



A guide to BP's Dividend Reinvestment Plan

# This is your plan

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As part of our services to holders of BP ordinary shares, we are pleased to present the BP Dividend Reinvestment Plan (the 'DRIP') – a simple, economic way of using your dividends to build up your shareholding in the company.

The basic principles of the DRIP are as follows:

- cash dividends are used to buy ordinary shares in BP p.l.c. through a special dealing arrangement
- any cash dividend not sufficient to buy a share is retained within the DRIP and added to the next dividend payable to you
- you will be charged 0.5% of the value of the shares purchased to cover the Stamp Duty Reserve Tax payable
- shares purchased under the DRIP should be credited to you shortly after the dividend payment date.

Participation in the DRIP is entirely voluntary, and you may withdraw from the DRIP at any time upon giving the requisite notice in writing to Equiniti Financial Services Limited.

This booklet sets out the terms and conditions of the DRIP, and we would therefore urge you to read it carefully and retain it for future reference. The information provided in this booklet should not be regarded as a recommendation to participate in the DRIP. Investments in this agreement are in one company only and should therefore be considered as one part of a balanced portfolio. You should be aware that the price and value of any investments and the income, if any, from them can fluctuate and may fall against an investor's interest. You may get back less than the amount invested. Past performance is not a guide to future performance and if you are in any doubt about the suitability of this investment you should contact an authorised financial adviser.

# About the DRIP

## 1. What is the DRIP?

Under the DRIP, cash dividends are automatically reinvested to buy more ordinary shares ('shares') in BP p.l.c. (the 'company').

These shares will be bought as soon as practicable on or after the dividend payment date. The DRIP will be administered by Equiniti Financial Services Limited ('Equiniti FS'), who will arrange for the purchase of shares on your behalf.

Equiniti FS is authorised and regulated by the Financial Services Authority.

## 2. How many shares will I receive?

This will depend on:

- a) the amount of cash dividend to which you are entitled
- b) the amount of any unused cash balance brought forward from previous dividends under the DRIP
- c) the price at which the shares are purchased (please see the 'Terms and conditions' on page 9 for more information); and
- d) the costs for the purchase of shares (please see section 4 opposite).

After taking the above into account, Equiniti FS will calculate the number of whole shares which can be purchased on your behalf.

## 3. What happens when money is left over after shares are purchased?

Any cash balance remaining after the purchase of shares will be held by Equiniti FS as client money under the FSA rules and carried forward, without interest, to be added to your next dividend. This also applies if your dividend is insufficient to purchase at least one share.

This balance will automatically become payable, in the form of a cheque, in the following circumstances:

- upon request from you in writing
  - if the DRIP is terminated
  - upon notification of the death or mental incapacity of a sole holder.
- Participation in the DRIP would continue in the case of shares held jointly.

If you leave the plan, unless you specifically request otherwise, we'll pay any cash balance to ShareGift – a share donation scheme operated by The Orr Mackintosh Foundation, registered charity number 105268.

#### 4. What are the costs of the DRIP?

You will be charged 0.5% of the value of shares purchased under the DRIP to cover the Stamp Duty Reserve Tax payable. For example, if £100 worth of shares were bought for you under the DRIP, 50p would be deducted from your dividend to cover the Stamp Duty Reserve Tax. No further charges will be made.

#### 5. What will I receive?

Shortly after the dividend payment date you should receive:

- a) a share certificate representing the number of shares bought on your behalf under the DRIP or, if your holding is in electronic form under the CREST system, the shares will be credited to your CREST account. If the total amount invested is insufficient to buy a share you will receive an explanatory note
- b) a statement showing the total amount invested, the price at which the shares have been purchased, the amount of Stamp Duty Reserve Tax paid, and any cash balance remaining
- c) a tax voucher covering the whole amount of your dividend. You will be treated for tax purposes as if you had received your dividend in cash.

You should retain the statement and tax voucher for capital gains and income tax purposes.

