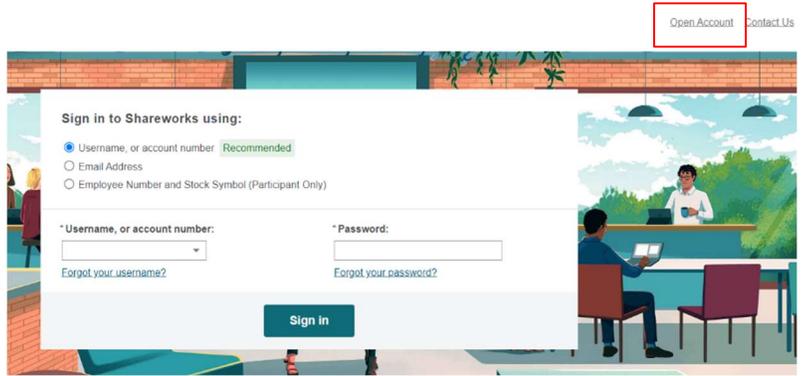
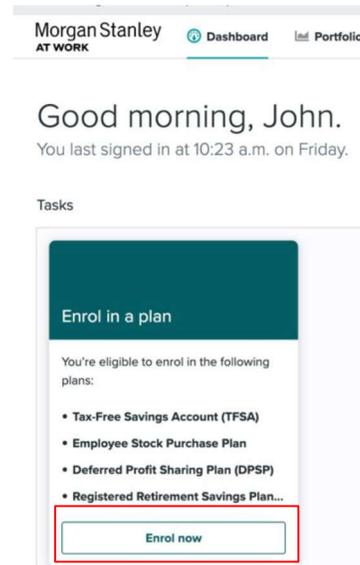


# Employee Stock Purchase Plan (ESPP) Enrollment: Step by Step

1. Go to <https://Shareworks.solium.com/>, then login to your Shareworks account. *Note: If you are accessing your account for the first time, click on "Open Account" on the top right corner of the screen. You will be prompted to complete additional steps before accessing your account.*

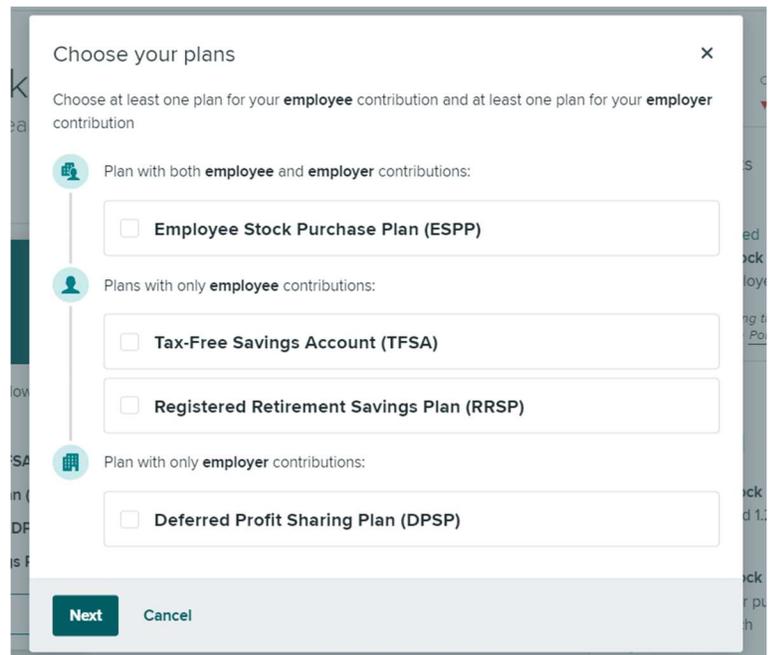


2. To enroll in CAE's ESPP, click "Enroll Now".



3. A prompt will appear allowing you to make your contribution elections. Tick on the boxes you would like to enroll in, then click on the "Next" button.

Note: The first account named *Employee Stock Purchase Plan (ESPP)* is a regular non registered account. The *Tax-Free Savings Account (TFSA)* and the *Registered Retirement Savings Plan (RRSP)* are registered accounts that can only receive employee contributions. The *Deferred Profit Sharing Plan (DPSP)* is a registered account that can only receive employer contributions. We encourage you to consult your financial advisor to confirm what is the best option for you and consider the applicable tax limits.



- Enter how much you would like to contribute based on the plans selected. A total maximum of 18% is allowed for all applicable plans. Confirm then click next.

