



*Share Trust*

N & M Group Share Based Incentive Scheme – Website User Manual

# N AND M GROUP SHARE BASED INCENTIVE SCHEME WEB USER MANUAL

Version 1.0





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N & M Group Share Based Incentive Scheme – Website User Manual

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## **1 Introduction and System Overview**

The N & M Group Share Based Incentive Scheme Website will be available for active participants. Participants that do not have a Current status will not be able to view any information on the website.

### **1.1 Web Features**

The N & M Group Share Based Incentive Scheme Website provides the following features:

- Management of Employee Details and Employee Share History.
- View Share Summary details
- Employee Trade Status
- Share Trading Calculations
- Scheme Information
- FAQs

## **2 Menus Overview**

All the Web Menus and Screens described in this manual have been reproduced at the appropriate place for easy reference.

### **2.1 Menus**

The Web Menus in the system contain buttons which can be used to access the different web features already mentioned.



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Figure 1 Main Menu - Home Page





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### 3 General Features

The web buttons are located on the top of the web Home Page and in the [Main Menu](#) panel on top of the menu.



Figure 2 Main Menu - Home Page, Top Menu Panel

In the footer section of each web page generic text is displayed.

### 4 Register

The system requires a registration process to be followed to register users and allocate to them their password. To register, go to the N & M Group Share Based Incentive Scheme web address by typing the URL, <http://naspersshareschemes.com> in the address line of your internet browser (i.e. Internet Explorer, Firefox) and follow the following steps.

Please bookmark this link, save it in your Favourites list or create a desktop shortcut to enable faster access to the system.

Once the link has been opened, the screen below will open. Click on any one of the three **Register**” links (See Figure 3).



Figure 3 Home Screen



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Enter your **Domain \ Username** (e.g.MIH\jsoap) in the indicated field and click **[Register]**. See below to locate Domain/Username.

Figure 4 Register Screen

**Please be advised that you will only be able to locate your required Domain name using your work PC**

You can locate your Domain\Username by following these instructions:

Press the **[Windows Key] + [R]** to bring up the Run dialog



Figure 5 Keyboard Shortcut for Run Dialog



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In the Open field on the Run Dialog, type “msinfo32” and press [Enter].

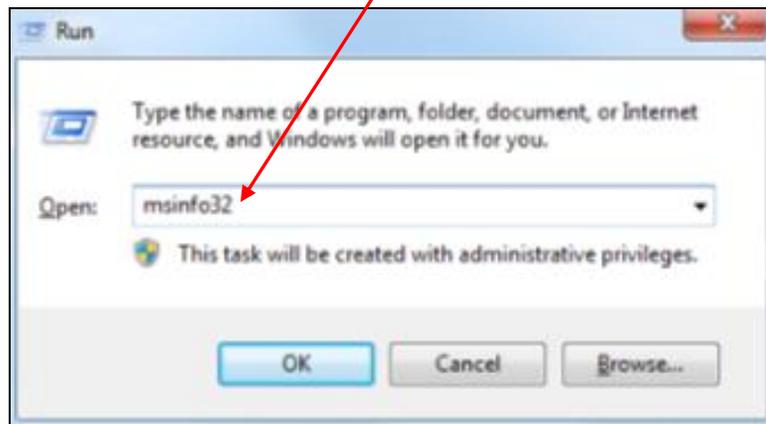


Figure 6 Run Dialog

The System Information Dialog should appear. Your Domain\Username is the ‘User Name’ property of the System Information Dialog (See Figure 7).

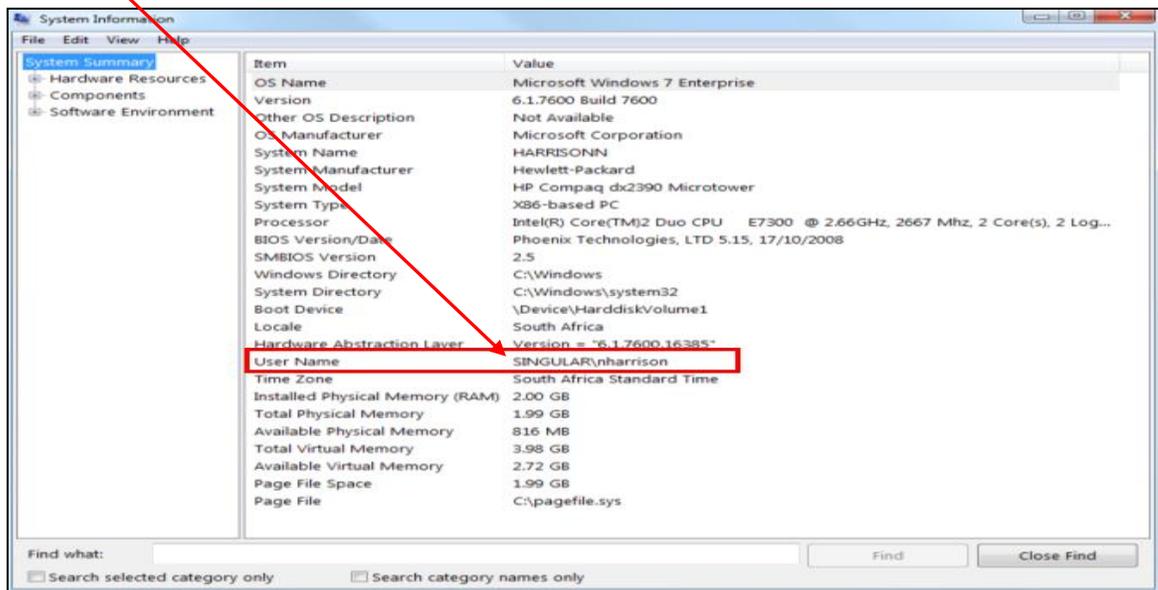


Figure 7 System Information Screen

- The following screen (See Figure 8) will be displayed indicating you have been registered. An email containing your login information with your password will be sent to you. If you do not receive your email after fifteen minutes please contact the Share Scheme Administrator for assistance on:

Tel: +27 11 289-3019/3082/3751

or

Email: [shares@multichoice.co.za](mailto:shares@multichoice.co.za)





