

# myShare contribution top-up application



**When you should complete this form:**

You can make a top-up contributions application in the same calendar year if you haven't been able to make a contribution as a result of an administrative or system related issue. You can also make an application if you have had, or expect to have, a period of unpaid absence.

**When you should not complete this form:**

You should not make an application if you wish to top-up contributions you had previously chosen not to make (either by not enrolling in myShare, by suspending your contributions, or paying less than your available maximum).

<b>Personal information</b>	
<i>Complete the green boxes:</i>	
Name (Last name, first name)	
Employee ID number	
Date of application	
Current regular payroll contribution	
Currency	
Payroll frequency	
Contact email address	
Contact telephone number	
<b>Details of application</b>	
<i>Complete the green boxes:</i>	
Basis of application - please highlight	<input type="checkbox"/> Cover period of unpaid leave <input type="checkbox"/> Admin error <input type="checkbox"/> Other
Reason for application	
Total top-up payment requested*	
Period top-up payment to cover	From (mm/yy): <input type="text"/> / <input type="text"/> to (mm/yy): <input type="text"/> / <input type="text"/>
All contributions must be made through payroll deduction and total contributions can't exceed the yearly maximum amount.	
* This payment should be equal to the additional payroll contribution multiplied by the number of pay periods for the top-up. The top-up payment will be made by payroll deduction and will be in addition to your regular myShare contribution. Your total contributions per pay period can't exceed your net pay.	

**To submit an application**

Please return to the Rio Tinto Share Plan team at [myShare@riotinto.com](mailto:myShare@riotinto.com)

Applications can be made at any time, but should be made by **31 October** to allow time for processing prior to the final annual contribution.

You will be contacted within 5 working days of receipt if any additional information is required. A decision on your application will be made within 10 working days of receipt, subject to timely receipt of any required additional information.

<b>For office use only - myShare team</b>													
Person ID													
Date application accepted/rejected													
Reason accepted/rejected													
Date participant approval received*													
Date RTTMS/ServU request made													
* In form of email confirming amount to be deducted and period of deduction. Email to be attached.													
Payments to make	<table border="1"> <thead> <tr> <th>Pay date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </tbody> </table>	Pay date	Amount									Total	
	Pay date	Amount											
Total													
	OK												
	OK												