

SAP SE

Virtual General Meeting of Shareholders

on May 12, 2021

Information pursuant to Section 125 of the German Stock Corporation Act (*Aktiengesetz*, “AktG”) in connection with Article 4 and Table 3 of the Implementing Regulation (EU) 2018/1212 (“Regulation”)

A. Specification of the Message		
1.	Unique identifier of the event	e360bf23e28beb11811c005056888925
2.	Type of message	Convocation of the Annual General Meeting of Shareholders <i>Format of the Regulation: NEWM</i>
B. Specification of the Issuer		
1.	ISIN	DE0007164600
2.	Name of issuer	SAP SE
C. Specification of the Meeting		
1.	Date of the General Meeting	12 May 2021 <i>Format of the Regulation: 20210512</i>
2.	Time of the General Meeting	10:00 hrs CEST <i>Format of the Regulation: 8:00 hrs UTC</i>
3.	Type of General Meeting	Annual General Meeting of Shareholders as virtual event without the physical presence of shareholders or their proxies <i>Format of the Regulation: GMET</i>
4.	Location of the General Meeting	URL of the Company's Shareholder Portal where shareholders have access to the video and audio transmission of the General Meeting of Shareholders and can exercise their shareholder rights: www.sap.com/agm <i>Location in the meaning of the AktG: Business premises of SAP SE, Hasso-Plattner-Ring 5, 69190 Walldorf, Germany</i>
5.	Record Date ¹	20 April 2021 <i>Format of the Regulation: 20210420</i>
6.	Uniform Resource Locator (URL)	www.sap.com/agm



¹ Please note that the so-called Record Date according to the formal requirements of the Implementing Regulation (EU) 2018/1212 is a banking work-related date which does not correspond to the Record Date in the meaning of Section 123 (4) sentence 2 AktG. A detailed explanation of the latter Record Date and its relevance can be found in the convocation document for the General Meeting of Shareholders.

D. Participation in the General Meeting – Access to the Video and Audio Transmission	
1. Method of participation by shareholder	Access to the video and audio transmission (does not constitute a participation in the General Meeting of Shareholders in the meaning of the AktG or an exercise of voting rights)
2. Issuer deadline for the notification of participation	Appropriate application to attend and appropriate proof of shareholding: 5 May 2021, 24:00 hrs CEST <i>Format of the Regulation:</i> 20210505, 22:00 hrs UTC
3. Issuer deadline for voting	n/a
D. Participation in the General Meeting – Voting by Correspondence	
1. Method of participation by shareholder	Voting by correspondence (does not constitute a participation in the General Meeting of Shareholders in the meaning of the AktG) <i>Format of the Regulation: EV</i>
2. Issuer deadline for the notification of participation	Appropriate application to attend and appropriate proof of shareholding: 5 May 2021, 24:00 hrs CEST <i>Format of the Regulation:</i> 20210505, 22:00 hrs UTC
3. Issuer deadline for voting	Depending on the communication channel: a) Submission by post: 11 May 2021, 24:00 hrs CEST <i>Format of the Regulation:</i> 20210511, 22:00 hrs UTC b) Transmission by fax: 11 May 2021, 12:00 hrs CEST <i>Format of the Regulation:</i> 20210511, 10:00 hrs UTC c) Electronic communication via the password-protected Shareholder Portal, which will also be available on the day of the Annual General Meeting of Shareholders until the end of the answers to the shareholders' questions.

D. Participation in the General Meeting – Granting Proxy Authorization and Issuing Instructions to the Proxies Designated by the Company	
1. Method of participation by shareholder	Granting proxy authorization and issuing instructions to the proxies designated by the Company <i>Format of the Regulation: PX</i>
2. Issuer deadline for the notification of participation	Appropriate application to attend and appropriate proof of shareholding: 5 May 2021, 24:00 hrs CEST <i>Format of the Regulation: 20210505, 22:00 hrs UTC</i>
3. Issuer deadline for voting	Depending on the communication channel: a) Submission by post, transmission by fax, electronic communication by e-mail: There is no fixed deadline in these cases. By its very nature, however, only such proxy authorisations and instructions to the proxies designated by the Company can be taken into account, which are received no later than the day of the virtual general meeting and so early that they can be noted and processed before the voting begins. We advise that, in your own interest, you should grant proxy authorisations and issue instructions to the proxies designated by the Company on the day of the General Meeting of Shareholders only via the password-protected Shareholder Portal (see lit. b below). b) Electronic communication via the password-protected Shareholder Portal, which will also be available on the day of the Annual General Meeting of Shareholders until the end of the answers to the shareholders' questions.