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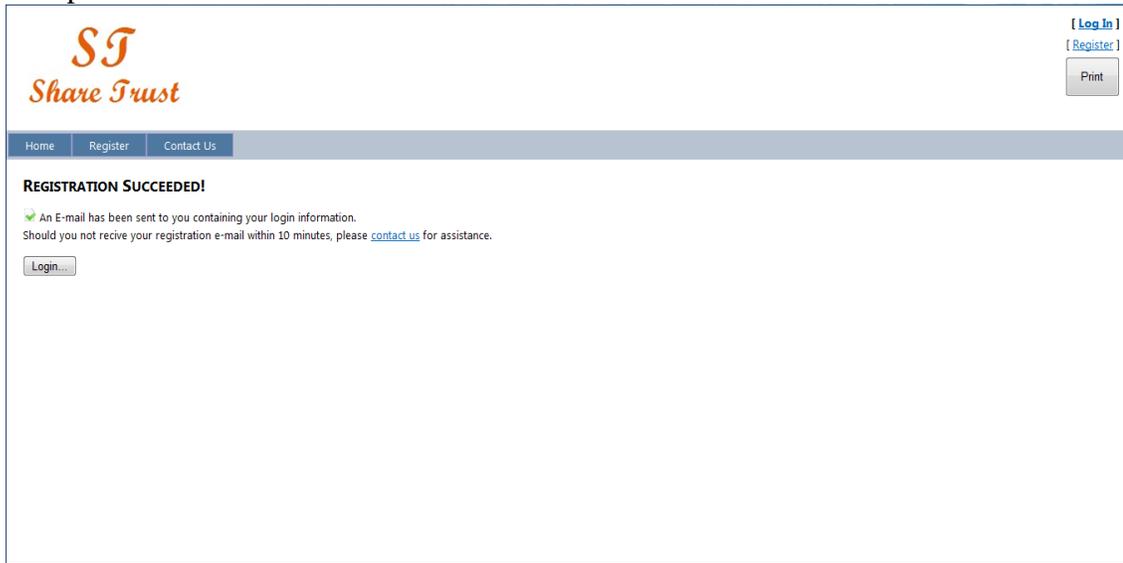


Figure 8 Registration Successful Screen





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### 5 User Login

The website requires a login process to be followed in order to identify users. To login, go to the N & M Group Share Based Incentive Scheme website and type the URL

(<http://naspersshareschemes.com>) in the address line of your internet browser (i.e. Internet Explorer, Firefox) and follow the following steps:

- Once the link has been opened the screen below will open. Click any one of the two “Log In” links on the home page (See Figure 9).

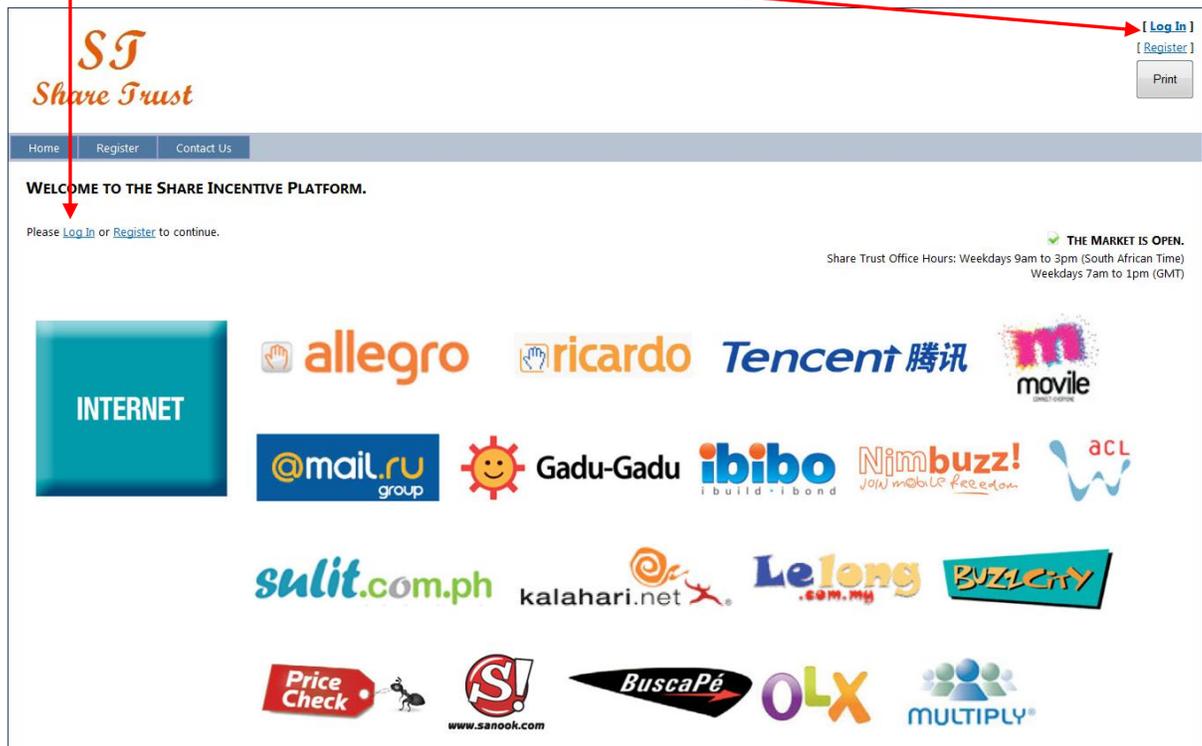


Figure 9 Home Screen



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- Enter your “Domain\Username” (e.g. MIH\jsoap) and “Password” in the respective fields and click the [Log In] button (See Figure 10)

The screenshot shows the Share Trust website's login interface. At the top left is the Share Trust logo. To the right are links for [Log In], [Register], and a Print button. Below the logo is a navigation bar with Home, Register, and Contact Us. The main heading is LOG IN, followed by the instruction: "Please enter your username and password. [Register](#) if you don't have an account." Under "Account Information", there are two input fields: "[Domain]\Username:" and "Password (Case Sensitive):". Below these are two links: "[How do I find my \[Domain\]\Username?](#)" and "[I Forgot My Password...](#)". At the bottom of the form is a "Log In" button. Three red arrows originate from the text in the list above: one points to the "Log In" button, one points to the "Password" field, and one points to the "[Domain]\Username" field.