# Participation and eligibility

## 1. Who can join the DRIP?

If you hold BP ordinary shares you may join the DRIP unless:

- a) you are an individual and are resident or located, or, an institution and are organized, incorporated or located, in the United States or Canada or are otherwise a US person (see page 9); or
- b) you are, or you hold your shares as nominee or trustee for a beneficial holder who is an individual and is resident or located, or, which is an institution organized, incorporated or located, in any jurisdiction where your participation in the DRIP would require Equiniti FS or the company to comply with governmental or regulatory procedures or any similar formalities. If you are, or you hold your shares as nominee or trustee for a beneficial holder who is an individual and is resident or located, or, which is an institution organized, incorporated or located, outside the UK, you are responsible for ensuring that you may validly join the DRIP and for observing all relevant formalities; or
- c) your shares are held in the form of American Depositary Shares (ADSs).  
A dividend reinvestment plan is available for holders of BP ADSs through:  
JPMorgan Chase Bank, NA. P.O. Box 64503, St. Paul, MN 55164-0503, USA.  
Toll free number in the US & Canada +1 877 638 5672  
Number for outside the USA & Canada +1 651 306 4383  
Hearing impaired (TDD) number +1 651 453 2133

Employees who hold shares under certain of the company's employee share schemes are also eligible to join the DRIP, providing that the above paragraphs do not restrict them from doing so.

A dividend is payable on the number of shares appearing on the company's share register on the qualifying or 'record' date for each dividend payment. For the purposes of the DRIP, the record date is also the date by which notice to participate or withdraw from the DRIP must be made. If you acquire shares in the period leading up to the record date, and this results in a new account being opened, there may not be sufficient time

for you to elect to participate in the DRIP for the first dividend to which you are entitled. In this instance, you will be invited to join the DRIP for the next subsequent dividend payment.

Dividend record and payment dates are published in the company's Annual Report and on BP's website at [www.bp.com/investors](http://www.bp.com/investors).

## 2. How do I join the DRIP?

Please complete a DRIP application form and return it to Equiniti FS. No acknowledgement will be issued.

If your application form is received by Equiniti FS by no later than 5.00 p.m. on the record date for a dividend then that dividend and all subsequent dividends will be reinvested.

Application forms received after that date will be applicable only to subsequent dividends.

Your election will remain in force until such time as you withdraw from the DRIP, or your election is otherwise cancelled in accordance with the terms and conditions of the DRIP.

## 3. How do I withdraw from the DRIP?

You may withdraw from the DRIP at any time, upon giving notice in writing to Equiniti FS (see back cover for address). The form of revocation ordinarily attached to share certificates received under the DRIP can also be used for this purpose. No acknowledgement will be issued.

Your notice to withdraw must be received by Equiniti FS no later than 5.00 p.m. on the record date for a dividend, if you wish to withdraw from the DRIP for that dividend and all subsequent dividends. Otherwise your notice will be applicable only to subsequent dividends.

Unless you instruct Equiniti FS otherwise, any existing instruction to pay your cash dividend to a bank, building society or third party will remain in force.

Participation in the DRIP will automatically be cancelled if Equiniti FS receives notification of the death, bankruptcy, liquidation or mental incapacity of a sole holder prior to 5.00 p.m. on the record date for the relevant dividend. Participation in the DRIP would continue in the case of shares held jointly.

## 4. What happens if I sell or transfer my shares or acquire more shares?

If you sell or transfer only some of your shares, or acquire more shares (e.g. through a purchase or transfer), your participation in the DRIP will be adjusted to reflect your new balance of shares at the record date.

If, however, an acquisition of shares results in a new account being set up for you (e.g. if the new shares are registered slightly differently from existing details), you will have to sign a new application form for those shares. Alternatively, you may request the Registrar (Equiniti) to amalgamate the relevant accounts, such request to be made in writing so as to be received before the record date for the dividend payment.

If the sale or transfer of your entire holding is registered with the Registrar:

- on or before the record date for a dividend – that dividend will be issued to the new holder of the shares. Any cash balance held under the DRIP will be paid to ShareGift, unless you specifically request otherwise. This cash balance cannot be carried over upon a transfer of shares, even if you are still the beneficial owner of shares following the transfer
- after the record date for a dividend – that dividend will be paid on your holding. If you have not already withdrawn from the DRIP your dividend will be reinvested in accordance with the rules of the DRIP and you may receive a few additional shares in respect of that dividend.

