

Recommendations for electronic access by video

Please pay attention to the following points for obtaining access by video communication:

Tips for optimum functionality

1. **Function test prior to the general shareholders' meeting:** You will find the function "Test of the technical requirements for a video feed in advance of the Annual General Meeting" in the InvestorPortal under the tab "Information". You can already prior to the general shareholders' meeting test with automation whether the end-device satisfies the technical requirements for access when using your internet connection used at the time of the test. In order to avoid delays when obtaining access during the general shareholders' meeting, we recommend that you make use of this possibility.
2. **Internet access:** The upload / download bandwidth should be stable 5 MB/second; it is recommended that you use 10 MB/second. Please make sure that you have a stable WLAN connection or connect your end-device through a LAN cable with your internet access. Please close all additional applications requiring large use of data if possible. Please make sure that no other application is open which uses your camera or your microphone (MS Teams, zoom, etc.).
3. **VPN connections:** Please be aware that there can be lower transmission quality of your live appearance in the case of obtaining access using an active VPN connection (virtual private network).
4. **End-device:** Please, use hardware with an integrated camera or camera connected by cable as well as an integrated microphone or a microphone connected by cable. It is preferable for the screen to be shown in landscape format. A headset can be helpful with regard to audio quality. You can use all common browsers in the current software version: e.g. Google Chrome, Microsoft Edge, Mozilla Firefox and Safari. The camera and microphone must be activated in the browser.
5. **Access:** Please, make sure that you are logged in to the internet service for shareholders with the registration confirmation number with which you have registered to speak. You can enter the virtual waiting room while confirming access to camera and microphone in the "pop-up window" that opens when you register to speak in the InvestorPortal. The technical functionality of your video communication will be checked.
6. **Test functionality:** After you have entered the virtual waiting room, you will be received by our technical personnel (operators), in order to check your picture and sound quality. Please remain in the virtual waiting room until the operator responds to you.
7. **Activation:** After successful testing of the functionality, you will have live access to the general shareholders' meeting as soon as the chairman calls you by name. After the chairman has given you the floor, you can start speaking.

Tips for good picture and sound quality

1. **Surroundings:** Make sure that you have quiet surroundings with as little disturbance from sound as possible. Especially driving in the car or riding a train is not suitable (see also internet access above). Place your end-device on a solid base if possible and try to avoid sudden movements with your hands which can lead to wobbling.
2. **Lighting:** Please consider that you should have good lighting when speaking (e.g. with a lamp which provides good light on your face). Avoid bright sources of light in your background or on the side, e.g. a bright window.
3. **Camera position:** If possible, place your camera so that you are seen in the middle of the picture and can face the camera. Set the camera to the 16:9 landscape format if possible.
4. **Other points:** Please place mobile telephones on vibrate only and do not place them directly on top of the end-device because this could otherwise result in problems. Please, make sure that notifications from email programs and messenger services outside the internet service for shareholders do not distract you during your live appearance and cannot be heard in the transmission.