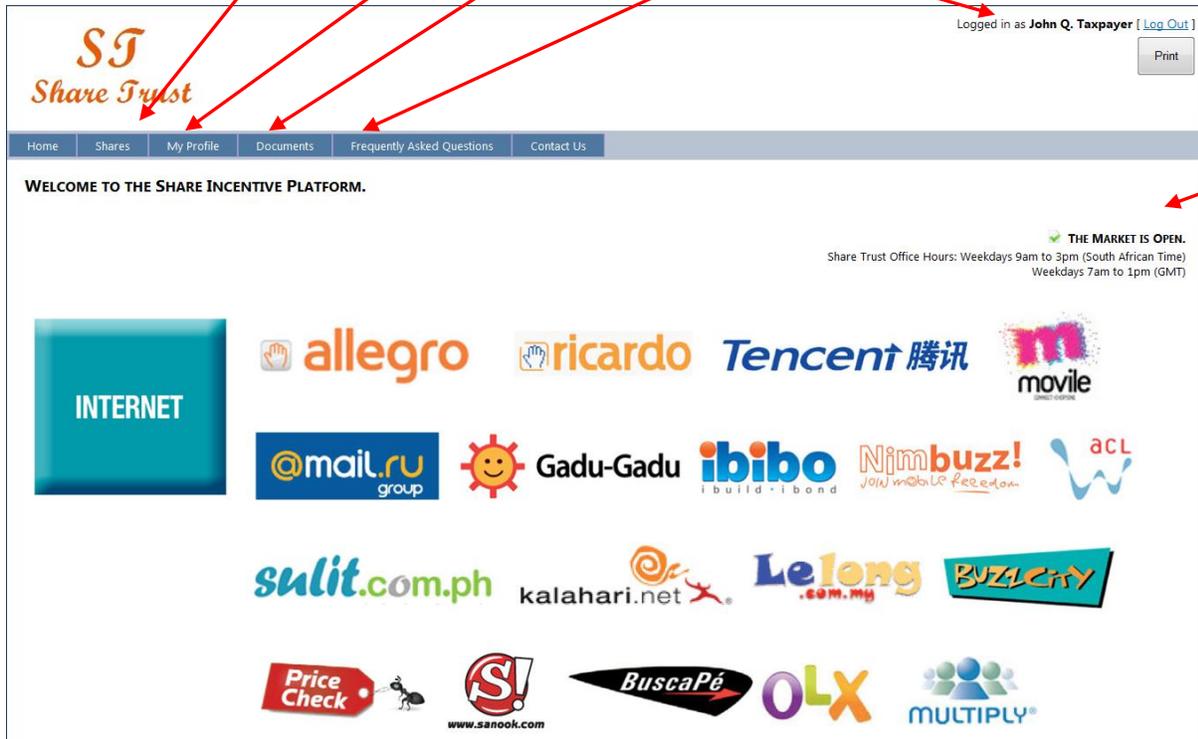
Figure 10 Login Screen



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- Once logged in you will notice that the “Register” menu item disappears, as it is no longer needed and the “Shares,” “Profile,” “Documents” and “Support” menu items are displayed as well as your Name (e.g. Joe Soap) is displayed at the top right of the page (See Figure 11).



Indicates whether the market is open or closed, to trade your shares

Figure 11 Home Screen when Logged In

**NOTE:** For your own safety you must ensure that no other person has access to your N & M Group Domain\Username and Password. If you move away from your computer, ensure you either log off from the site or lock your computer. **Transactions executed in your name while logged onto the website will be enforced and N & M Group will not be liable for any losses incurred due to employee negligence.**



## 6 Shares

Once logged in the “Shares” menu item lets you access the following commands:” [View Share Statement](#)”, [View Transaction History](#)” and use the [Share Calculator](#)” (See Figure 12).





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Figure 12 - Item List for Shares menu

## 6.1 View Share Summary

When accessing the **View Share Statement** item under the **Shares** menu from the Home Page (See Figure 12), the following screen (See Figure 13) is displayed.

The screenshot shows the 'SHARE STATEMENT' page with the following filters applied: SHARE TRUST (All), OFFER DATE (All), OFFER PRICE (All), EXPIRY DATE (All), and AVAILABILITY TYPE (All). A 'Filters' label with red arrows points to these filter controls. A note says 'Tick tranches then click "View Transactions" button below.' The table below lists various share trusts and their details.

	Share Trust	Currency	Offer Date	Vesting Date	Expiry Date	Offer Price Per Option/SAR	No Of Options/SARs Offered	Options/SARs Exercised	Options/SARs Lapsed	Vested & Unvested Shares	Pending Transactions
<input type="checkbox"/>	MIH HOLDINGS (Naspers Shares)	ZAR	23 May 1997	23 May 2000	21 May 2007	25.67	6 074	6 074	0	0	0
<input type="checkbox"/>	MIH HOLDINGS (Naspers Shares)	ZAR	23 May 1997	23 May 2001	21 May 2007	25.67	6 074	6 074	0	0	0
<input type="checkbox"/>	MIH HOLDINGS (Naspers Shares)	ZAR	23 May 1997	23 May 2002	21 May 2007	25.67	6 074	6 074	0	0	0
<input type="checkbox"/>	MIH HOLDINGS (Naspers Shares)	ZAR	06 Mar 1998	23 May 2000	03 Mar 2008	20.05	729	729	0	0	0
<input type="checkbox"/>	MIH HOLDINGS (Naspers Shares)	ZAR	06 Mar 1998	23 May 2001	03 Mar 2008	20.05	729	729	0	0	0
<input type="checkbox"/>	MIH HOLDINGS (Naspers Shares)	ZAR	06 Mar 1998	23 May 2002	03 Mar 2008	20.05	729	729	0	0	0
<input type="checkbox"/>	M-NET (Naspers)	ZAR	05 Mar 1999	05 Mar 2004	02 Mar 2009	4.30	3 225	3 225	0	0	0
<input type="checkbox"/>	SUPERSPORT (Naspers)	ZAR	05 Mar 1999	05 Mar 2004	02 Mar 2009	24.51	2 948	2 948	0	0	0
<input type="checkbox"/>	SUPERSPORT (Npn share distr)	ZAR	05 Mar 1999	05 Mar 2002	02 Mar 2009	0.00	1 177	1 177	0	0	0
<input type="checkbox"/>	SUPERSPORT (Npn share distr)	ZAR	05 Mar 1999	05 Mar 2003	02 Mar 2009	0.00	1 177	1 177	0	0	0
<input type="checkbox"/>	SUPERSPORT (Npn share distr)	ZAR	05 Mar 1999	05 Mar 2004	02 Mar 2009	0.00	1 177	1 177	0	0	0
<input type="checkbox"/>	CASH M-NET	ZAR	05 Mar 1999	05 Mar 2002	02 Mar 2009	0.00	387 628	387 628	0	0	0
<input type="checkbox"/>	CASH M-NET	ZAR	05 Mar 1999	05 Mar 2003	02 Mar 2009	0.00	387 628	387 628	0	0	0

