



# HOW TO GUIDE:

## OPT-OUT OF DIVIDENDS AS SHARES THROUGH THE INDUSTRY PORTAL

Capitalised terms used in this user guide have the meanings set out in the Zespri Dividends as Shares Scheme (DaS Scheme) Offer Document.

From 2025, under the DaS Scheme, shareholders will have the opportunity to receive their dividend payment as shares. Once you have opted in to the DaS Scheme, you will have the opportunity to Opt-Out during the Offer Period (8am, 22 May 2025 until 5pm, 6 June 2025) or during the Opt-Out Window (8am, 19 June 2025 until 5pm, 26 June 2025.) You will not be able to opt-out of the DaS scheme outside of these times.

In order to Opt-Out of the DaS Scheme, you will need to access the Industry Portal through the Canopy website. This user guide provides instructions on how to achieve this.

We have separate user guides for opting in to the DaS Scheme or amending your Participation Percentage.

If you need to reset your password for the Canopy, you can use the 'Forgot Password' function on the Canopy login homepage. Alternatively you can contact the Zespri Grower Service Centre on 0800 155 355 between 8am and 4pm, Monday to Friday or email [contact.canopy@zespri.com](mailto:contact.canopy@zespri.com).

## HELP AND SUPPORT

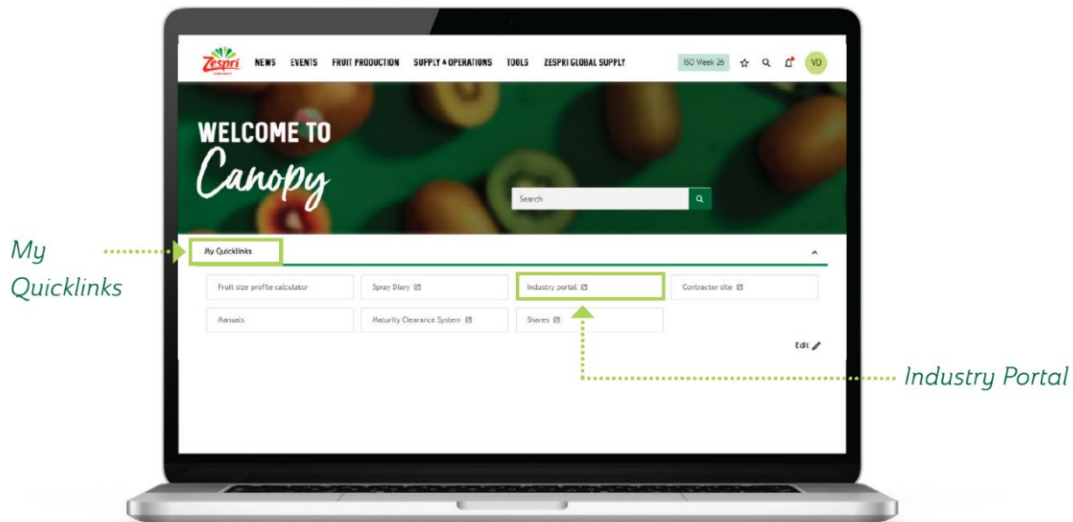
If you need support with understanding anything in this user guide, please contact the Shares Team on 07 572 6402 or via email to [shares@zespri.com](mailto:shares@zespri.com).

It is important to ensure that if you are having issues accessing the Industry Portal that you get in contact with Zespri as soon as possible. We will not be able to assist with any amendments outside of the Opt-In and Opt-Out periods.

	<b>Opens</b>	<b>Closes</b>
<b>Offer Period</b>	8am 22 May 2025	5pm 6 June 2025
<b>Opt-Out window</b>	8am 19 June 2025	5pm 26 June 2025

## LET'S GET STARTED

1. To start off the process, you will need to log into the Zespri Canopy website. The website address is <https://canopy.zespri.com/>
2. Once you have logged into the Zespri Canopy website, below the 'Welcome to Canopy' image, you will see 'My Quicklinks'. Click on this and then select 'Industry Portal'.

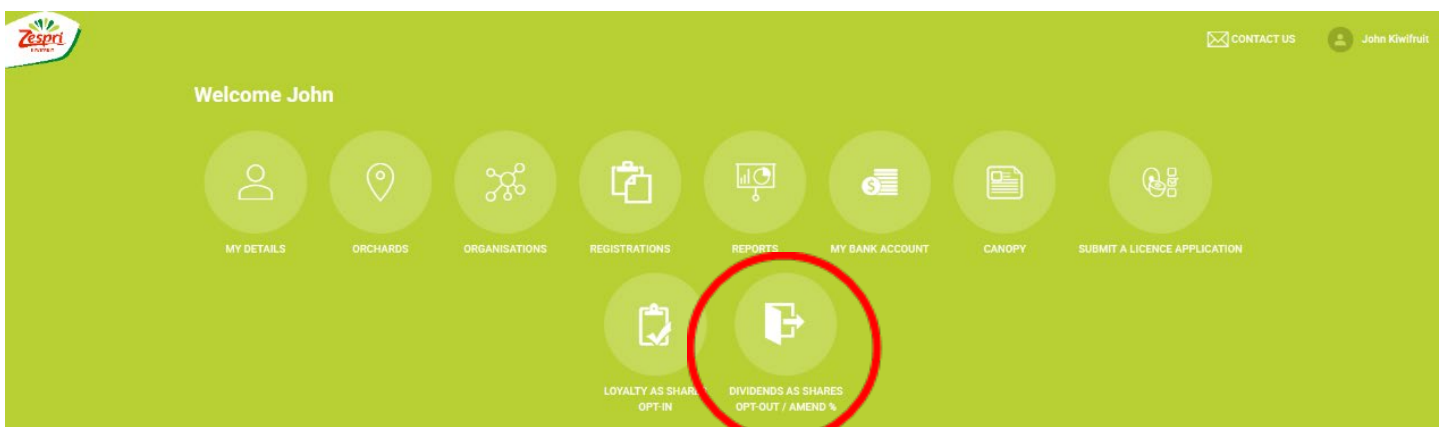


*Note: The Industry Portal is a separate site from the Canopy website, but it is accessible to you under your Canopy login. You will be automatically redirected once you click on the 'Industry Portal' button. Once you're in the Industry Portal website, the below homepage should be displayed.*