If you wish to sell any additional shares received there are various low-cost share dealing services available, such as those provided by Equiniti (UK only service) and Stocktrade (UK and global service), contact details for which can be found on the back cover of this booklet. These services are useful for shareholders wishing to sell small numbers of shares without incurring disproportionate charges. Details of current commissions can be obtained from individual service providers. BP does not recommend or endorse any particular share dealing service. Shareholders who are unsure of what action to take in relation to their holdings should contact an independent financial advisor.

Alternatively, small quantities of shares which may be uneconomic to sell can be donated to charities through ShareGift. Please contact the Registrar for further details of this service, or visit [www.sharegift.org](http://www.sharegift.org).

## 5. May the company amend or terminate the DRIP?

The company may amend, suspend or terminate the DRIP at any time. If the DRIP is amended, notice will be given in sufficient time to enable you to withdraw from the DRIP. If the DRIP is suspended or terminated, you will receive a cash dividend on or as soon as practicable after the dividend payment date.



This summary is not exhaustive and, in particular, it only deals with the position of an individual shareholder resident in the UK. If you are considered a non-resident of the UK you should seek further advice.

Neither the company nor Equiniti FS can advise individuals on taxation. You are reminded that taxation levels, bases and reliefs can change.

## UK Income tax

You will be liable for tax on dividends invested in the DRIP as if you had received your dividend in cash.

Dividends received are treated as though they had been paid after deduction of basic rate income tax. When a dividend has been paid, you will receive a tax voucher attached to your share purchase advice statement showing the net amount of dividend received and the tax deemed to be paid (the 'tax credit'). The total of these two amounts is sometimes called the 'gross dividend'.

Further information regarding the current tax credit on dividends is available at [www.hmrc.gov.uk/taxon/uk.htm](http://www.hmrc.gov.uk/taxon/uk.htm).

HM Revenue and Customs recommends that individuals retain tax vouchers for at least 22 months from the end of the tax year to which they relate, whilst self-employed individuals should retain tax vouchers for six years.

## Capital Gains Tax

Capital Gains Tax ('CGT') can be complex so if you are in any doubt please consult HM Revenue and Customs or an appropriate financial adviser.

You are liable to pay tax on the total chargeable gains arising on disposals you make in any one tax year (after various costs and reliefs have been given) in excess of the annual exemption limit should you be entitled to it. Details of the annual exemption limit for the current tax year can be found on BP's website at [www.bp.com/investors](http://www.bp.com/investors).

CGT can be complex so if you are in any doubt as to the prevailing requirements you should consult HM Revenue and Customs who produce a range of guidance booklets and provide information on their website, [www.hmrc.gov.uk](http://www.hmrc.gov.uk), or an appropriate financial advisor. Neither BP nor the BP Registrar can advise individuals on CGT.

## Overseas taxation

The precise tax treatment of receiving shares under the DRIP will depend upon the jurisdiction in which you are resident and your own particular circumstances. You are therefore recommended to seek your own advice on the tax consequences of participating in the DRIP.

## Terms and conditions

Your Plan is provided by Equiniti Financial Services Limited, which is authorised and regulated by the Financial Services Authority of 25 The North Colonnade, Canary Wharf, London E14 5HS, and is on the FSA register under reference 468631. The main business of Equiniti Financial Services Limited is investment and general insurance services. Our registered office is in the UK at Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA. Registered in England and Wales, number 06208699.

### 1. About the agreement between us

Once we accept your instruction to take part in the Plan, this booklet and these terms and conditions and your instruction will together constitute a binding agreement between you and us. Under the agreement, we will:

- collect the dividends paid on your shares in the Plan
- use your dividends to buy additional shares for you
- send you a detailed statement following each dividend showing details of the purchase.

This is an execution only service. We will carry out your instructions to buy shares. We will not offer or give any advice on the merits of your instructions or purchases. We will not assess the suitability of purchases made for you or other services provided under the Plan and you do not benefit from the rules of the Financial Services Authority on assessing suitability.