Figure 13 Share Statement

The Share Statement displays a summary of all your share allocations and trading transactions per Share Trust. This page also includes the Offer Price per option/SAR, how many shares are available to exercise, how many shares have been sold, how many have lapsed and how many are unvested. It also shows any transactions that are pending in the systems.

You can filter the information displayed by using the following provided Filters: **Share Trust**, **Offer Date**, **Offer Price**, **Expiry date** or **Availability Type** (See Figure 13)



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You may also view a detailed transaction history for allocations by selecting the allocations you wish to view by ticking their **check boxes** and clicking the **[View Transactions]** button (See Figure 14).

Logged in as **John Q. Taxpayer** [ [Log Out](#) ]

Print

Home Shares My Profile Documents Frequently Asked Questions Contact Us

#### SHARE STATEMENT

The following filters are applied:

SHARE TRUST: CASH SUPERSPORT | OFFER DATE: (All) | OFFER PRICE: (All) | EXPIRY DATE: (All) | AVAILABILITY TYPE: (All) | [Clear Filters](#)

ⓘ Tick tranches then click "View Transactions" button below.

<input type="checkbox"/>	Share Trust	Currency	Offer Date	Vesting Date	Expiry Date	Offer Price Per Option/SAR	No Of Options/SARs Offered	Options/SARs Exercised	Options/SARs Lapsed	Vested & Unvested Shares	Pending Transactions
<input type="checkbox"/>	CASH SUPERSPORT	ZAR	05 Mar 1999	05 Mar 2002	02 Mar 2009	0.00	387 628	387 628	0	0	0
<input type="checkbox"/>	CASH SUPERSPORT	ZAR	05 Mar 1999	05 Mar 2003	02 Mar 2009	0.00	387 628	387 628	0	0	0
<input type="checkbox"/>	CASH SUPERSPORT	ZAR	05 Mar 1999	05 Mar 2004	02 Mar 2009	0.00	387 656	387 656	0	0	0
							1 162 912	1 162 912	0	0	0

[View Transactions](#)

Figure 14 Share Summary

## 6.2 View Transaction History

When accessing the **View Transaction History** item under the **Shares** menu from the Home Page (See Figure 12), the following screen (See Figure 15) is displayed.

**NOTE:** The Transaction History page can also be accessed from the **Share Statement** page.





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The screenshot shows the 'TRANSACTION HISTORY' page. At the top right, it says 'Logged in as John Q. Taxpayer [ Log Out ]' and has a 'Print' button. A navigation bar contains 'Home', 'Shares', 'My Profile', 'Documents', 'Frequently Asked Questions', and 'Contact Us'. Below this, the page title 'TRANSACTION HISTORY' is followed by the text 'The following filters are applied:'. Four filter dropdowns are shown: 'SHARE TRUST' (set to '(All)'), 'START DATE' (set to '(All)'), 'END DATE' (set to '(All)'), and 'TRANSACTION TYPE' (set to '(All)'). Red arrows labeled 'Filters' point to each of these dropdowns. Below the filters is a table with 12 columns: Transaction Date, Share Trust, Instrument, Transaction, No. Of Shares, Gross Profit, Cost, Transaction Fee, Tax, IT88, Net Pay In/Out, and Net Shares Out. The table contains six rows of transaction data.

Transaction Date	Share Trust	Instrument	Transaction	No. Of Shares	Gross Profit	Cost	Transaction Fee	Tax	IT88	Net Pay In/Out	Net Shares Out
23 Mar 2011	2005 MIH CHINA (BVI)	NPN	Sale	400	6 161 372.00	245 100.00	0.00	0.00	0.00	5 916 272.00	0
28 Nov 2003	CASH M-NET	NPN	Sale	775256	7 752.56	0.00	0.00	0.00	0.00	7 752.56	0
28 Jul 2005	CASH M-NET	NPN	Sale	387656	3 876.56	0.00	0.00	0.00	0.00	3 876.56	0
28 Nov 2003	CASH SUPERSPORT	NPN	Sale	775256	7 752.56	0.00	0.00	0.00	0.00	7 752.56	0
28 Jul 2005	CASH SUPERSPORT	NPN	Sale	387656	3 876.56	0.00	0.00	0.00	0.00	3 876.56	0

Figure 15 Transaction History

The Transaction History page allows you to view a detailed description of transactions that have occurred in respect of your shares and may be filtered by **Share Trust**, **Start Date** (Transaction Date), **End Date** (Transaction Date) and **Transaction Type** (i.e. Sale or Purchase) using the Filters provided (See Figure 15).

### 6.3 Share Calculator

When accessing the **Share Calculator** item under the **Shares** menu from the Home Page (See Figure 12), the following screen (See Figure 16) is displayed.

The share calculator is intended to provide you with estimate values you could receive or pay if you sell or purchase shares that are available to you.





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Logged in as **John Q. Taxpayer** [ [Log Out](#) ]

[Print](#)

Home | Shares | My Profile | Documents | Frequently Asked Questions | Contact Us

**Please note:**

- The numbers shown below are an estimate of what you could pay or receive before any taxes are deducted.
- You will need to use your individual estimated tax rate as received from your payroll or tax advisor in order to estimate the amount of tax to be paid.
- We assume the maximum tax rate (40%) on all calculations as we are unable to calculate each individual's tax bracket. Should you want a more accurate calculation because you are in a lower tax bracket, or because you pay no tax, we suggest that you change the tax rate in the field provided and recalculate.
- This calculator assumes that all conditions will be met.

