificate to settle a transaction may impede the timeliness of that transaction.

Where are BP ADSs traded?

The ADSs are listed and traded on the New York Stock Exchange. The trading symbol is 'BP'.

How can I find out the price of a BP ADS?

Prices are published in many newspapers and financial websites. You may obtain closing price by contacting US BP Shareholder Services. Current price quotes (with a 20 minute delay) can be viewed by selecting the following website link: [US BP Shareholder Services website](#)

What is book-entry registration?

Book-entry registration is an easy and safe electronic alternative to paper certificates. An account statement reflects the number of ADSs registered in your name on the Depository's records. You retain full rights and privileges of owning BP ADSs . If you have misplaced your account statement and need to request that a duplicate be sent to you, you must contact US BP Shareholder Services.

Book-entry ownership has been encouraged by both the Securities and Exchange Commission and the New York Stock Exchange. Book-entry registration is sometimes



also referred to as 'DRS' in reference to the Direct Registration System and has several advantages over physical certificates including:

- providing added security for your share ownership
- eliminating the need/cost of safety deposit boxes and time spent locating certificates
- facilitating and speeds trading
- eliminating the potential cost of replacing lost certificates
- reducing the cost of administering share records

Are ADS holders being charged a dividend fee?

Yes, beginning with the 1Q15 dividend payment, ADS holders who receive a cash dividend are charged US\$0.005 per BP ADS per quarter per cash distribution. This fee will be deducted from your cash dividends.

Why are ADS holders being charged a fee on their dividend payment?

There are a number of costs associated with maintaining the NYSE ADS listing and SEC registration, including Sarbanes-Oxley related expenses, SEC requirements and administering the ADS facility. BP intends to use the fees it receives to offset these costs.

Were ADS holders notified of the dividend fee?

The Deposit Agreement was updated in October 2013. Registered ADS holders of record on the books of the Depository were notified of changes to the Deposit Agreement, including provisions for the potential introduction of a dividend fee, in a mailing sent in December 2013.

Is there an alternative to cash dividends?

Yes, you can elect to receive your dividends under the scrip dividend program (instead of cash dividends), where the dividend fee is not applicable but an issuance fee of \$0.05 per ADS will apply. Please refer to the terms and conditions of the scrip dividend program at bp.com/scrip.



Alternatively, ADS holders can convert their ADSs to UK ordinary shares by contacting their broker and requesting a cancellation of their ADSs. Shareholders will need to hold ordinary shares directly or hold through a local broker in the UK. Note that future dividend payments will then be made in British Pounds Sterling so conversion costs into US dollars need to be considered.

What are my rights as an ADS holder?

ADS holders are generally entitled to the same rights as the underlying shareholders, subject to the terms specified on the Deposit Agreement, which can be found at http://www.sec.gov/Archives/edgar/data/313807/000119380513002220/e611622_ex99-a.htmhttp://www.sec.gov/Archives/edgar/data/313807/000119380513002220/e611622_ex99-a.htm

About BP 2-for-1 stock splits

The table below shows the share/stock splits which have occurred for BP.

Record Date	Payment/Effective Date	Rate
October 1, 1999	October 1, 1999	Two-for-one
May 29, 1997	June 6, 1997	Two-for-one

Following shareholder approval at the Extraordinary General Meeting in September 1999, previous BP ordinary shares with nominal value of \$0.50 per share were subdivided into two new ordinary shares with nominal value of \$0.25. For ADS holders, the subdivision resulted in a 2-for-1 stock split of ADSs. ADS holders received one additional ADS for each ADS previously held. Therefore, for every ADS held before the stock split you now hold two ADS. One ADS continues to represent six ordinary shares.

The subdivision of the company's ordinary share capital became effective on October 4, 1999. The split applied to stock holders of record as of the close of business on Friday, October 1, 1999. The subdivision is generally understood in the US as a 2-for-1 stock split.

BP split its shares in 1999. Prior to the 2-for-1 stock split, BP Amoco ADSs were trading at prices significantly higher than those of the company's principal competitors. Splitting the shares has caused the price per share to be reduced and as a result the shares



should be more attractive to individual investors and liquidity improved. The 2-for-1 stock split was effective from the start of business on Monday, October 4, 1999.

How has the 2-for-1 stock split affected my shareholding in the company?