**Your contributions**

How much do you want to contribute? Your total contributions must be between 0% and 18%.

<b>Tax-Free Savings Account (TFSA)</b> Between 0% and 18%	2 %
<b>Registered Retirement Savings Plan (RRSP)</b> Between 0% and 18%	3 %
<b>Employee Stock Purchase Plan (ESPP)</b> Between 0% and 18%	1 %

Your total contributions will be 6% of your eligible pay.

**Next** Back

- You will be able to view your Employer’s contribution allocation. If you have chosen more than one plan for your employer contributions, you must enter the desired contribution allocation per plan which should total to 100%.

**Employer's contributions**

How do you want to allocate your employer's contributions? The combined total must equal 100%.

<b>Deferred Profit Sharing Plan (DPSP)</b> Between 0% and 100%	60 %
<b>Employee Stock Purchase Plan (ESPP)</b> Between 0% and 100%	40 %

Your employer's contributions are fully allocated.

The cash value of the match is calculated by your employer.

**Next** Back

- If applicable, enter and confirm your personal/contact details and, if you are outside of Quebec, your beneficiaries.  
Note: Birth date and SIN is a requirement for TFSA, RRSP and DPSP plans.

**Confirm your details**

You're enrolling in registered plans which require application forms for tax purposes. We'll pre-fill your forms, but first check that everything is accurate and complete.

Name  
**John Smith**

Social insurance number  
\*\*\* - \*\* - **891**

Employee number  
**76543487**

Can't change an incorrect detail? Ask your plan administrator to correct it and then come back.

**Next** Back

**For non-Quebec members only:** If you select “Specific beneficiaries” in the following screenshot, you will be able to choose your beneficiaries and allocation if desired.

**Choose your beneficiaries**

In the event of your death, where would you like your benefits to go?

**Your estate**  
You are choosing not to designate a beneficiary. As a result, your benefits will be paid to the executor of your estate to be dealt with as part of your estate. You may also consult with your estate lawyer about designating beneficiaries. You can specify individual beneficiaries later with the beneficiary change form on the Documents tab.

**Specific beneficiaries**  
Specify one or more beneficiaries.

**Next** Back

- For TFSA, RRSP and DPSP only: a pre-filled application form will populate with your personal details. Please review and sign your name in the blank box once done.

Review your application 1 of 3

Review the terms and conditions and ensure your pre-filled details are accurate and complete. This form will be available on the Documents tab once completed.

**Employee Share Purchase Plan  
TFSA Application Form**

<b>1. Annuitant data</b>		<b>Date of Birth:</b> 1996/08/07 <small>(yyyy/mm/dd)</small>	
<small>Last Name</small> <b>Smith</b>	<small>First Name</small> <b>John</b>	<small>Middle Initial</small>	
<small>Street Address</small> <b>123 where</b>			
<small>City</small> <b>Calgary</b>		<small>Province</small> <b>AB</b>	<small>Postal Code</small> <b>126x2</b>
<small>Telephone Number - Home</small> 5878493211		<small>Telephone Number - Work</small>	
<small>Employee Number</small> 76543487	<small>Social Insurance Number</small> [REDACTED]		

**2. AUTHORIZATION OF CONTRIBUTIONS TO BE DEPOSITED INTO MY TAX FREE SAVINGS ACCOUNT:**

Enter **John Smith** below to electronically sign and agree to the terms and conditions in this application.

Full name

CAN-SANDBOX.SI

- A breakdown of your enrollment will appear for final review. Click on "enroll" once all information is confirmed. You are now enrolled into the plan/s. You should expect one or two pay periods before seeing your first contributions deducted on your pay or to see the first shares in your Shareworks account online.

**After enrollment:**

You will be able to view the signed documents, if any, under the documents tab in your Shareworks account.

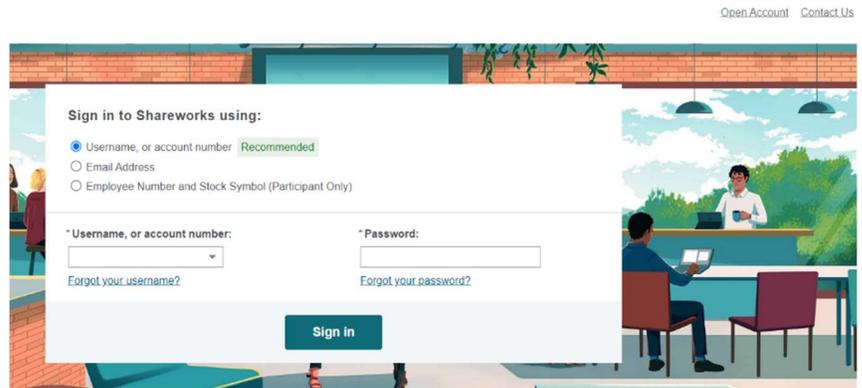
Review your enrolment

By continuing, you agree to the following:

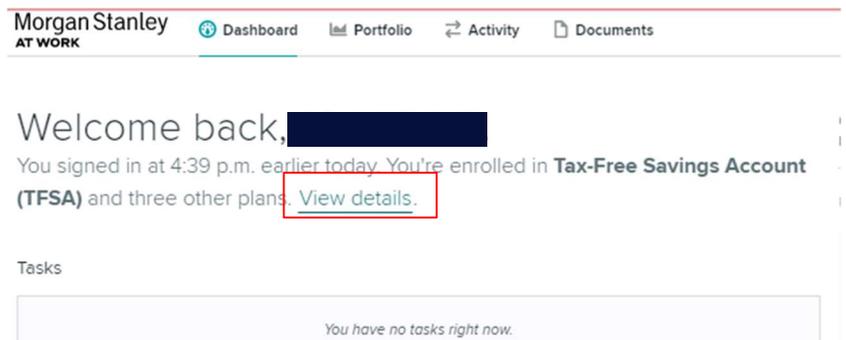
- ✔ You authorise the following for **your contributions**:
  - 👤 **Tax-Free Savings Account (TFSA)**  
2% of your eligible pay
  - 🏠 **Registered Retirement Savings Plan (RRSP)**  
3% of your eligible pay
  - 🏢 **Employee Stock Purchase Plan**  
1% of your eligible pay
- ✔ You authorise the following for your **employer's contributions**:
  - 🏠 **Deferred Profit Sharing Plan (DPSP)**  
50% of your employer's contribution
  - 🏢 **Employee Stock Purchase Plan**  
50% of your employer's contribution

# Employee Stock Purchase Plan (ESPP) Change: Step by Step

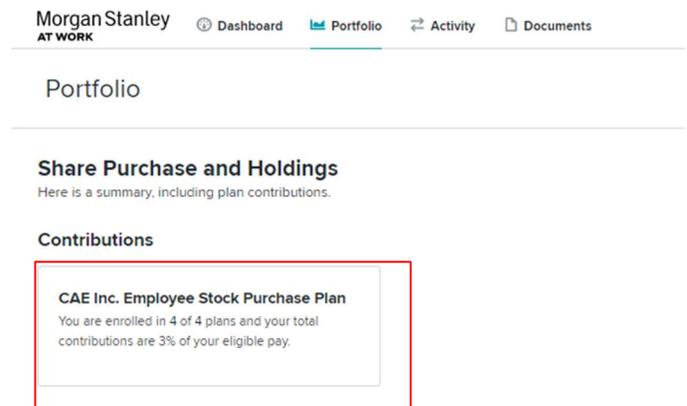
1. Go to <https://Shareworks.solium.com/>, then login to your Shareworks account. *Note: If you are accessing your account for the first time, click on "Open Account" on the top right corner of the screen. You will be prompted to complete additional steps before accessing your account.*



2. In your dashboard, click on "View details". This will bring you to your portfolio.



3. Click into the Contributions Box in order to view or edit your previously enrolled plan/s.



4. A prompt will appear allowing you to make your contribution elections changes. Tick on the boxes you would like to edit, then click on the "Next" button.

Note: The first account named *Employee Stock Purchase Plan (ESPP)* is a regular non registered account. The *Tax-Free Savings Account (TFSA)* and the *Registered Retirement Savings Plan (RRSP)* are registered accounts that can only receive employee contributions. The *Deferred Profit Sharing Plan (DPSP)* is a registered account that can only receive employer contributions. We encourage you to consult your financial advisor to confirm what is the best option for you and consider the applicable tax limits.

CAE Inc. Employee Stock Purchase Plan

Make changes to your plans

Plan with both **employee** and **employer** contributions:

- Employee Stock Purchase Plan (ESPP)**  
You are enrolled at **1%** of your eligible pay and with **50%** of your employer's contributions.

Plans with only **employee** contributions:

- Tax-Free Savings Account (TFSA)**  
You are enrolled at **1%** of your eligible pay.
- Registered Retirement Savings Plan (RRSP)**  
You are enrolled at **1%** of your eligible pay.