[Click here for help with using the Calculator](#)

Share Trust: (All) Tax Rate: %

Instrument	Price	My Price
NPN	338.95	338.95
RUS	130.00	130.00

Sell  Buy  Sell to Buy

[Reset](#) [Calculate](#)

Scheme	Currency	Offer Price	Offer Date	Vesting Date	Expiry Date	No of Options / SARs Available	Include In Calc?	Options / SARs To Sell	Options / SARs To Purchase	Gross Sale Proceeds	Offer Cost	Income Tax	Brokerage	Net Profit/Pay	
MIH QQ (BVI) Limited	USD	368.41	10-Jun-2004	20-Feb-2005	08-Jun-2014	<b>625</b>	<input type="checkbox"/>	0	0	0.00	0.00	0.00	0.00	0.00	
MIH QQ (BVI) Limited	USD			20-Feb-2006	08-Jun-2014	<b>625</b>	<input type="checkbox"/>	0	0	0.00	0.00	0.00	0.00	0.00	0.00
MIH QQ (BVI) Limited	USD			20-Feb-2007	08-Jun-2014	<b>625</b>	<input type="checkbox"/>	0	0	0.00	0.00	0.00	0.00	0.00	0.00
MIH QQ (BVI) Limited	USD			20-Feb-2008	08-Jun-2014	<b>625</b>	<input type="checkbox"/>	0	0	0.00	0.00	0.00	0.00	0.00	0.00
2005 MIH QQ (BVI)	USD	612.75	30-Sep-2005	06-Sep-2006	06-Sep-2015	<b>381</b>	<input type="checkbox"/>	0	0	0.00	0.00	0.00	0.00	0.00	
2005 MIH QQ (BVI)	USD			06-Sep-2007	06-Sep-2015	<b>781</b>	<input type="checkbox"/>	0	0	0.00	0.00	0.00	0.00	0.00	0.00
2005 MIH QQ (BVI)	USD			06-Sep-2008	06-Sep-2015	<b>781</b>	<input type="checkbox"/>	0	0	0.00	0.00	0.00	0.00	0.00	0.00
2005 MIH QQ (BVI)	USD			06-Sep-2009	06-Sep-2015	<b>782</b>	<input type="checkbox"/>	0	0	0.00	0.00	0.00	0.00	0.00	0.00

Figure 16 Share Calculator

For step by step instructions on how to use the Share Calculator click on the [[Click here for help to use the Calculator](#)] link. This will open a document which will assist you with instructions on how to use the Share Calculator.

### Share Calculator – Sell Function

The “**Sell**” function lets you estimate how much you may receive for selling a number of shares or how many shares you will need to sell in order to receive a certain amount of cash now or in the future.

To select the “**Sell**” function, access the [Share Calculator](#) from the main menu and select the “**Sell**” function radio button (See Figure 17).

To calculate an estimate value for a certain number of shares you wish to sell (See Figure 17) you will need to indicate which allocations you wish to sell shares from by ticking the respective check boxes. Indicate the number of shares from each allocation you wish to sell and enter the **Selling Price** (price you will sell your shares at).

Numbers stated in bold font are the actual number of shares available to exercise. These figures can also be viewed on the Trade Shares screen under the Shares menu located on the Home Page.





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**Selected Selling Price .**

**“Sell” function radio button.**

**Edit the number of shares you wish to sell from this allocation.**

**Allocation check boxes. To indicate which allocations to sell shares from.**

**Column indicates the estimated Profit/Loss you will make after costs (e.g. Tax payable where applicable and Trading costs) are deducted from the market value of the sale.**

**Total Profit/Loss from sale.**

Scheme	Currency	Offer Price	Offer Date	Vesting Date	Expiry Date	No of Options / SARs Available	Include In Calc?	Options / SARs To Sell	Options / SARs To Purchase	Gross Sale Proceeds	Offer Cost	Income Tax	Brokerage	Net Profit/Pay
MIH (BVI) - N - ZAR	ZAR			28-Jun-2010	25-Jun-2017	931	<input checked="" type="checkbox"/>	931	0	315 562.45	-169 442.00	-58 448.18	-2 682.28	84 989.99
MIH (BVI) - N - ZAR	ZAR	182.00	28-Jun-2007	28-Jun-2011	25-Jun-2017	931	<input checked="" type="checkbox"/>	931	0	315 562.45	-169 442.00	-58 448.18	-2 682.28	84 989.99
MIH (BVI) - N - ZAR	ZAR			28-Jun-2012	25-Jun-2017	931	<input type="checkbox"/>	0	0	0.00	0.00	0.00	0.00	0.00
						2 793		1 862	0	631 124.90	-338 884.00	-116 896.36	-5 364.56	169 979.98

Figure 17 Share Calculator – Sell Function

Once you have entered all relevant information as described above, click the **[Calculate]** button to calculate your Profit or Loss from the sale of your allocated shares.

### Share Calculator – Buy Function

The “**Buy**” function allows you to estimate how much it will cost to purchase a number of shares.

To select the “**Buy**” function, access the **Share Calculator** from the main menu and select the “**Buy**” function radio button.

To calculate an estimate value for a certain number of shares you wish to purchase (See Figure 18) you are required to choose which allocations you intend to purchase by ticking the respective check boxes. Enter the number of shares you wish to purchase from each allocation. Enter the **Selling Price** (price you wish to purchase your shares at).





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Selected Purchase Price

Logged in as John Q. Taxpayer [ Log Out ]

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**Please note:**

- The numbers shown below are an estimate of what you could pay or receive before any taxes are deducted.
- You will need to use your individual estimated tax rate as received from your payroll or tax advisor in order to estimate the amount of tax to be paid.
- We assume the maximum tax rate (40%) on all calculations as we are unable to calculate each individual's tax bracket. Should you want a more accurate calculation because you are in a lower tax bracket, or because you pay no tax, we suggest that you change the tax rate in the field provided and recalculate.
- This calculator assumes that all conditions will be met.

