



ROYAL DUTCH SHELL PLC GENERAL MEETING ATTENDANCE/ ADMITTANCE CARD



Royal Dutch Shell plc

Rotterdam Ahoy, Ahoyweg 10, 3084 BA Rotterdam, the Netherlands
December 10, 2021 at 10:00 (Dutch time), 09:00 (UK time)



VOTE ONLINE
www.sharevote.co.uk



Bring this document with you on the day to assist with registration and security clearance and keep it with you throughout the meeting. Further information is given in the Notice of General Meeting available to view or download at: www.shell.com/gm

Voting ID



Task ID



Shareholder Reference Number (SRN)



NOTICE OF AVAILABILITY OF SHAREHOLDER DOCUMENTS + GENERAL MEETING INFORMATION



Dear Shareholder,

The Board of Royal Dutch Shell plc (the "Company") has announced a proposal to amend the Company's articles of association (the "Articles") to enable a simplification of its share structure (as more fully set out in the circular published by the Company) (the "Simplification").

A General Meeting has been scheduled for December 10, 2021 at which a resolution to amend the Articles, as set out in the Notice of General Meeting, will be tabled. The Board recommends that you vote in favour of the resolution to amend the Articles.

I am therefore writing to inform you that a circular containing (i) details of the Simplification and (ii) the Notice of General Meeting to approve the necessary changes to the Articles (together with a copy of the proposed amendments to the Articles) is available for viewing at www.shell.com/gm.

Questions and Answers

We have provided answers to some of the questions we expect you might have at www.shell.com/simplification where you will also find a video message from me. Further, questions can also be asked via the shareholder helpline (details of which can be found in the circular published by the Company) and at the General Meeting.

Voting

Your support is important to us. Regardless of whether you simply choose to watch the webcast or virtually or physically attend the General Meeting, we strongly encourage you to vote your shares ahead of the General Meeting.

Vote Online

You can vote your shares or appoint a proxy online at www.sharevote.co.uk. You will need your Voting ID, Task ID and Shareholder Reference Number (SRN), shown above.

If you would prefer to receive a paper Proxy Form/Voting Instruction Form to register your voting instruction for the General Meeting, please contact our Registrar (Equiniti) on 0800 085 4975 (UK) or +44 800 085 4975.

Equiniti can also update your communication preferences, if you would like to receive paper copies of shareholder documents in future years.

Electronic voting instructions for the General Meeting, as well as any paper Proxy Forms and Voting Instruction Forms, must reach the Company's Registrar no later than 10:00 (Dutch time), 09:00 (UK time) on December 8, 2021. Shareholders should refer to the Notice of General Meeting for further information on the appointment of a proxy.

This Notice of Availability is not a summary of the proposal to be considered at the General Meeting and should not be considered a substitute for reading the Notice of General Meeting and the circular. The Notice of General Meeting will be available until, at least, the end of the General Meeting, and the proposed amendments to the Articles will be kept available on the Company's website for at least the period required by applicable laws and regulations.

Yours faithfully,

SIR ANDREW MACKENZIE
Chair, Royal Dutch Shell plc

VOTE ONLINE
www.sharevote.co.uk

GENERAL MEETING WEBCAST

Our webcast will be broadcast live at 10:00 (Dutch time), 09:00 (UK time) on Friday December 10, 2021 – the day of the General Meeting. Shareholders who wish to simply watch the webcast should log on to www.shell.com/gm/webcast and follow the online instructions. Shareholders that want to vote or ask questions at the General Meeting, should attend in person or access the virtual meeting. Details on how to do this are provided below.

HOW TO JOIN THE GENERAL MEETING VIRTUALLY

MEETING ID: 118-215-874

MEETING ACCESS

To access the meeting:

(a) Visit <https://web.lumiagm.com> on your smartphone, tablet or computer. You will need the latest versions of Chrome, Safari, Edge or Firefox. Please ensure your browser is compatible.

You will be prompted to enter the Meeting ID shown above. You will then be required to enter a login which is your:

(b) **Shareholder Reference Number (SRN);** and

(c) **PIN (being the first two and last two digits of your SRN).**

Your personalised SRN is provided in this document. If you are unable to access your SRN and PIN, please contact the company's registrar, Equiniti Limited, using the details set out at the bottom of this page.

Duly appointed proxies and corporate representatives:

Following receipt of a valid appointment please contact Equiniti before 09:00 (UK Time) on Thursday December 9, 2021 at hybrid.help@equiniti.com for your unique SRN and PIN.



BROADCAST

If you are viewing the meeting on a mobile device and you would like to listen to the broadcast, press the broadcast icon at the bottom of the screen. If you are viewing the meeting on a computer, the broadcast will appear at the side automatically once the meeting has started.



VOTING

Once the voting has opened at the start of the General Meeting, the polling icon will appear on the navigation bar. From here, the resolution and voting choices will be displayed.

To vote, simply select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received. To change your vote, simply select another direction. If you wish to cancel your vote, please press Cancel.

Once the Chair has opened voting, you can vote at any time during the meeting until the chair closes the voting on the resolution. At that point your last choice will be submitted. You will still be able to send messages and view the webcast whilst the poll is open.



QUESTIONS

Questions for the Board can be submitted to the Board on the day through the Lumi platform. Questions on the day can be submitted either as text via the Lumi messaging function or verbally via the teleconference. Details of how to access the teleconference will be provided on the day of the General Meeting once you are logged into the Lumi platform.

Questions will be moderated before being sent to the Chair. This is to avoid repetition and ensure the smooth running of the meeting. If multiple questions on the same topic are received, the Chair may choose to provide a single answer to address shareholder queries on the same topic.

If you are unable to access your SRN and PIN, please contact our registrar, Equiniti Limited, at hybrid.help@equiniti.com or call between 08:30 and 17:30 Monday to Friday (excluding UK public holidays) on 0800 085 4975 (UK) or +44 800 085 4975 if you are calling from outside the UK. Calls from outside the UK will be charged at the applicable international rate. Different charges may apply to calls from mobile telephones. Please note that calls may be monitored or recorded and Equiniti Limited cannot provide advice on the merits of the resolutions set out in the Notice of General Meeting or give any financial, legal or tax advice.

Requirements

An active internet connection is required at all times in order to participate in the meeting. It is the user's responsibility to ensure you remain connected for the duration of the meeting.

Webcast

The live webcast will include the question and answer sessions with virtually attending shareholders. The webcast will also be broadcast to interested parties via the Shell website.