

# SAP SE

## Virtual Annual General Meeting of Shareholders

May 18, 2022

### Frequently Asked Questions

#### Why is this year's AGM being held as a virtual event?

For more than two years now, the world has been experiencing unprecedented challenges posed by COVID-19. As last year, we are making every effort in 2022 to ensure the SAP SE Annual General Meeting of Shareholders (AGM) can take place while ensuring safety of our shareholders, employees, and service providers. Therefore, the Executive Board and Supervisory Board of SAP SE have again decided to hold this year's AGM as a virtual event on May 18, 2022.

#### When will the official invitation for the AGM be published?

The official invitation will be published on April 7, 2022. This constitutes the formal convening the meeting.

#### How can I ensure I receive the invitation in time?

You can view the invitation on our Web site after publication, as well as in the German Federal Gazette (*Bundesanzeiger*). SAP shares are bearer shares, so SAP does not have a register of shareholder names and details. All invitations will be distributed through the securities deposit banks. The bank managing your securities account is responsible for sending out the invitation to you. Also in 2022, printed invitation brochures will not be sent out as part of the invitation to the Annual General Meeting. Accordingly, your depository bank will provide you with the invitation brochure in electronic format or refer you to the SAP homepage where you can find the entire invitation. Please contact your bank if you have any questions.

#### I haven't received an invitation. What should I do?

Please contact your bank if it hasn't sent you your invitation.

#### Where is the AGM being held?

This year the AGM will once again be held virtually due to the COVID-19 pandemic. There is no opportunity to attend the event physically.

#### When does the meeting start and how long will it last?

The meeting starts at 10 a.m. CEST on May 18, 2022. How long it lasts depends on how long it takes the Executive Board and Supervisory Board to answer the questions submitted to them.

#### Do I need to register if I want to watch the AGM online?

No, registration is not required to watch the event live online at [www.sap.com/agm](http://www.sap.com/agm).

#### Is it possible to follow the AGM although I am hearing-impaired?

Yes. If you want to use live captions, simply copy and paste the URL `chrome://settings/accessibility` in your Google Chrome Browser and activate automatic live captions at the top.

#### How do I register for the AGM?

The bank managing your securities account will provide the information you need to register to exercise your voting rights and/or to submit a question.

#### My voting right card didn't arrive in time. What should I do?

If your attendance is registered for the virtual meeting but your voting right card doesn't arrive in time please contact the Computershare hotline at +49 89 30903-6332.

#### Why do I have to get a voting right card for the meeting from my bank if I only want to vote by post or via the Shareholder Portal?

The voting right card is the proof of share ownership. You also need the number on the voting right card to attend the meeting virtually.

### **How do I vote?**

Upon registration with your security deposit bank, they will send you a voting right card with instructions on how to vote via electronic communication and by granting power of attorney. You also will have the option to vote by post as well as grant power of attorney by post.

### **By when do I have to submit my vote?**

Votes cast by post must be received by May 17, 2022 (day of receipt of post). Voting via the online platform, as well as proxy voting by authorizing the Company proxies via the Shareholder Portal is still possible on the day of the Annual General Meeting of Shareholders until the end of the answers to the shareholders' questions.

### **How do I instruct the Company to vote on my behalf?**

Before or at the meeting, you can give instructions to a proxy provided by the Company. For more details see page 65 in the invitation to the Annual General Meeting of Shareholders.

### **How can I submit my questions to the SAP Executive Board and SAP Supervisory Board?**

You will first need to duly register. You can then submit questions via the Shareholder Portal using the instructions mailed with your voting right card. Questions can only be submitted using the Shareholder Portal and must be received by May 16, 2022, 00:00 a.m. (midnight) CEST.

### **Will SAP give shareholders the opportunity to submit comments regarding the agenda as a video message?**

Shareholders who have duly registered can comment on the agenda via video message. Such videos should not be longer than three minutes and must be received by May 13, 2022, 00:00 a.m. (midnight) CEST. For more information, see page 69 in the invitation to the Annual General Meeting of Shareholders.

### **What is the record date for participation in the AGM?**

The record date within the meaning of the German Stock Corporation Act for participation in the AGM is the beginning of April 27, 2022.

### **How high is this year's dividend payment?**

The dividend proposed by the Executive Board and supervisory Board of SAP SE is €1.95 per share plus an additional special dividend of €0.50 (totalling €2.45). This proposal has yet to be approved by the shareholders at the AGM.

### **What is the dividend record date?**

The dividend record date is May 18, 2022. All shareholders holding SAP shares on the day of the Annual General Meeting are entitled to the dividend.

### **What is the ex-dividend date?**

The ex-dividend date is May 19, 2022.

### **What is the dividend payment date?**

The dividend payment date is May 23, 2022.

### **When is the dividend payment for ADR holders?**

The final dividend payment by SAP SE to the depositary bank is scheduled for May 18, 2022. The depositary bank will then convert the dividend payment from euro into US dollars as promptly as practicable and transfer same to the ADR holders.