[Click here for help with using the Calculator](#)

Share Trust: MIH (BVI) - N - ZAR Tax Rate: 40 %

Instrument	Price	My Price
NPN	338.95	338.95
RUS	130.00	130.00

Sell  Buy  Sell to Buy

Reset Calculate

Scheme	Currency	Offer Price	Offer Date	Vesting Date	Expiry Date	No of Options / SARs Available	Include In Calc?	Options / SARs To Sell	Options / SARs To Purchase	Gross Sale Proceeds	Offer Cost	Income Tax	Brokerage	Net Profit/Pay
MIH (BVI) - N - ZAR	ZAR			28-Jun-2010	25-Jun-2017	931	<input checked="" type="checkbox"/>	0	931	0.00	-169 442.00	0.00	-788.91	-170 230.91
MIH (BVI) - N - ZAR	ZAR	182.00	28-Jun-2007	28-Jun-2011	25-Jun-2017	931	<input checked="" type="checkbox"/>	0	931	0.00	-169 442.00	0.00	-788.91	-170 230.91
MIH (BVI) - N - ZAR	ZAR			28-Jun-2012	25-Jun-2017	931	<input type="checkbox"/>	0	0	0.00	0.00	0.00	0.00	0.00
						2 793		0	1 862	0.00	-338 884.00	0.00	-1 577.81	-340 461.81

“Buy” function radio button.

Allocation check boxes - to indicate which allocations to purchase shares from.

Estimated amount required in order to purchase the allocated shares.

Total estimated amount required.

Edit the number of shares you wish to purchase from this allocation.

Figure 18 Share Calculator – Buy Function

Once you have entered all relevant information as described above, click the **[Calculate]** button to calculate how much you are required to spend in order to purchase the selected allocation of shares.

### Share Calculator – Sell to Buy Function

The “**Sell to Buy**” function is intended to estimate how many shares you will be required to sell in order to cover all the costs (tax payable where applicable and trading costs) to purchase the balance of a specified allocation.

To select the “**Sell to Buy**” function, access the **Share Calculator** from the main menu and select the “**Sell to Buy**” function radio button.

To calculate how many shares to sell in order to cover the costs of your purchase (See Figure 19), you are required to select which allocations you intend purchasing by ticking the respective check boxes. Enter the “**Selling Price**” (price you wish to purchase your shares at) in the **Selling Price** field.





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Selected Selling Price

Allocation check boxes. To indicate which allocations to sell to purchase shares from.

Figure 19 Share Calculator – Sell to Buy Function

Once you have entered all relevant information as described above, click the **[Calculate]** button to calculate how many shares you will receive after a certain quantity has been sold to cover the costs of the purchase.

**NOTE:** The numbers shown in the “Share Calculator” are an estimate of what you could receive/pay if you sell or purchase your shares available to you now and in the future. The calculator assumes that all conditions will be met.



## 7 Profile

### 7.1 My Profile – Viewing Contact Details

- In order to view **personal information and contact details (telephone number and e-mail address)** users can click on the **Profile** button menu and click the **My Profile** button. (See Figure 20). If any of the details are incorrect, the participant will need to contact their HR Representative, in order to update their details.





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Figure 20 Profile Menu – My Profile

7.2 My Documents

- On the 'My documents' menu item users can download documents that have been attached to their profile by clicking on the drop down and selecting the specific category of documents.

Figure 21 Profile Menu – My Documents



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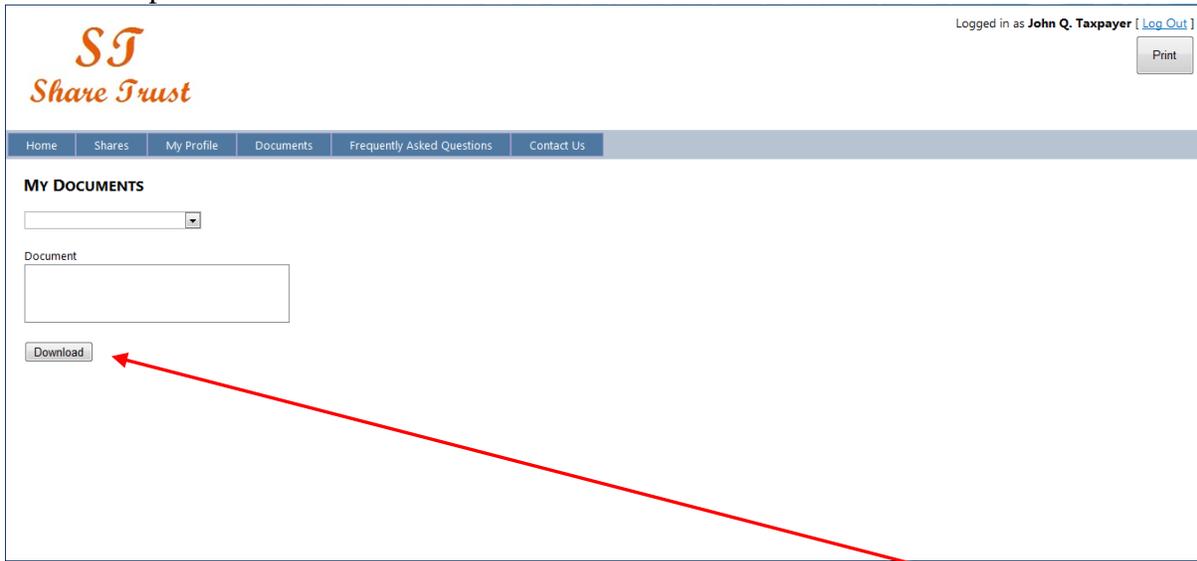


Figure 22 Profile Menu – My Documents Download

The users can click on the specific document type and click on the [Download] button to download the document on the desktop, (See Figure 22).



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### 7.3 My Secondments

Users can edit and amend their secondment history by updating the dates of their secondment. Participants can add additional secondments that are not present on the system and should be, by clicking on the [New] button.

Country	From Date	To Date
South Africa	2011/01/01	2011/02/01
Greece	2011/08/01	2011/08/24

Figure 23 Profile Menu – Secondments.

Once they have amended and added secondments they must save their changes by clicking on the [Finish] button.



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### 7.4 Change Password

Users can click on the 'Change Password' menu item under the Profile menu on the Home Page to change their passwords.

