

SAP SE

Virtual General Meeting of Shareholders

on May 20, 2020

Explanations on item 1 of the Agenda

On February 19, 2020, the Supervisory Board approved the annual financial statements prepared by the Executive Board, in accordance with Section 172 sentence 1 of the German Stock Corporation Act (*Aktiengesetz, AktG*). The annual financial statements have thus been adopted. At the same time, the Supervisory Board also approved the group annual financial statements. In accordance with Section 173 (1) AktG, it is therefore not necessary for the General Meeting of Shareholders to adopt the annual financial statements and to approve the group annual financial statements.

Annual financial statements and group annual financial statements, combined management report and group management report, including the compensation report and the Executive Board's explanatory notes relating to the information provided pursuant to Sections 289a (1) and 315a (1) of the German Commercial Code (*Handelsgesetzbuch*), as well as the Supervisory Board's report must merely be made available to the General Meeting of Shareholders, with no resolution being required (except in respect of the appropriation of retained earnings).

