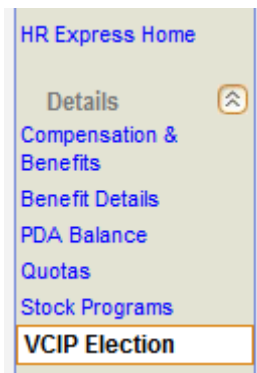


ConocoPhillips Canada
2015 VCIP Award – Election to Allocate to an RRSP
Instructions

The following instructions will guide you through the steps to elect allocation of your 2015 VCIP award to an RRSP:

- Log on to [HR Express](#) and click on 'VCIP Election' located on the left navigation bar.



- On the 'VCIP Election' page, you may choose one of the following three options:
 - Receive 100% of your VCIP award as cash. If you elect this option, your VCIP award will be deposited directly to your bank account(s) on record at the time of payment. This is the default option if no election is made.

Select an option below. Remember to **click on the SAVE button** at the bottom of the page.

☒ Receive 100% of my VCIP award in cash

- OR -

- Tax shelter 100% of your VCIP award.

☐ Tax shelter 100%:

% to my personal RRSP at Sun Life

% to my spousal RRSP at Sun Life

% (must equal 100%)

- OR -

- Tax shelter a specific dollar amount of your VCIP award. Any remaining balance will be paid as cash.

☐ Tax shelter the following:

\$ to my personal RRSP at Sun Life

\$ to my spousal RRSP at Sun Life

\$

Any remaining balance will be paid as cash.

- Remember to **click the SAVE button** at the bottom of the page.
- The default option is 100% of the VCIP award paid as cash. If you choose not to enroll in an RRSP under the ConocoPhillips Savings Plan (CSP) with Sun Life Financial, your VCIP payment will be deposited to your bank account(s) on record in SAP at the time of the payment.
- If you choose to invest your VCIP award in your RRSP or spousal RRSP, you must be enrolled in an RRSP under the ConocoPhillips group savings plan with Sun Life Financial. To set up or confirm an RRSP with Sun Life Financial, you may access their website [here](#) or contact them at 866-896-6976 before the election period ends on Feb. 3 to allow time to complete the enrolment process.
- Both Canada Pension Plan (CPP) and Employment Insurance (EI) must be paid on the full amount of your award, regardless of the amount you are tax sheltering. Therefore, if you elect to tax shelter 100% of your VCIP award, the maximum amount that will transfer to your RRSP or spousal RRSP will be 85%. Since the 15% withheld to pay CPP and EI is considered a cash payment, you will be required to pay income tax on that amount. If there is any amount remaining from the 15% after CPP and EI are paid, it will be paid as cash to you and will be reflected on the same pay slip as your VCIP award.
- You may change your election at any time during the election period which will be open from:

Jan. 14–Feb. 3, 2016 (until 4 p.m. MT)

- No elections or changes will be accepted after the election period is closed.
- After the election period is closed, your elected allocation may be viewed on *HR Express* through March 2016.

Questions regarding the election process should be directed to HR Connections by submitting a [Web ticket](#). For immediate assistance, call 888-815-2436 or 918-661-5483 between 7 a.m. and 4 p.m. MT, Monday through Friday.

For questions regarding an RRSP under the CSP, call Sun Life at 866-896-6976.

Award determination and payments are discretionary. ConocoPhillips reserves the right to amend, modify or terminate the program at any time.