The screenshot displays the 'Change Password' form within the 'My Profile' menu. The form contains the following elements:

- CHANGE PASSWORD** header
- Instruction: "Please enter your current password and new password. Passwords need to be at least 8 characters in length, and must have at least one Number."
- Input fields: "Current Password", "New Password", and "Confirm New Password".
- "Ok" button at the bottom.

Figure 24 Profile Menu – Change Password

- Enter the 'Current Password', the 'New Password' and 'Confirm New Password' in the fields provided. Click on the [Ok] button to save the changes.
- Passwords must be at least 8 characters in length and must contain at least one number and special character or capital letter.
- For security purposes and to protect users from unauthorised access to their share profiles it is recommended that users change their passwords at least once a month.
- If users forget their password there is an 'I forgot my password' button on the Home Page, which when clicked will e-mail the user a default password. This password must be changed immediately upon logging onto the website.



## Share Trust

N & M Group Share Based Incentive Scheme – Website User Manual

# 8. Documents

## 8.1 Website User Manual

Users can access the website user manual by clicking on the drop down menu item, highlighted in Figure 25

The screenshot shows the Share Trust website interface. At the top left is the Share Trust logo. At the top right, it says "Logged in as John Q. Taxpayer [ Log Out ]" and a "Print" button. Below the logo is a navigation bar with links: Home, Shares, My Profile, Documents, Frequently Asked Questions, and Contact Us. The "Documents" link is highlighted, and a dropdown menu is open, showing "Website User Manual" and "Sale Documents". A red arrow points to the "Website User Manual" option. Below the navigation bar is a section titled "SALES FORMS" with a list of links to various forms and instructions, including "2005 MIH China Options Instruction and Exercise Form", "Irdeto Access 2008 SARs Exercise and Instruction Form", "Irdeto Access Exercise and Instruction Form - Offers after 21 Sept 2005", "Irdeto Access SARs Exercise and Instruction Form", "Irdeto Access Share Trust Sale Form - Offers before 21 Sept 2005", "M-Net SuperSport SARs Form", "MCA 2008 SARs Form", "MCA SARs Form", "MEDIA24 Sale Form - Use Money for Naspers Purchase", "MEDIA24 Sale Form", "Media24 SARs Form", "MIH (BVI) Share Trust Purchase Form", "MIH (BVI) Share Trust Sale Form", "MIH (BVI) Share Trust Sale to Buy Form", "MIH Allegro 2009 SARs Exercise and Instruction Form", "MIH Allegro SARs Exercise and Instruction Form", "MIH China 2008 SARs Instruction and Exercise Form", "MIH Holdings Exercise and Instruction Form - Offered after Oct 2004", "MIH India Mauritius Instruction and Exercise Form", "MIH Ricardo SARs Exercise and Instruction Form", "MIH Russia Exercise and Instruction Form", "MIHH MNET and SS Purchase Form", "MIHH MNET and SS Sale Form", "MIHH MNET and SS Sale to Buy Form", "Naspers Purchase Form", "Naspers Sale Form", and "Naspers Sale Form - To Pay for Purchase of the Rest".

Figure 25 Documents Menu – Website User Manual



## Share Trust

### N & M Group Share Based Incentive Scheme – Website User Manual

#### 8.2 Sale Forms

Participants can access the necessary sale forms by clicking on the sale documents drop down menu item highlighted in Figure 26.

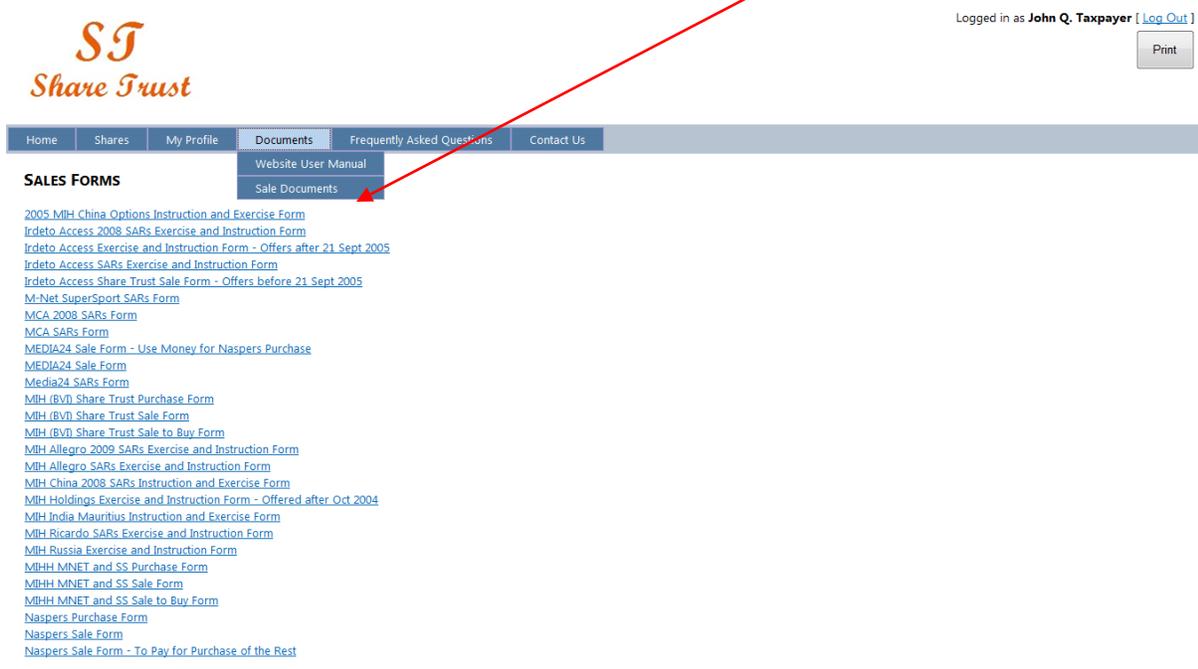


Figure 26 Documents Menu – Sale Documents

#### 8.3 Share summary, scheme rules and termination documents

Participants access the scheme rules as well as a summary document highlighting the salient features of each scheme, by clicking on the Share summary documents or the scheme rules tab under the documents tab. They are also able to view the rules around termination from the trust by clicking on the termination rules tab. (Figure 27)