### 2. Definitions

Under the agreement between us, the following words have particular meanings:

- **Plan** means this dividend reinvestment plan
- **you, your** means
  - the personal investor or corporate body who signs the application form
  - or
  - if more than one person signs, the joint holders jointly and severally
  - and/or
  - your personal representatives
- **we, our, us** means Equiniti Financial Services Limited. It also includes any company to which we may transfer our rights and obligations in accordance with paragraph 14
- **the Equiniti Group** means Equiniti Financial Services Limited, its subsidiaries and parent companies and any subsidiary of any of its parent companies
- **the Company** means BP
- **shares** means ordinary shares in the Company
- **FSA and FSA rules** mean respectively, the Financial Services Authority and the rules made by the FSA, amended from time to time

### 3. Eligibility to join the Plan

The decision to take part in the Plan is your responsibility.

You may participate in the Plan unless:

- you are a North American person, or
- you fall into one of the other excluded categories described here or in the information at the front of this booklet.

A North American person here means:

- any citizen or resident of the USA or Canada, including the estate of any such person, or
- any corporation, partnership or other body created in or organised under the laws of the USA or Canada, or any political subdivision of either country, or
- any estate or trust whose income, regardless of its source, is subject to US federal or Canadian income tax.

References here to the USA or Canada include their territories, possessions and all areas subject to their jurisdiction.

If you are a citizen or resident of an overseas country other than the USA or Canada, you may take part in the Plan provided you are not subject to regulations that would oblige us or the

Company to comply with any governmental or regulatory procedures or similar formalities. You are responsible for making sure you can validly take part and for complying with all necessary formalities. You should consult a professional adviser if you are in any doubt about:

- whether you need any government consents or to observe any other formalities, or
- whether you're prohibited from receiving shares instead of cash dividends.

### 4. Joining the Plan

Applications to join the Plan must reach us by the deadline given in this booklet in order for the Plan to apply to the next dividend and then for subsequent dividends. Applications that miss the deadline will only be eligible for subsequent dividends.

We do not usually acknowledge receipt of applications.

We have the right to refuse an application. If your application is incomplete or incorrect and we are unable to get it corrected, we may have to return it without carrying out your instructions.

Once you join the Plan, all future dividends paid by the Company will automatically be reinvested for you through the purchase of additional shares until either you leave the Plan or we suspend or terminate the Plan.

### 5. Tax position

This is a summary of your tax position under current UK law and HM Revenue and Customs practice.

*Please remember:*

- this is only an outline of the tax position, not a comprehensive picture – your own tax treatment will depend on your individual circumstances
- it only covers the tax position for a shareholder resident in the UK
- the law and rules on tax can change from time to time
- you are responsible for paying any taxes attributable to your taking part in the Plan, including (but without being limited to) income tax and capital gains tax
- we are not liable for any taxes attributable to your taking part in the Plan
- we cannot give you financial or tax advice. If you have questions or uncertainties, we strongly recommend you consult an authorised financial adviser.

#### *Income tax*

An individual shareholder is deemed to have paid income tax at the dividend ordinary rate of 10%. This is called the tax credit. If you pay income tax at the starting or at the basic rate, you will have no further tax to pay on the dividends. If you are a higher rate taxpayer, you will have a further liability for tax. You cannot reclaim the tax credit.

#### *Capital gains tax*

To calculate your gain or loss for capital gains tax purposes when shares are sold, the base cost of shares bought on your behalf will be their purchase price, including the dealing charge and stamp duty.

### 6. Share purchases

6.1 The share purchases under the Plan will be transmitted by us to one of our approved entities for execution. There are currently more than ten approved entities and all of them have been selected by us because they have demonstrated that they have policies and procedures that enable them to deliver the best possible result for you, given the types of order and the market conditions involved. In particular, these entities will treat price and costs (total consideration) as the most important factors when dealing with or executing share purchases, although they may also take into account other factors such as speed, likelihood of execution and settlement, size or any other relevant considerations.

These approved entities will normally execute share purchases on a regulated market but may choose to use other execution venues (including off-exchange dealers) where this is advantageous. We will monitor the performance of these entities and periodically review our internal arrangements and

policies for dealing with share purchases under the Plan with a view to achieving the best possible result for you. Further information about these internal arrangements and policies (including a full list of our approved entities) is available on request.

Share purchases made on your behalf may be aggregated with share purchases made for other participants in the Plan, and this may work to your disadvantage in relation to a particular order, compared with the price you would have paid if your purchase had been made on its own.

For all participants, shares may be bought in separate transactions and on different days, if need be. If it is necessary to buy shares at different prices, we will calculate an average price for all of them.

