

The following contains some information about the Future Shares Plan and the exercise process. When you decide to exercise your Future Shares, you will need to complete and return two forms before your request can be processed. Both of these forms are enclosed with this package.

Please review the Future Shares Content document now to familiarize yourself as to how the plan works and what you need to do to process your exercise request. Recognition Shares operate very similarly. If you want to exercise your Future Shares or Recognition Shares award now, or in the future, please do the following:

- Complete the data request form(s) as instructed. This data is required to confirm or update any information that may have changed since you left the Company. Also, enclosed is copy of the P&G Employee Privacy Statement to assure you that any personal data you provide will be handled appropriately and only for the intent of exercising your award.
- Complete the Notice To Exercise Form. Be sure to provide the data requested and sign the form where indicated. If you do not know your P&G Global ID or Personnel Number, leave the field blank and your site contact will add that upon return of the documents. **IF YOU HOLD EXERCISABLE FUTURE SHARES AND RECOGNITION SHARES, YOU MUST INDICATE WHICH AWARD YOU WISH TO EXERCISE.**
- If you choose a Pay Cash Method or wish to Exchange Shares, you will be contacted and advised of the amount you need to pay or with further instructions regarding the Exchange Shares method.
- Return the forms to the undersigned at the address indicated. You may also send the completed forms by facsimile (fax).

Once we receive these documents, we will update your personnel records. This step must be completed before we can process your exercise request. As P&G stock price will fluctuate while we are updating your data, the actual proceeds you receive may be higher or lower than what you may have expected at the time you submit your request. Please be assured that we will make every effort to update your personnel data in a reasonable timeframe.

The proceeds from the exercise of your Future Shares or Recognition Shares award will be delivered to you as cash or shares of P&G stock. If you select cash, you will receive by mail a payment from P&G payroll in the next available payroll run. If you request shares of P&G stock, shares will be deposited to your SIP account or a stock certificate will be sent to you by mail from Shareholder Services in Cincinnati, OH.

If you choose any method of exercise other than "Sell All" and provide an external e-mail address, we will send you an e-mail confirmation of the exercise and details of the stock price received. If you choose the "Sell All" method of exercise, this exercise information will be included in your pay statement envelope.

If you have any additional questions, please contact us at the telephone number below.

Sincerely,

Stock Plan Administration  
2 P&G Plaza, TE-3 Box 5 B  
Cincinnati, OH 45202  
513-983-5125  
513 983-0159 (Fax)

### **Future Shares Methods of Exercise**

### What is “Method of Exercise?”

- Method of exercise means:
  - Type of transaction,
  - What you receive after the exercise, and
  - How costs are paid.
- Even if you aren't ready to exercise, you should familiarize yourself with the exercise methods available.
- Must exercise **all** Future Shares at the **same time**.

### Exercise Choices & Outcomes

- You may choose to:
  - Increase income by receiving proceeds in **cash**.
  - Increase your ownership in P&G by receiving **shares** of P&G stock.
- In either case:
  - Exercising Future Shares is a taxable event

### Methods of Exercise Available

- **Sell All**
  - Sell Future Shares, Receive Cash
  - P&G sells all Future Shares through a broker.
  - Option costs and taxes are calculated and deducted.
  - US payroll delivers to you the amount that remains after deductions in the next possible paycheck.
- **Sell to Cover**
  - Sell Future Shares to Cover Costs, Receive Stock
  - P&G sells enough of your Future Shares to cover option costs and taxes.
  - You receive remaining proceeds in shares of P&G stock.
  - Shares will be issued and sent to you by P&G Shareholder Services in Cincinnati.
  - Only whole shares can be delivered, so there may be a small balance of cash.
  - You receive remaining cash proceeds from US Payroll in next possible paycheck.
- **Exchange Shares**
  - Exchange Shares Held in SIP or Broker Account to Cover Costs, Receive Stock
  - You use shares of P&G stock held in a Stock Investment Plan (SIP) account, broker account or certificate form to pay for the exercise.
  - You receive remaining proceeds in shares of P&G stock.
  - Shares will be issued and sent to you by P&G Shareholder Services in Cincinnati.
  - Only whole shares can be delivered, so there may be a small balance of cash.
- **Pay Cash**
  - Pay Option Cost & Taxes, Receive Stock
  - You send in cash (check, wire transfer) to pay for the option cost and taxes.
  - You receive shares of P&G stock.
  - Shares will be issued and sent to you by P&G Shareholder Services in Cincinnati.
- **Pay Cash, Cover Taxes with Shares**
  - Pay Option Cost, P&G Withholds Shares for Taxes, Receive Stock
  - You send in cash (check, wire transfer) to pay for the option cost.
  - P&G withholds shares to pay taxes.
  - You receive remaining proceeds in shares of P&G stock.
  - Shares will be issued and sent to you by P&G Shareholder Services in Cincinnati.
  - Only whole shares can be delivered, so there may be a small balance of cash.