The number of ADSs that were registered in your name at the close of business on Friday, October 1, 1999 was doubled. While it is not possible to isolate the effect of the stock split on the price of BP ADSs from all the other factors affecting that price, it is believed that the immediate effect of the 2-for-1 stock split reduced the price per share to approximately one-half of that prevailing immediately before the stock split. This reduction in price, when coupled with the doubling of your registered shares, will have left the value of your shareholding approximately the same immediately after, as it had been immediately before, the stock split.

I hold some of my shares in certificated form, what should I do with my existing ADS certificate(s)?

Your existing ADS certificate(s) remains valid and should be kept in a safe place. Any certificates you may have received represent the additional ADSs issued to you as a result of the 2-for-1 stock split. We would like to remind you that at any time you can send your certificates via registered mail to US BP Shareholder Services and request your account be converted to book-entry form. Book-entry is the most secure and efficient form of ownership. Please contact US BP Shareholder Services using the above details 5672 if you should have any questions about book-entry ownership.

I hold all of my shares in book-entry form. Why did I not receive a certificate for the shares issued as a result of the 2-for-1 stock split?

Because some, if not all, of your ADSs are held in book-entry form, the safest and most cost effective way for us to deliver the additional ADSs resulting from the split was to credit your book-entry account. A statement confirming the additional split shares was mailed to each book-entry holder. You may contact US BP Shareholder Services, if you did not receive a statement or wish to obtain a duplicate statement or a certificate for some or all of your ADSs.

Did the 2-for-1 stock split affect the payment of my dividends?

No. While the stock split will result in a halving of what would otherwise have been the dividend rate per share, your aggregate dividend remained the same as it otherwise would have been because your shareholding has doubled.



Will I be subject to US federal income tax upon receipt of additional ADSs as a result of the 2-for-1 stock split?

No. The stock split has no US federal income tax implications for ADS shareholders, except that such shareholders must allocate to the additional ADSs generally half of the shareholder's cost basis in their original ADSs. The additional ADSs will have the same holding period for capital gain purposes as the original ADSs.

About former Amoco and Arco common shares

Are Amoco Corporation (Amoco) or Atlantic Richfield Company (Arco) common shares the same as BP ADSs?

No. Following these respective transactions Amoco and Arco common shares must be exchanged for BP ADSs. Former Amoco and Arco shareholders will not be able to receive dividends or proxy materials until they send in their Amoco or Arco common share certificates for exchange. Shares that are not exchanged will eventually become subject to state 'abandoned property' laws and claimed by the state of last residence.

How can I exchange my Amoco or Arco common share certificate(s) for BP ADSs?

For inquiries regarding the exchange of Amoco or Arco common shares for BP ADSs, or to forward exchange materials, you should contact US BP Shareholder Services for information and instructions.

What did I receive for my Amoco common shares?

For every one share of common shares in Amoco surrendered, you will have received approximately 1.3233 BP ADS. This is the exchange ratio (after adjustment for the 2-for-1 split of BP ADSs on October 4, 1999) approved by both companies' shareholders for the 1998 merger of The British Petroleum Company p.l.c. and Amoco Corporation. All recordholders were sent an Exchange Form in early January 1999, which should have been completed and returned to the exchange agent. In return, shareholders will have received a statement showing the number of whole BP ADSs they own and a check for the value of any fractional BP ADS interest arising out of the exchange. Shares that are not exchanged will eventually become subject to state 'abandoned property' laws and claimed by the state of last residence.



What did I receive for my Arco common shares?

For every one share of common shares in Arco surrendered, you have received approximately 1.64 BP ADS. This is the exchange ratio (after adjustment for the 2-for-1 split of BP ADSs on October 4, 1999) approved by both companies' shareholders for the 2000 combination of BP p.l.c. and Atlantic Richfield Company. All recordholders were sent an Exchange Form in late April, 2000, which should have been completed and returned to the exchange agent. In return, shareholders will have received a statement showing the number of whole BP ADSs they own and a check for the value of any fractional BP ADS interest arising out of the exchange. Shares that are not exchanged will eventually become subject to state 'abandoned property' laws and claimed by the state of last residence.

If you have any questions, please call US BP Shareholder Services toll free at 1-877-638-5672.

What are the tax consequences to me on the exchange of Amoco or Arco common shares for BP ADSs?

The exchange of Amoco and Arco common shares for BP ADSs is generally tax-free for US Federal Income Tax purposes. However, any gains on cash received instead of fractional BP ADSs would be subject to tax.