Proxy Appointment and Instruction Form
for the SAP SE Virtual Annual General Meeting of Shareholders, May 20, 2020

Note: This form is not an alternative to regular registration for the Annual General Meeting of Shareholders. To attend the Annual General Meeting of Shareholders and vote your shares, even if you appoint a proxy, you must register for the Meeting correctly and you must submit evidence of your shareholding correctly, as described in the invitation to the Meeting. In this connection, please see the instructions in the invitation to the Meeting and on the voting right card, notably that the use of the password-protected shareholder portal is only possible by an authorized representative if the authorized representative receives the access data with the voting right card.

Person(s) making this appointment (principal)

Last name(s), first name(s)*

Details of the voting right card addressee

Last name, first name or company name* Quantity of shares*

Postal code or ZIP, city* Voting right card no. and PIN*

Country (if outside of Germany)*

* Full answers, please, in clear block letters. Please copy the required information from the voting right card.

Appointment of third-party proxy

I/we hereby appoint:

Last name, first name*

Residence*

as my/our proxy at the SAP SE Virtual Annual General Meeting of Shareholders on May 20, 2020. This proxy assumes all of my/our rights at and relating to the Meeting, including the power to appoint a proxy.

* Clear block letters, please

Appointment and instruction of proxies provided by the Company

I/we appoint both Jochen Scholten and Michael Plötner as my/our several proxies at the SAP SE Virtual Annual General Meeting of Shareholders on May 20, 2020, each with the power to appoint proxies, and instruct them to vote on my/our behalf as set out below. My/Our name(s) are not to be disclosed.

Note: The proxies provided by the Company are only authorized to vote in accordance with the express instructions of the principal. They cannot accept any other instructions; for example, to propose motions, to put questions, or to make statements on behalf of the principal. If the shareholder or the shareholder’s appointed proxy exercises the voting right, the proxies provided by the Company will not exercise any rights on behalf of the shareholder.
My/Our voting instructions on the boards’ proposed resolutions on items 2 to 8 on the agenda are as follows:

### Agenda items and proposed resolutions*

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Appropriation of the retained earnings of fiscal year 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Formal approval of the acts of the Executive Board in fiscal year 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Formal approval of the acts of the Supervisory Board in fiscal year 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Appointment of the auditors of the financial statements and group annual financial statements for fiscal year 2020</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. a) Creation of new Authorized Capital I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. b) Creation of new Authorized Capital II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Approval of the compensation system for the Executive Board members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Confirmation of the compensation of the Supervisory Board members</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The exact wording of the agenda items and the boards’ proposed resolutions will be taken from the invitation to the Annual General Meeting of Shareholders to be published in the Bundesanzeiger (German Federal Gazette) on April 21, 2020. Please give an instruction for each proposed resolution. To vote in favor, check Yes; to vote against, check No. If you check more than one box for any proposed resolution, that instruction will be invalid. If the boards amend their proposed resolution on item 2 on the agenda as described in the invitation to the Annual General Meeting of Shareholders to reflect a change in the number of shares carrying dividend rights, the proxy and instruction for item 2 will refer to the proposed resolution as amended.

---

**Date and signature(s) or other indication of completion:**

Date

Signature(s) / Person(s) making this appointment (legible)