E. Agenda – Agenda Item 1	
1. Unique identifier of the agenda item	1
2. Title of the agenda item	Presentation of the adopted annual financial statements and the approved group annual financial statements, the combined management report and group management report of SAP SE, 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 (<i>Handelsgesetzbuch</i> ; "HGB"), and the Supervisory Board's report, each for fiscal year 2020
3. Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4. Vote	n/a
5. Alternative voting options	n/a
E. Agenda – Agenda Item 2	
1. Unique identifier of the agenda item	2
2. Title of the agenda item	Resolution on the appropriation of the retained earnings of fiscal year 2020
3. Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4. Vote	Binding vote <i>Format of the Regulation: BV</i>
5. Alternative voting options	Vote in favour, vote against, abstention <i>Format of the Regulation: VF, VA, AB</i>
E. Agenda – Agenda Item 3	
1. Unique identifier of the agenda item	3
2. Title of the agenda item	Resolution on the formal approval of the acts of the Executive Board in fiscal year 2020
3. Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4. Vote	Binding vote <i>Format of the Regulation: BV</i>
5. Alternative voting options	Vote in favour, vote against, abstention <i>Format of the Regulation: VF, VA, AB</i>

E. Agenda – Agenda Item 4		
1.	Unique identifier of the agenda item	4
2.	Title of the agenda item	Resolution on the formal approval of the acts of the Supervisory Board in fiscal year 2020
3.	Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4.	Vote	Binding vote <i>Format of the Regulation: BV</i>
5.	Alternative voting options	Vote in favour, vote against, abstention <i>Format of the Regulation: VF, VA, AB</i>
E. Agenda – Agenda Item 5		
1.	Unique identifier of the agenda item	5
2.	Title of the agenda item	Appointment of the auditors of the annual financial statements and group annual financial statements for fiscal year 2021
3.	Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4.	Vote	Binding vote <i>Format of the Regulation: BV</i>
5.	Alternative voting options	Vote in favour, vote against, abstention <i>Format of the Regulation: VF, VA, AB</i>
E. Agenda – Agenda Item 6a		
1.	Unique identifier of the agenda item	6a
2.	Title of the agenda item	By-Election of Supervisory Board members – Dr Qi Lu
3.	Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4.	Vote	Binding vote <i>Format of the Regulation: BV</i>
5.	Alternative voting options	Vote in favour, vote against, abstention <i>Format of the Regulation: VF, VA, AB</i>

E. Agenda – Agenda Item 6b		
1.	Unique identifier of the agenda item	6b
2.	Title of the agenda item	By-Election of Supervisory Board members – Dr. Rouven Westphal
3.	Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4.	Vote	Binding vote <i>Format of the Regulation: BV</i>
5.	Alternative voting options	Vote in favour, vote against, abstention <i>Format of the Regulation: VF, VA, AB</i>
E. Agenda – Agenda Item 7		
1.	Unique identifier of the agenda item	7
2.	Title of the agenda item	Resolution on the granting of a new authorization of the Executive Board to issue convertible and/or warrant-linked bonds, profit-sharing rights and/or income bonds (or combinations of these instruments), the option to exclude shareholders' subscription rights, the cancellation of Contingent Capital I and the creation of new contingent capital and the corresponding amendment to Article 4 (7) of the Articles of Incorporation
3.	Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4.	Vote	Binding vote <i>Format of the Regulation: BV</i>
5.	Alternative voting options	Vote in favour, vote against, abstention <i>Format of the Regulation: VF, VA, AB</i>
E. Agenda – Agenda Item 8		
1.	Unique identifier of the agenda item	8
2.	Title of the agenda item	Amendment of Article 2 (1) of the Articles of Incorporation (Corporate Purpose)
3.	Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4.	Vote	Binding vote <i>Format of the Regulation: BV</i>
5.	Alternative voting options	Vote in favour, vote against, abstention <i>Format of the Regulation: VF, VA, AB</i>