### Which Exercise Method is Best?

- **Only you can decide** the exercise method that is **best for you**.
- P&G cannot recommend an exercise method.
- Review this and other material to **help you decide** the exercise method to choose.

## Future Shares/Recognition Shares Data Form

(United States Only)

*The information furnished will be used to facilitate processing of your Stock Options/Future Shares.*

### **Personal Information to be completed by Future Shares recipient.**

<b>Last Name</b>		<b>First Name</b>	
<b>Hire Date</b>		<b>Local Payroll ID</b>	
<b>Birth Date</b>		<b>Social Security Number</b>	

### **Permanent Residence Information:**

<b>Street Number</b>			
<b>2<sup>nd</sup> Address Line</b>			
<b>City</b>		<b>State</b>	
<b>Zip Code</b>			
<b>Telephone #</b>			

### **Bank Details:**

<b>Routing Number</b>		<i>Bank Name</i>	
<b>Bank Account Number</b>		<i>Type of Account</i>	

This form should be returned to your P&G Future Shares site/organizational contact.

Please fill in the bank information above if you would like any exercise proceeds to be direct deposited into an account. Also, please verify that your address is correct and make any changes if necessary.

Please sign below if all is correct and return to along with the next page.

\_\_\_\_\_  
Signature

FOR P&G/IBM USE ONLY:

### **Organizational Information to be completed by P&G**

<b>Cost Center</b>	
<b>Requester Name</b>	
<b>Requester Email ID</b>	

**ESC:** Please **CONFIRM** input of change back to the REQUESTER so that the exercise may be processed.

## NOTICE TO EXERCISE – FUTURE SHARES and/or RECOGNITION SHARES

*(Circle Above the Grant You Wish to Exercise. If Recognition Shares, indicate the year of the grant you are exercising.)*

### SELL ALL

- I wish to exercise grant indicated above. Deliver cash to me.

---

### SELL TO COVER

- I wish to exercise grant indicated above at no cost to me using the "Sell to Cover" method of exercise.
- Deposit the shares to my Stock Investment Plan account (we cannot deposit shares to an ISOP account).
- Send a stock certificate to my home address.

---

### PAY CASH

- I wish to exercise grant indicated above by paying cash.
- Deposit the shares to my Stock Investment Plan account (we cannot deposit shares to an ISOP account).
- Send a stock certificate to my home address.

---

### EXCHANGE SHARES

- I wish to exercise grant indicated above by tendering shares of P&G stock, which I certify that I have owned for at least six months, in full payment of my option cost. Under existing law, I am entitled to keep my current shares. I authorize P&G to determine the number of shares necessary to pay my option cost and applicable taxes.
- Deposit the shares to my Stock Investment Plan account (we cannot deposit shares to an ISOP account).
- Send a stock certificate to my home address.

---

### PAY CASH, COVER TAXES WITH SHARES

- I wish to exercise grant indicated above by paying cash. I authorize P&G to determine the number of shares to withhold from me in order to pay applicable taxes and transfer shares from me to P&G.
- Deposit the shares to my Stock Investment Plan account (we cannot deposit shares to an ISOP account).
- Send a stock certificate to my home address.

---

### AUTHORIZATION

To be completed and signed by grantee exercising or redeeming Future or Recognition Shares award.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

P&G Global ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Please fax the completed form to Stock Plan Administration 513 983-0159

Or

Mail to: The Procter & Gamble Company  
Stock Plan Administration  
TE-3 Mail Stop 5B  
2 P&G Plaza  
Cincinnati, OH 45202