## DAS OPT-OUT

After you have opted in to the DaS scheme, you will have the opportunity to Opt-Out (both during the Offer Period and the Opt-Out Window). The Dividends as Shares Opt-Out / Amend % icon will only show if you have one or more shareholder entities currently opted in.

1. Select the Dividends as Shares Opt-Out / Amend % icon



- Once you have selected the Dividends as Shares Opt-Out / Amend icon, a pop-up box with links to the Offer Document and Product Disclosure Statement (PDS) will appear. Click on both the Offer Document and PDS to open and read (the offer document will open in a separate tab however the Industry Portal will still be open on the existing webpage), then click next.

## Dividends as Shares Opt-Out / Amend % ×

This form allows you to:

- Opt-Out of the Zespri Dividends as Shares Scheme (**DaS Scheme**); or
- amend your Participation Percentage in the DaS Scheme,

and is subject to the terms of the DaS Scheme Offer Document (**Offer Document**) available [here](#) and Zespri's Product Disclosure Statement in respect of an offer of Shares (**PDS**) available [here](#).

Do not submit this form unless you have read and understood the Offer Document and PDS.

Capitalised terms used in this form are defined in the Offer Document.

**NEXT**

- From this window, use the drop-down menu to select the shareholder entity you want to Opt-Out of the DaS Scheme. Please note that if you have a number of entities, it may take a few seconds for the list to load, so please don't refresh or navigate away from the page.

## Dividends as Shares Opt-Out / Amend % ×

### 1. Participant details

**Name**

Kiwifruit Trust ▼

- Further details will appear including contact details, shareholder number, Opt-In date, and your Participation Percentage.

<b>Participant full legal name(s)</b> John Kiwifruit as trustees of Kiwifruit Trust	<b>Address</b> 123 Kiwifruit Lane Te Puke 1234 New Zealand
<b>Shareholder Number</b> 1234567	<b>Share Ratio</b> 1.55 : 1
<b>Opt-In date</b> 7/03/2025	

**Choose the contact person**

\* ▼

### 2. Participation Percentage

Below you can amend the percentage of Shares that you would like to Opt-In to the DaS Scheme (**Participation Percentage**) by selecting a different percentage.

25%  50%  75%  100%

- Using the drop-down menu, select the best contact person to receive the DaS Opt-Out confirmation. You have the option to change the email address that the DaS Opt-Out confirmation email will be sent to. To do this you can remove the email address populated and replace this with the new email address.

## Dividends as Shares Opt-Out / Amend % ×

**1. Participant details**

**Name**  
Kiwifruit Trust

**Participant full legal name(s)**  
John Kiwifruit as trustees of Kiwifruit Trust

**Address**  
123 Kiwifruit Lane  
Te Puke  
1234  
New Zealand

**Shareholder Number**  
1234567

**Share Ratio**  
1.55 : 1

**Opt-In date**  
14/03/2025

**Choose the contact person**  
John Kiwifruit

**Address**  
123 Kiwifruit Lane  
Te Puke  
1234

**Mobile phone**  
027 123 4567

**Email address**  
john@kiwifruitcompany.co.nz

If you wish to receive your Opt-Out / Amend % confirmation at another email address please enter it below. All other DaS Scheme communications will be sent to the email address for the primary contact we hold in our database which can be updated via the Industry Portal or by contacting Zespri.

john@kiwifruitcompany.co.nz

**2. Participation Percentage**

Below you can amend the percentage of Shares that you would like to Opt-In to the DaS Scheme (**Participation Percentage**) by selecting a different percentage.

25%  50%  75%  100%

- Scroll down the page to review the terms and conditions in section 3 before you tick the box next to 'Opt-Out of DaS' in section 3. You will then need to agree to the terms and conditions by ticking the box under section 3.2. Click submit

### 3. Opt-Out

Opt-Out of DaS.

#### 3.1 Opt-Out of DaS

By choosing to Opt-Out of the DaS Scheme and submitting this form, the authorised user (on behalf of the Participant listed above):

- a. Opts-Out of the DaS Scheme; and
- b. gives the warranty set out in paragraph 3.2 below.

#### 3.2 Opt-Out Authorisation

The person submitting this form warrants to Zespri that they are authorised to submit this Opt-Out Form on behalf of the Participant listed above and bind the Participant to the terms of this Opt-Out Form.

I agree to the above terms and conditions.

SUBMIT

CANCEL

Note: Your request will not be saved if you click on the cancel button.

7. A confirmation window will appear, click close. You will also receive confirmation to the email address you nominated for the opt-out. If you do not receive a confirmation email within 15 minutes, please contact Zespri.

## Dividends as Shares Opt-Out / Amend % ×

Thank you for completing the online process to Opt-Out of the DaS Scheme or to change your Opt-In percentage. We will send you confirmation of your request to the email address you provided in the form. This may take 15 minutes or so to process.

CLOSE