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| <b>B #:</b>       | 24025-26  |
| <b>Date:</b>      | 04-07-26  |
| <b>To:</b>        | Officers/Operations Managers/Cashiers             |
| <b>Category:</b>  | Operations  |
| <b>From:</b>      | Andrea Fenner                                     |
| <b>Attention:</b> | Officers/Operations Managers/Cashiers             |
| <b>Subject:</b>   | DTC CHILLS REMOVAL   TotalEnergies SE   F92124100 |

**TotalEnergies SE (“TotalEnergies”)**, a Societas Europaea existing under the laws of France, listed its ordinary shares (TTE) in the U.S. As a result, participants and their clients that re-register shares of TotalEnergies may be subject to French Financial Transaction Tax.

TotalEnergies’s CUSIP has been made eligible for book-entry DTC services, allowing for Direct Registration System (“**DRS**”), however the following should be read carefully with regards to physical withdrawals.

Special procedures have been developed for the withdrawal of shares out of a participant’s account via DTC’s Deposit and Withdrawal at Custodian (DWAC’) process, the details of which are outlined in the attached procedures. It is important for participants looking to withdraw shares from their DTC account to familiarize themselves with these procedures.

For additional information or questions, or to request a Stock Transfer Form, please contact Computershare at:

US Toll Free: 1- 866-644-4127  
US Local number: 1-781-575-2906

Issuer: TotalEnergies SE

| <b>Issue Description</b> | <b>CUSIP</b> | <b>ISIN</b>  |
|--------------------------|--------------|--------------|
| Ordinary Shares          | F92124100    | FR0000120271 |

### **SPECIAL INSTRUCTIONS WITHDRAWALS OF TOTALENERGIES ORDINARY SHARES**

NOTE: While the DTC Withdrawal function has not been turned off, the below steps should be followed in order to successfully withdraw TotalEnergies shares and ensure that

beneficial owners, once on the register of TotalEnergies, will be able to continue to vote and receive dividends.

DTC SHALL NOT BE LIABLE FOR: (1) ANY LOSS RESULTING DIRECTLY OR INDIRECTLY FROM INTERRUPTIONS, DELAYS, OR DEFECTS ARISING FROM OR RELATED TO ITS SERVICES; AND (2) ANY SPECIAL, CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, OR PUNITIVE DAMAGES.

Further, DTC shall not be liable for any tax with respect to the French Shares, including, without limitation, with respect to the registration of French Shares in the name of Cede & Co. "Cede", the transfer of the French Shares to or from Cede, the deposit and withdrawal of the French Shares to or from DTC, transfers of interest in the French Shares on the books of DTC.

## **Step 1: DTC Participant to complete TotalEnergies Stock Transfer Form**

### **Completion of the TotalEnergies Stock Transfer Form:**

**Section 1 - Consideration Value:** Is the amount of money that was paid for the transfer. Please ensure that the Consideration Value has been calculated by reference to the higher of i) the consideration or ii) the market value of the shares being transferred.

**Consideration Nil:** If the consideration money paid for the transfer is Nil there will be no French Financial Transaction Tax, however **Section 7** on the Stock Transfer Form **does** need to be completed.

**Section 6 – Authorized Signature:** In the case of **DTC Deposits**, section **6A** on the Stock Transfer Form must be signed by the registered holder. In the case of **DTC Withdrawals**, section **6B** on the Stock Transfer Form must be signed by the DTC Participant.

This form must also be Medallion-Guaranteed and must contain the depositing/withdrawing DTC participant firm name, DTC participant number, the account number with the depositing DTC participant as well as the DTC participant's contact name and telephone number.

### **Section 7 – French Financial Transaction Tax Certification:**

- If the transfer is exempt from French Financial Transaction Tax, please select the appropriate certification in **A or B**.
- If the transfer is subject to French Financial Transaction Tax and payment has been arranged with a relevant intermediary, please select **C** and enclose proof of payment to such intermediary to the Stock Transfer form
- If the transfer is subject to French Financial Transaction Tax and payment still needs to be arranged, select **D** and enclose a check with the Stock Transfer Form.

**If French Financial Transaction Tax is payable, it is calculated as follows:**

- Multiply 0.04% by the consideration value (the amount which was entered in Section 1)
- Round down to the nearest US\$
- Remit a check for the French Financial Transaction Tax payable in US\$ to “Computershare” and the completed Stock Transfer Form. Computershare will remit this payment to the French tax authorities on your behalf.

**Section 8- New Holder Information:** Ensure that **I or J** are completed and appropriate copies of documentation are enclosed with the completed TotalEnergies Stock Transfer Form. Under [Shareholder Rights Directive II \(“SRD II”\)](#) this information is required to be provided and maintained for each shareholder. Failure to provide proof of identification can result in a holder being unable to vote or receive dividends.

**Step 2: Send the check payable to Computershare (if French Financial Transaction Tax is payable) and the completed TotalEnergies Stock Transfer Form to:**

Regular mail:

Computershare  
PO Box 43078  
Providence RI 02940-3078

Overnight/certified/registered delivery:

Computershare  
150 Royall St  
Suite 101  
Canton MA 02021

**Step 3: Once Computershare receives the completed Stock Transfer Form and, if applicable, the French Financial Transaction Tax payment, a representative from Computershare will contact the DTC participant noted on the Stock Transfer Form and will advise the DTC participant to initiate a DWAC;** for DWAC Deposits, the DWAC must contain the registration name that appears on the share certificate or statement as well as the share certificate number(s) (if applicable) in the comments section.

It is important that you follow the steps above to ensure that your transfer can be completed. Provided your documentation is in good order and that we have received proper French Financial Transaction Tax payment (if applicable) we will aim to complete your transfer within five business days from the time we receive it.

If your transfer cannot be processed due to missing or incomplete documentation, we will contact you for more information.

### **French Financial Transaction Tax (FTT)**

#### **What is FTT?**

FTT is a tax on the acquisition of shares of French companies whose market capitalization is over €1.bn.

### **How is FTT Calculated?**

Unless a transfer is exempt or FTT is not applicable, FTT is calculated at 0.4% of the consideration paid for the transfer

### **How is FTT paid?**

Generally, the FTT is paid by the operator providing investment services, within the meaning of Article L. 321-1 of the French Monetary and Financial Code ("CoMoFi"), involved in the transaction on the first day of the month following the month in which the acquisition of the security occurred. Where the acquisition takes place without the intervention of an operator providing investment services, the tax shall be assessed and payable by the institution acting as the account-keeper, within the meaning of Article L. 321-2, paragraph 1, of the CoMoFi.

Please refer to: <https://bofip.impots.gouv.fr/bofip/7578-PGP.html/identifiant=BOI-TCA-FIN-10-40-20150304> for more information.

If the transaction involves a change in beneficial ownership and is not exempted from FTT, you may transfer your shares into a brokerage or bank account in DTC in order for your broker or bank to assist. If you already hold through an intermediary on the register, you must contact such intermediary to arrange payment. Otherwise you must arrange payment through Computershare, in which case please provide the relevant information requested in the Stock Transfer Request Form, documentation as indicated in section 7 and return the form, along with a US bank check for payment (in USD) to Computershare.

For additional information or questions, or to request a Stock Transfer Form, please contact Computershare at:

### **Telephone:**

US Toll Free: 1- 866-644-4127  
US Local number: 1-781-575-2906