Plan with only **employer** contributions:

- Deferred Profit Sharing Plan (DPSP)**  
Enrolled with **50%** of your employer's contributions.

**Next** Cancel

5. Enter how much you would like to contribute based on the plans selected. A total maximum of 18% is allowed for all applicable plans. Confirm then click next.

Your contributions

How much do you want to contribute? Your total contributions must be between 0% and 18%.

<b>Tax-Free Savings Account (TFSA)</b> Between 0% and 18%	<input type="text" value="2"/> %
<b>Registered Retirement Savings Plan (RRSP)</b> Between 0% and 18%	<input type="text" value="3"/> %
<b>Employee Stock Purchase Plan (ESPP)</b> Between 0% and 18%	<input type="text" value="1"/> %

Your total contributions will be 6% of your eligible pay.

**Next** Back

6. You will be able to view and allocate your Employer's contribution. Enter the desired contribution allocation per plan which should total to 100%.

Employer's contributions

How do you want to allocate your employer's contributions? The combined total must equal 100%.

Deferred Profit Sharing Plan (DPSP)  
Between 0% and 100%  %

Employee Stock Purchase Plan (ESPP)  
Between 0% and 100%  %

Your employer's contributions are fully allocated.

The cash value of the match is calculated by your employer.

**Next** Back

7. If applicable, enter and confirm your personal/contact details and, if you are outside of Quebec, your beneficiaries. Note: Birth date and SIN are a requirement for TFSA, RRSP and DPSP plans.

Confirm your details

You're enrolling in registered plans which require application forms for tax purposes. We'll pre-fill your forms, but first check that everything is accurate and complete.

Name  
[Redacted]

Social insurance number  
[Redacted]

Employee number  
[Redacted]

Can't change an incorrect detail? Ask your plan administrator to correct it and then come back.

**Next** Back

**For non-Quebec members only:** If you select "Specific beneficiaries" in the above screenshot, you will be able to choose your beneficiaries and allocation if desired. To change your beneficiaries in the future, go to the tab *Documents* of Shareworks website, download the form "Beneficiary Form" and send the completed form to [enrollment@shareworks.com](mailto:enrollment@shareworks.com)

Choose your beneficiaries

In the event of your death, where would you like your benefits to go?

**Your estate**  
You are choosing not to designate a beneficiary. As a result, your benefits will be paid to the executor of your estate to be dealt with as part of your estate. You may also consult with your estate lawyer about designating beneficiaries. You can specify individual beneficiaries later with the beneficiary change form on the Documents tab.

**Specific beneficiaries**  
Specify one or more beneficiaries.

**Next** Back

- For TFSA, RRSP and DPSP only: a pre-filled application form will populate with your personal details. Please review and sign your name in the blank box once done.

Review your application 1 of 3 ✕

Review the terms and conditions and ensure your pre-filled details are accurate and complete. This form will be available on the Documents tab once completed.

**Employee Share Purchase Plan  
TFSA Application Form**

**1. Annuitant data** Date of Birth:  (yyyy/mm/dd)

Last Name:  First Name:  Middle Initial:

Street Address:

City:  Province:  Postal Code:

Telephone Number - Home:  Telephone Number - Work:

Employee Number:  Social Insurance Number:

**2. AUTHORIZATION OF CONTRIBUTIONS TO BE DEPOSITED INTO MY TAX FREE SAVINGS ACCOUNT:**

Enter **John Smith** below to electronically sign and agree to the terms and conditions in this application.

Full name

Next Back CAN-SANDBOX.S

- A breakdown of your changes will appear for final review. Click on "Apply changes" once all information is confirmed. Your changes are now applied to the plan/s.

**After changes:**

You will be able to view the signed documents, if any, under the documents tab in your account.

Review your contributions ✕

By continuing, you agree to the following:

- ✔ You authorize the following for **your contributions**:
  - 👤 **Tax-Free Savings Account (TFSA)**  
2% of your eligible pay (was 1%)
  - 👤 **Registered Retirement Savings Plan (RRSP)**  
3% of your eligible pay (was 1%)
  - 👤 **Employee Stock Purchase Plan (ESPP)**  
1% of your eligible pay (unchanged)
- ✔ You authorize the following for your **employer's contributions**:
  - 👤 **Deferred Profit Sharing Plan (DPSP)**  
60% of your employer's contribution (was 50%)
  - 👤 **Employee Stock Purchase Plan (ESPP)**  
40% of your employer's contribution (was 50%)

Apply changes Back