



## Employee Stock Purchase Plan (ESPP) at Thomson Reuters

When you bring your best, you are creating success for Thomson Reuters. The Employee Stock Purchase Plan gives you an opportunity to benefit from that success while also supporting you in meeting your financial goals

### Financial Security

Save toward your financial goals by directing your after-tax pay to purchase Thomson Reuters (TRI) shares at a discounted rate

### TR Success

Benefit from Company success that you help create when your purchased shares gain in price and when dividends are paid



#### Learn about ESPP

- [2023 Employee Stock Purchase Plan Brochure](#)
- [ESPP U.S. and Global Summary of Key Terms](#)
- [Learn about the ESPP Video \(in English and French\)](#)



#### Enroll in the Plan

- [Enrollment Instructions](#) (either online or through Interactive Voice Response)
- Call Computershare (8am - 7pm ET):
  - U.S.: +1 (866) 659-4332
  - Outside U.S.: +1 (732) 491-0638
  - [Outside U.S. Toll-Free Calling](#)
- [Enrollment Schedule](#)
- ESPP Payroll Form (See Country Page for specific instructions)



#### Manage Your Shares

- Your [Computershare](#) account

- [Changing or stopping contributions](#)
- [Change in employment status](#)
- [Selling or transferring your shares](#)

## Countries with Employee Stock Purchase Plans (ESPP)

Thomson Reuters does not offer the ESPP program in every country we operate in due to local legal and tax requirements and employee size. Click on the country links below for country-specific information and plan documents.

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### Americas

- Brazil
- Canada
- Costa Rica
- United States
- Mexico

### Europe

- France
- Germany
- Italy
- Poland
- Russia
- Spain
- Switzerland
- United Kingdom

### Asia Pacific

- Australia
- Hong Kong
- India
- Japan
- Philippines
- Singapore
- Thailand

## Enroll in the Plan



**Enrollment Instructions (Online)**

**Enrollment Instructions (IVR)**

- Log in to [Computershare](#)
- Enter your company name (Thomson Reuters)
- Enter your Employee ID
- Enter your 5-digit temporary PIN and then click on Login\*
- When you first access your account, you will be required to change your PIN

\* Shortly after you first became eligible to participate in the ESPP, Computershare mailed a Welcome Letter and PIN to your home address. If you are unable to locate this Welcome Letter and PIN, please contact Computershare at the numbers on the right side of this page so that a new Welcome Letter and PIN can be mailed to you.

- Call Computershare using the number provided below and follow the prompts to enroll.
  - U.S.: +1 (866) 659-4332 (8am - 7pm ET)
  - Outside U.S.: +1 (732) 491-0638 (8am - 7pm ET)
- Shortly after you first become eligible to participate in the ESPP, Computershare will mail a Welcome Letter and PIN to your home address. If you are unable to locate this Welcome Letter and PIN, please contact Computershare so that a new Welcome Letter and PIN can be mailed to you.
- When you first access your account, you will be required to change your PIN. Once you log in and verify your PIN, follow the system prompts to enroll in the ESPP.

Before enrolling, please read the ESPP Plan Document and ESPP Summary of Key Terms for your country (see country links for country specific information and plan documents).

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## Manage Your Shares

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### Changing or Stopping Contributions

- Employee may change or stop contribution during each quarterly offering period in accordance with plan rules.
- To make a change online, go to [Computershare](#), or call:
  - US: +1 (866) 659-4332 (8am - 7pm ET)
  - International: +1 (732) 491-0638 (8am - 7pm ET)
- If employee stops participation, any accumulated funds will be refunded through payroll as soon as it is administratively possible.

### Change in Employment Status

- If termination of employment occurs, any accumulated funds from the quarter that have not yet been used to buy shares will be refunded through payroll as soon as administratively possible.
- Any stock that has already been purchased will remain yours.
- You can keep your account with Computershare following termination for a nominal maintenance fee.

### Selling or Transferring Your Shares

#### Selling your shares

- You are free to sell your shares through your Computershare account or by calling Computershare at the numbers on the right after the holding period. The selling fees start at three cents a share with a minimum of \$21.95 for a WEB/IVR placed sale or seven cents a share with a minimum of \$39.95 for a representative placed trade. Please review the list of participant-paid fees attached below for additional details.

#### Transferring your shares

- You may transfer your shares to a broker, there is a \$50.00 transfer fee to transfer your shares. You can obtain the broker transfer form from your Computershare account or contact Computershare to assist with the share transfer.

## ESPP Administrator

### Computershare

- Web: [Computershare](#)
- Call (8am - 7pm ET)
  - U.S.: +1 (866) 659-4332
  - Outside U.S.: +1 (732) 491-0638
  - [Outside U.S. Toll-Free Calling](#)

TRI NYSE Stock Price

[Click to view](#)

## Useful links

- [Computershare](#)
- [Enrollment Schedule](#)
- [Country Payroll Limits](#)
- [Historical Share Purchase Prices](#)