You will receive the maximum whole number of shares it is possible to buy for you using your cash dividend *plus* any cash balance from previous dividend payments minus the charges described in this booklet.

Shares will be bought for you as soon as practicable on or after the dividend payment date.

The shares bought for you under the Plan will be registered in your name and you will be sent a share certificate unless:

- your shares are held in the CREST system. In this case, the shares will be credited to your CREST account or
- your shareholding is not registered in your own name but is held on your behalf (for instance, through a company sponsored nominee service). In this case, the arrangements for share issues will depend on the terms and conditions of that service.

We will send you a statement with full details of the share purchase no later than the first working day after we receive written confirmation that the purchase has been made. If applicable, we will also send you a share certificate.

6.2 Very occasionally, we may decide that, due to market conditions following a particular dividend, we are not able to purchase shares for you under the Plan within a reasonable time. In such a case, we may forward the amount of the dividend to you in cash. Alternatively, if the entity used by us to make the purchase recommends that it be given more time to complete the order, we may allow this.

## 7. Cash balances

The Information in this booklet explains what will happen to:

- any cash balance that remains after shares have been bought for you, and
- any dividend money that's too little to buy one whole share.

You will not be paid interest on cash balances. We will keep any interest earned or equivalent fee that the bank in question pays us.

All cash balances will be held by us as client money under the FSA rules and as follows:

- We will deposit the cash in the UK with an authorised bank.
- The bank will hold the cash on our behalf in a trust account separate to any account used to hold money belonging to us in our own right.
- We will not, however, be responsible for any acts or omissions of the bank.
- If the bank becomes insolvent, we will have a claim on behalf of our clients against the bank. If, however, the bank cannot repay all of its creditors, any shortfall may have to be shared pro rata between them.

This booklet also describes how any cash balance will be treated if you leave the Plan or the Plan comes to an end.

If we are holding cash, whether client money or not, we may withdraw the cash and apply it towards paying fees, charges, and other sums due to us.

## 8. No third party rights

This agreement is only between you and us. It will not give any benefits to, nor be enforceable by, a third party.

## 9. Full and partial reinvestment

Usually you must participate in the Plan for all the shares in your account. But, if your shares are held for more than one beneficial owner, we may at our discretion allow you to reinvest the cash dividend on only part of your shareholding.

## 10. Partial sales and transfers of shares

If you sell or transfer some of your shares, your instructions will go on applying to your remaining shares.

## 11. The Plan charges

11.1 We will be entitled to the fees and charges set out in this booklet. Under the terms of the Plan (and as stated on Page 3 paragraph 4 of the 'About the DRIP' section) there are presently no such fees or charges payable by you other than stamp duty. BP has no present intention to agree to any charges other than stamp duty being levied on you. If this were to change you would be given appropriate notice and the remainder of this paragraph 11 would then apply (and your cancellation rights as per paragraph 12 can be invoked if you do not wish to bear any new charge). We may review the amount and structure of the charges from time to time. We will give you 30 days' notice in writing before any change to the Plan's fees or charges comes into effect.

Charges, tax and any other duties will be deducted from the transaction. If the money to be invested, less any fees and charges, is too little to buy one whole share, no purchase will be made and you will not be charged. For more details please see the 'What are the costs of the DRIP' section of this booklet.

11.2 In addition to the charges outlined above, we receive fees from the company sponsoring the service. The company sponsors this service so that shareholders can benefit from the reduced charges available for bulk purchases, resulting from a number of shareholders' purchase instructions being dealt together. The fees are negotiated regularly with the company, with the actual charge made to the company reflecting the size, complexity and value of a particular scheme and our overall relationship with the company. More information about these fees is available on request.

## 12. Cancelling or leaving the Plan

If you are a new customer, you have a right to cancel the Plan within 14 days of joining by sending us a letter stating that you wish to exercise your right to cancel. This must reach us within 14 days of your instruction to participate in the Plan reaching us.

Outside the cancellation period, you may leave the Plan at any time by sending us a letter stating that you no longer wish to participate.

If you do not want the Plan to apply to your next dividend, your letter must reach us by the deadline set out in this booklet.

Cancelling or leaving the Plan will not prevent the completion of any transactions already underway. The normal charges will be made for these transactions.

