



Important  
information  
enclosed

## Sustainability at Shell means providing more and cleaner energy solutions in a responsible manner

Shell’s Sustainability Report focuses on the key sustainability challenges we face, how we are responding and our social, safety and environmental performance.

Read more at:  
[Shell.com/sustainabilityreport](https://www.shell.com/sustainabilityreport)

### Reporting for all



Reports are available in all inclusive formats at  
[Shell.com/annual-publications](https://www.shell.com/annual-publications)



Dear Shareholder,

I am pleased to invite you to the Annual General Meeting (“AGM”) of Shell plc (the “Company”) which will be a hybrid meeting, held online via the Lumi electronic meeting platform, and at the InterContinental London – The O2, 1 Waterview Drive, Greenwich Peninsula, London SE10 0TW, United Kingdom on Tuesday May 21, 2024 at 10:00 (UK time), 11:00 (Dutch time).

Our hybrid AGM provides three ways in which shareholders can follow the proceedings: (i) attending and participating in person; (ii) attending and participating in the webcast by registering through an electronic platform (“digitally attending”); or



## Notice of Availability of Shareholder Documents + 2024 AGM information

(iii) simply watching the webcast. Details on how to do each of these options are provided within the Notice of Annual General Meeting, which can be viewed or downloaded at [www.shell.com/agm](https://www.shell.com/agm). The Annual Report for the year ended December 31, 2023 can also be downloaded from our website at [www.shell.com/investor](https://www.shell.com/investor).

We strongly encourage you to register in the “Keep up to date with Shell” section of our website at [www.shell.com/news-and-insights/newsroom](https://www.shell.com/news-and-insights/newsroom) to receive AGM information including any changes to the AGM format. As in previous years, we strongly encourage our shareholders to submit their proxy voting instructions in advance of the meeting.

**Questions and Answers**

The question and answer session during the AGM will allow shareholders attending both physically and digitally an opportunity to pose questions to the Board on the business set out in the Notice of Annual General Meeting.

In recent years, we have sadly seen some attendees at the meeting whose methods of engagement were disruptive and, at times, unsafe. Actions of this kind will merely serve to limit the Board’s engagement and dialogue at the meeting as the Board will always prioritise the safety of those in attendance.

**Vote Online**

You can vote your shares or appoint a proxy online at [www.sharevote.co.uk](https://www.sharevote.co.uk). You will need your Voting ID, Task ID and Shareholder Reference Number (SRN), shown on the reverse of this document.

If you would prefer to receive a paper Proxy Form/Voting Instruction Form to register your voting instruction for the AGM, please contact our Registrar (Equiniti) on +44 (0) 800 169 1679. 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 AGM, as well as any paper Proxy Forms and Voting Instruction Forms, must reach the Company’s Registrar no later than 10:00 (UK time), 11:00 (Dutch time) on Friday May 17, 2024. Shareholders should refer to the Notice of Annual General Meeting for further information on the appointment of a proxy. This Notice of Availability is not a summary of the proposals to be considered at the AGM and should not be considered a substitute for reading the Notice of Annual General Meeting.

The Notice of Annual General Meeting will be available until, at least, the end of the AGM, and the other documentation referred to therein 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, Shell plc



# 2024 Annual General Meeting attendance/admittance card

InterContinental London - The O2, 1 Waterview Drive  
Greenwich Peninsula, London, SE10 0TW, United Kingdom

Tuesday May 21, 2024 at 10:00 (UK time), 11:00 (Dutch time)

Further information is given in the Notice of Annual General Meeting available on the Company’s website to view or download: [www.shell.com/agm](http://www.shell.com/agm)

### Security Information

There will be a security check in the reception area at the venue, and a routine bag search will be undertaken and all bags must be stored in the cloakroom. You will not be permitted to take liquids into the venue. Any other items deemed to be inappropriate will be removed and stored until the end of the event. Although unlikely, body searches may also be in operation.

The use of mobile phones, other electrical equipment and cameras will not be permitted within the meeting room. We strongly suggest that you do not bring larger devices, such as tablets and laptops, as these will be required to be stored in the cloakroom.

Behaviour that may interfere with anyone’s security or safety or the good order of the meeting (whether physical, verbal or otherwise) will not be tolerated. Anyone who does not comply may be removed from the meeting without warning. Anyone attempting to take photos, film or record the proceedings may be asked to leave.

### Voting ID

### Task ID

### Shareholder Reference Number (SRN)

## How to join the meeting digitally

Meeting ID: 120-066-131

### Meeting access

To access the meeting:

(a) Visit <https://shell.lumiconnect.com/120-066-131>. This can be accessed online using the latest version of Chrome, Firefox and Edge on your PC, laptop, tablet or smartphone. Please note the internet browsers Safari and Internet explorer are not compatible.

You may 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 printed on your form of proxy. If you are unable to access your SRN and PIN, please contact the Company’s registrar, Equiniti, 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 the Company’s registrar Equiniti by emailing: [hybrid.help@equiniti.com](mailto:hybrid.help@equiniti.com). To avoid any delays accessing the meeting, contact should be made at least 24 hours prior to the meeting date and time. Mailboxes are monitored 09:00 to 17:00 (UK time) Monday to Friday (excluding public holidays in England and Wales).



### 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 AGM, the polling icon will appear on the navigation bar. From here, the resolutions 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 resolutions. 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 AGM 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 the Company’s registrar Equiniti by emailing: [hybrid.help@equiniti.com](mailto:hybrid.help@equiniti.com). To avoid any delays accessing the meeting, contact should be made at least 24 hours prior to the meeting date and time.

Mailboxes are monitored 09:00 to 17:00 (UK time) Monday to Friday (excluding public holidays in England and Wales).

### 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 digitally attending shareholders. The webcast will also be broadcast to interested parties via the Shell website.

### AGM webcast

Our webcast will be broadcast live at 10:00 (UK time), 11:00 (Dutch time) on Tuesday May 21, 2024, the day of the AGM. Shareholders who wish to simply watch the webcast should log on to [www.shell.com/AGM/webcast](http://www.shell.com/AGM/webcast) and follow the online instructions. Shareholders that wish to vote or ask questions at the meeting, should access the digital meeting. Details on how to do this are provided below.