E.	Agenda – Agenda Item 9	
1.	Unique identifier of the agenda item	9
2.	Title of the agenda item	Amendment of Article 18 (3) of the Articles of Incorporation (Right to Attend the General Meeting of Shareholders – Proof of Shareholding)
3.	Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4.	Vote	Binding vote <i>Format of the Regulation: BV</i>
5.	Alternative voting options	Vote in favour, vote against, abstention <i>Format of the Regulation: VF, VA, AB</i>
F.	Specification of the Deadlines Regarding the Exercise of Other Shareholders Rights – Requests for Additional Agenda Items	
1.	Object of deadline	Requests for additional agenda items pursuant to Article 56 of the SE Regulation, Section 50 (2) SEAG and Section 122 (2) AktG
2.	Applicable issuer deadline	11 April 2021, 24:00 hrs CEST <i>Format of the Regulation: 20210411, 22:00 hrs UTC</i>
F.	Specification of the Deadlines Regarding the Exercise of Other Shareholders Rights – Counter motions of Shareholders	
1.	Object of deadline	Submission of counter motions of shareholders pursuant to Section 126 (1) AktG
2.	Applicable issuer deadline	27 April 2021, 24:00 hrs CEST <i>Format of the Regulation: 20210427, 22:00 hrs UTC</i>
F.	Specification of the Deadlines Regarding the Exercise of Other Shareholders Rights – Election Proposals (Nominations) of Shareholders	
1.	Object of deadline	Submission of election proposals (nominations) of shareholders pursuant to Section 127 AktG
2.	Applicable issuer deadline	27 April 2021, 24:00 hrs CEST <i>Format of the Regulation: 20210427, 22:00 hrs UTC</i>

F. Specification of the Deadlines Regarding the Exercise of Other Shareholders Rights – Shareholders' Right to Ask Questions by Electronic Communication	
1. Object of deadline	Shareholders' right to ask questions by electronic communication pursuant to Article 2 Section 1 (2) sentence 1 no. 3, sentence 2 COVID-19 Act
2. Applicable issuer deadline	10 May 2021, 24:00 hrs CEST <i>Format of the Regulation: 20210510, 22:00 hrs UTC</i>
F. Specification of the Deadlines Regarding the Exercise of Other Shareholders Rights – Objection to Resolutions Passed by the General Meeting of Shareholders	
1. Object of deadline	Objection to resolutions passed by the General Meeting of Shareholders pursuant to Article 2 Section 1 (2) sentence 1 no. 4 COVID-19 Act
2. Applicable issuer deadline	On the day of the Annual General Meeting of Shareholders (12 May 2021, <i>format of the Regulation: 20210512</i>) from its beginning (10:00 hrs CEST, <i>format of the Regulation: 8:00 hrs UTC</i>) until the Annual General Meeting of Shareholders is closed by the chairman.
F. Specification of the Deadlines Regarding the Exercise of Other Shareholders Rights – Submission of Video Messages for Publication via the Password-Protected Shareholder Portal (Voluntary Service)	
1. Object of deadline	Submission of video messages for publication via the password-protected Shareholder Portal (voluntary service)
2. Applicable issuer deadline	7 May 2021, 24:00 hrs CEST <i>Format of the Regulation: 20210507, 22:00 hrs UTC</i>

CEST = Central European Summer Time

UTC = Coordinated Universal Time

n/a = not applicable

COVID-19 Act = Act to Mitigate the Consequences of the COVID-19 Pandemic in Civil, Bankruptcy and Criminal Procedure Law (*Gesetz zur Abmilderung der Folgen der COVID-19-Pandemie im Zivil-, Insolvenz- und Strafverfahrensrecht*) of March 27, 2020, BGBl. I 2020 p. 569, the relevant Article 2 of which was extended and last amended by Article 11 of the Act on the Further Shortening of the Residual Debt Relief Procedure and on the Adjustment of Pandemic-Related Provisions in Company, Cooperative, Association and Foundation Law and in Tenancy and Lease Law (*Gesetz zur weiteren Verkürzung des Restschuldbefreiungsverfahrens und zur Anpassung pandemiebedingter Vorschriften im Gesellschafts-, Genossenschafts-, Vereins- und Stiftungsrecht sowie im Miet- und Pachtrecht*) of December 22, 2020, BGBl. I 2020 p. 3328