Unless you tell us otherwise, any existing instruction you've given us to pay your cash dividends to a bank, building society or third party will carry on.

If we receive notification of a shareholder's death, mental incapacity, bankruptcy or liquidation, that shareholder's participation in the Plan will end for all future dividends – and, if we receive the notification before the deadline in this booklet, this will include the next dividend. If, however, the relevant shares are held in the name of more than one person, and after the event the shares are held by the other joint shareholder/s, then the Plan will continue to apply in relation to the shares.

## 13. If we terminate the Plan

We may suspend or terminate the Plan at any time. If this happens:

- you will be notified by letter
- you will receive the next cash dividend paid by the Company on, or as soon as practicable after, the dividend payment date
- the completion of transactions already under way will not be affected
- any remaining cash balance will be paid to you by cheque.

## 14. Assigning the agreement

In accepting these terms and conditions you agree that we may transfer our obligations under this agreement to any other company, if that other company writes to you and undertakes to carry out all our duties and obligations under this agreement. If it does so, you agree that we will be released from all those duties and obligations that such company has undertaken to carry out. We shall satisfy ourselves that any such company is competent to carry out those functions and duties transferred and is authorised to do so by the FSA, if such authorisation is required. As part of transferring our rights and obligations to a third party, we may transfer all of the cash, investments and information we hold under these terms and conditions to the third party or its nominee.

Remember, however, that you have a right to end this agreement at any time by following the procedure set out in paragraph 12. No charge is payable by you when you terminate.

## 15. Our policy on conflicts of interest

15.1 The Equiniti Group has established and implemented a Conflicts Policy (which may be revised and updated from time to time) in line with the FSA rules, which sets out how we must seek to identify and manage all material conflicts of interest. Such conflicts of interest can occur in our day to day business activities: for example, where one of our clients could make a gain at the direct expense of another client, or we might be faced with an opportunity to make a gain but this would be to the direct disadvantage of one or more of our clients.

15.2 Depending on the exact nature of the conflict of interest involved, we may take certain actions in accordance with the Conflicts Policy to mitigate the potential impact of the conflict. Such actions may include putting in place controls between the opposing sides of the conflict, which may control or prevent the exchange of information, and/or involve the appropriate management of staff activities and segregation of duties. Where such controls would be insufficient to eliminate the potential material risk of damage to clients from specific conflicts, then we will disclose the general nature and/or source of those conflicts of interest to you prior to us undertaking the relevant business.

15.3 You'll find full details of our Conflicts Policy on our website at [www.shareview.co.uk](http://www.shareview.co.uk), or you're welcome to contact us and ask us for a printed copy.

At the time of the issue of this document no material conflicts of interest were identified which could not be managed in accordance with 15.1 above.

## 16. Governing law

These terms and conditions are governed by English law. Any disputes relating to the agreement between us will be subject to the jurisdiction of the courts of England and Wales.

## 17. FSA regulatory classification

You will be classified for the purposes of the FSA rules as a retail client. If, however, you would otherwise be an eligible counterparty or a professional client, you may not necessarily have the rights of a retail client under the Financial Services Compensation Scheme. For more information on complaints/compensation, please see paragraph 21 of these terms and conditions.

## 18. Communications between you and us

Any agreement made between you and us under these terms and conditions will be in the English language. We will always communicate with you in English.

Please address all letters, instructions, notices and other documents for us to:

Share Dividend Team, Equiniti, Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA.

Until your communication actually reaches us at this address, we will not be able to treat it as officially received, nor to act on it.

You must give us any instructions in writing. We may sometimes be able to accept instructions by fax, email, telephone or online, but in this case, we may require you to confirm your instructions in writing before we go ahead and act on them.

We will send all statements, notices and other documents by post to the sole or first-named joint holder. If the sole or first-named joint holder has given us an email address:

- we will have a discretion to send any notices or other documents to you via that email address; and
- by sending to that email address a link to our website, we will have a discretion to use that website to provide to you (together with other participants in the Plan), general information or documents relevant to these terms and conditions in the future. For example, we may use the website to advise you of updates or amendments to these terms and conditions, or new fees and charges, rather than having to send this type of information to you (and all other participants in the Plan) individually by post or email.