Share Trust

N & M Group Share Based Incentive Scheme – Website User Manual

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Print

Home Shares My Profile Documents Frequently Asked Questions Contact Us

**SHARE SUMMARY DOCUMENT**

- Website User Manual
- Sale Documents
- Share Summary Documents
- Scheme Rules
- Termination Rules
- Allegro SARs Salient Features For Staff
- Allegro SARs Salient Features 2009
- Gadu Gadu SARs Salient Features For Staff
- Irdeto SARs Salient Features For Staff 2008
- Irdeto SARs Salient Features For Staff
- Level Up SARs Salient Features
- MCA SARs Salient Features For Staff 2008
- MCA MWEB Salient Features For Staff
- Media24 Salient Features For Staff
- MIH (BVI) Information Leaflet
- MIH Buscape Holdings BV Information Leaflet
- MIH China SARs Salient Features For Staff 2008
- MIH Holdings Information Leaflet
- MIH India Information Leaflet
- MIH Internet Africa SARs Salient Features For Staff
- MIH Russia Internet B V Information Leaflet AMENDED Sept 2011
- Naspers Memo Template
- OLX Information Leaflet
- On The Dot SARs Salient Features For Staff
- Paarl Coldset Salient Features For Staff
- Paarl Media Holdings Salient Features For Staff
- Ricardo SARs Salient Features For Staff June 2008

Share Summary documents

Scheme rules

Termination rules

Figure 27 Documents Menu – Share Summary and Scheme Rules Documents

## 9. Support

### 9.1 Technical Queries

#### 1. I cannot access the Share Scheme System?

- A1. Make sure that Domain/Username and Password is correct.
- A2. Contact your IT/ISP help desk to make sure that there are no IT/ISP related problems.
- A3. Contact the Share Scheme Administrator (See "Contact Us").

#### 2. What do I do if I am in a remote location or not able to access the internet and wish to submit an instruction to exercise shares?

You will need to complete a manual form which you may request from the Share Scheme Administrator (See "Contact Us").





## *Share Trust*

N & M Group Share Based Incentive Scheme – Website User Manual

### **3. Can I access my information from another MIH user PC/laptop and can I access it from my PC at home?**

Yes, because the system is internet based you may access your information from any computer anywhere as long as that computer has internet access. All you need to do is login with your Domain/Username and Password.

NOTE: Don't save your login details on other computers to protect yourself from illegal access by other users

### **4. Can I access the system from a mobile device (i.e. Blackberry, iPhone etc.)?**

No, you can only access the system via a computer that has internet access.

### **5. Can other participants view my share allocation status?**

As long as you protect your Domain/Username and Password from other users no one can access your share allocation status besides the MIH Share Scheme Administrators who will be able to view your share allocation status.

### **6. When Can I Trade?**

A1. The Johannesburg Stock Exchange (JSE) trades between 09H00 and 15H00 South African time, Monday to Fridays.

A2. You will not be permitted to exercise shares during a closed period.

A4. Trading will also not be permitted on South African public holidays.





## Share Trust

### N & M Group Share Based Incentive Scheme – Website User Manual

## 9.2 Administrative Queries

Share Trust

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Home Shares My Profile Documents Frequently Asked Questions Contact Us

**ADMINISTRATIVE SUPPORT**

1. [What are ARs?](#)
- 2.1. [Why did my colleague get a share offer and not me?](#)
- 2.2. [Why do some staff not get share offers?](#)
- 2.3. [Why do some staff get more shares offered to them than others?](#)
3. [What is the relationship between the ARs and the Naspers share?](#)
4. [I don't understand my share statement, please explain it to me.](#)
5. [When do my shares vest?](#)
6. [Why is the valuation of an appreciation right only performed on an annual basis?](#)
7. [How many shares/ARs can I trade today?](#)
8. [What alternatives do I have if I want to cash in on my share-based incentive awards?](#)
9. [How much will I get out if I choose to sell my shares?](#)
10. [Do you have an option to retain the Naspers shares and not receive the cash?](#)
11. [What is a share trading account \(CSDP\)?](#)
12. [How much tax do I pay?](#)
13. [When will the proceeds of my sale be in my bank account?](#)
14. [What happens to my shares/ARs when I leave the company?](#)

Figure 28 Administrative Support – Frequently Asked Questions

## 9.3 Submit a Question

- On the 'Questions & Answers' menu item users can ask specific questions relating to the system and the shares trading platform.





Share Trust

N & M Group Share Based Incentive Scheme – Website User Manual

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Print

Home Shares My Profile Documents Frequently Asked Questions Contact Us

**MY QUESTIONS**

How much wood would a wood chuck chuck if a wood chuck could chuck wood?

**Answer:** A wood chuck would chuck all the wood he could chuck if a wood chuck could chuck wood.

testing

Answer:

**ASK A QUESTION**

Submit Question

Figure 29 Support Menu – Submit a Question

- Click in the 'Ask a question' field editor and type the question. Once the question is completed, then click the [Submit question] button. Any feedback on the question will be posted on the website with a history of the participant's previous questions and answers.



Share Trust

N & M Group Share Based Incentive Scheme – Website User Manual

## 10 Contact Details

- The following is a list of contact details, reflected under the 'Contact Us' menu item, should you require assistance:

**Share Trust**

[ Log In ]  
[ Register ]  
Print

Home Register Contact Us

### CONTACT US

TELEPHONE

**SHARE BASED INCENTIVE SCHEME ADMIN:**

	Nadia Fortuin: +27 11 289-3019
	Chantal Cave: +27 11 289-3082
	Ronel Kings: +27 11 289-3751
	Grace Deliwe: +27 11 289-3214

**SHARE BASED INCENTIVE SCHEME SUPERVISOR:**

	Yumna Boomgaard: +27 11 289-5371
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**SHARE BASED INCENTIVE SCHEME BOOKKEEPER:**

	Aeesha Sallie: +27 11 289-3006
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**SHARE BASED INCENTIVE SCHEME SYSTEM MANAGER:**

	Sanet du Preez: +27 11 289-3037
---	---------------------------------

FAX

+27 11 789-7927  
+27 11 577-5944

E-MAIL

E-mail address: [shares@multichoice.co.za](mailto:shares@multichoice.co.za)

Figure 30 Contact Us Menu – Contact Details