If you provide us with an email address but subsequently decide that you do not want us to communicate with you by email or using a website, please send us a letter in the post stating this and we will resume using the last postal address we have for you.

Everything we send you is at your own risk. If you need documents to be reissued or altered, there may be a fee to pay.

## 19. Protecting your personal data

19.1 You agree that we may keep the personal details that you or others give us during your relationship with us on an Equiniti database. These details may include:

- information that you or your agents give us on application forms, in letters, via electronic messages or over the phone
- what we know from providing you with this Plan and analysing the transactions you carry out through us
- information that comes to us from credit reference and fraud detection agencies or services, and registration or stockbroking industry exchanges
- information we receive from our client companies or their agents.

We may store, use and process your personal information in order to:

- assess your application to participate in this service
- provide you with services
- identify other products and services that might be suitable for you
- keep our records about you up to date
- check your identity
- prevent and detect fraud and/or money laundering
- recover debts, and
- carry out research and statistical analysis about our services and how we might improve them. Sometimes we may use an outside market research agency to do this for us, in which case we undertake to ensure that they appropriately protect any personal customer data we share with them.

19.2 Unless you tell us not to, we may share your information within the Equiniti Group and we or other Equiniti Group companies may write to you about:

- Equiniti Group products and services we believe may interest you, and/or
- selected products and services from third party businesses we know and trust.

If you prefer not to receive this kind of information, simply let us know by visiting [www.shareview.co.uk/clients/optout](http://www.shareview.co.uk/clients/optout) or calling 0870 607 0636.

19.3 Under the Data Protection Act 1998 you are entitled to a copy of the information we hold about you on request, on payment of a fee. If you think any information we hold about you is inaccurate, don't hesitate to let us know so that we can correct it.

19.4 The information we hold about you is confidential. We will only ever disclose it outside the Equiniti Group:

- at your request or with your consent
- in line with paragraph 19.1 above
- if the law requires or permits disclosure, or there is a duty to the public to reveal it

- if we are asked to do so by the FSA, the London Stock Exchange or any other relevant regulatory authority or exchange in the UK or overseas
- to investigate or prevent fraud or other crimes
- to the Company so that they can update their own records about you
- to our agents and others in connection with running accounts and other services for you
- to any individual or company to whom we propose to transfer our obligations and rights in line with paragraph 14 of these terms and conditions.

19.5 We may administer your account and provide you with some services via agencies in countries outside Europe, such as India or the USA, where data protection laws and standards differ from those in the UK. But, even if we are processing your personal details outside Europe:

- there will always be a contract in place to ensure that such information is appropriately protected, and
- we will continue to be strictly bound by the UK's Data Protection Act 1998.

19.6 In order to comply with UK money laundering regulations, we may need to confirm your identity. To help us do this, we may make a search with a credit reference agency, which will keep a record of that search and will share that information with other businesses, and/or ask you to supply us with proof of identity.

This could lead to a delay in carrying out an instruction you've given us, or in paying you the proceeds of a sale or sending out your share certificate/s, or not being able to carry out an instruction at all. In any of these circumstances, we will not be responsible for any resulting loss.

19.7 We monitor and record some phone calls in case we need to check we have carried out your instructions correctly, to help maintain our quality standards and for security purposes.

## 20. Changing the Plan and/or these terms and conditions

The operation of the Plan is at our discretion. We may amend these terms and conditions to:

- comply with legal, tax or regulatory requirements
- correct errors, omissions, inaccuracies or ambiguities
- take account of any corporate reorganisations within our group of companies
- reflect a change in market conditions or the overall cost of providing the Plan to our customers
- reflect a change in technology to cover a development or change in the Plan or in the facilities we provide
- reflect developments in market practices
- reflect the terms and conditions on which the new provider offers a similar plan, in accordance with paragraph 14, or the computer systems the new provider will use to provide the Plan
- reflect any other valid reason.

If we intend to change the terms and conditions, and the alteration is material, we will give you at least 30 days' written notice of the alteration, unless it is impracticable to do so.

## 21. Complaints and compensation

*If you have a complaint of any kind, please be sure to let us know.*

We will do our utmost to sort it out.

Please put your complaint in writing to us at the following address

Service Quality Team, Equiniti, PO Box 4608, Worthing, West Sussex BN99 6NZ.

If we cannot resolve the issue between us, you may – so long as you are eligible – ask the independent Financial Ombudsman Service to review your complaint.

Our leaflet *How to voice your concerns* has more details about our complaints procedure. You're welcome to ask us for a copy at any time.

*We are a member of the Financial Services Compensation Scheme, set up under the Financial Services and Markets Act 2000.*

If we cannot meet our obligations, you may be entitled to compensation from the scheme. This will depend on the type of agreement you have with us and the circumstances of the claim. For example, the scheme covers corporate sponsored nominees, individual savings accounts, share-dealing and dividend reinvestment plans such as this Plan.

Most types of claims for FSA regulated business are covered for 100% of the first £30,000 and for 90% of the next £20,000. So the maximum compensation is £48,000.

For more details about the Financial Services Compensation Scheme:

- call their helpline on 020 7892 7300
- go to their website at [www.fscs.org.uk](http://www.fscs.org.uk)
- write to them at FSCS, 7th floor, Lloyds Chambers, Portsoken Street, London E1 8BN.

For more on the classification of shareholders for regulatory purposes, please see paragraph 17 of these terms and conditions.

## 22. Our liability

Nothing in these terms and conditions will exclude us from:

- any liability caused by our fraud, wilful default or negligence or
- any liability that the FSA rules say cannot be excluded.

To the extent that the FSA rules make us liable for something, this agreement will be deemed to say so explicitly.

The amount of our liability for any claim you make (other than for fraud or a breach of the Conduct of Business Sourcebook or the Client Assets Sourcebook in the FSA rules) will be no more than the following:

- the amount or total amount of the dividend relevant to your claim (for example, where your claim relates to two dividends, this refers to the total amount of these two dividends) plus
- interest at 2% above the Bank of England base rate, starting from when the claim arises up until the point when we pay our liability amount.

We will not be responsible for the following:

- anything done or not done by the Company
- acting in accordance with a court order (of whatever jurisdiction) or failing to act in accordance with a court order that we haven't been notified about
- forged or fraudulent instructions. We will be entitled to treat instructions that purport to be from you as genuine, unless it ought to be obvious to anyone that they are not
- any losses, costs, damages or expenses you suffer that result from industrial action or any cause beyond our reasonable control including, but not limited to, any shortfall in the performance of our obligations because of malfunction or failure of any telecoms or computer service, electronic payment system or CREST or because of the circumstances contemplated by paragraph 6.2 (provided, where relevant, that we have complied with the FSA rules on business continuity). If this type of situation arises, however, we will remedy the situation as soon as reasonably possible
- any indirect, special or consequential loss (including direct or indirect loss of profit), other than where this results from fraud or a breach of the Conduct of Business Sourcebook or Client Assets Sourcebook in the FSA Rules on our part

We may do, or stop doing, anything that, in our reasonable opinion, is necessary in order to comply with any laws, rules, regulations or the requirements of any regulatory or other body that are binding on us.



# Contacts

## For enquiries about the ordinary share Dividend Reinvestment Plan

Share Dividend Team

Equiniti

Aspect House, Spencer Road, Lancing

West Sussex, BN99 6DA, UK

Telephone: 0871 384 2268 – from UK

+44 121 415 7005 – from overseas

If you would like this booklet in a large print format please contact Equiniti on the number above.

A textphone service is available on 0871 384 2255

Calls to these 0871 numbers will be charged at 8p per minute from a BT landline. Other telephony providers costs may vary.

## Equiniti Shareview Dealing

Telephone: 0871 384 2020

[www.shareview.co.uk](http://www.shareview.co.uk)

## Stocktrade

Telephone: 0845 601 0995 (inside the UK)

Telephone: +44 (0) 131 240 0414 (outside the UK)

Quote reference Low Co 234

[www.stocktradebroking.co.uk/BP](http://www.stocktradebroking.co.uk/BP)

[www.bp.com](http://www.bp.com)

Visit BP's website to access detailed information on the company, view current and historic share prices, and to find information about how the UK stock market works.

[www.shareview.com](http://www.shareview.com)

Visit this website, operated by our Registrar, Equiniti Limited, to view your current share balance, recent share movements and details of recent dividends.

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