

SAP SE

Virtual General Meeting of Shareholders

on May 18, 2022

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

The following overview provides 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"). Detailed information, in particular on the agenda, on the resolution proposals made by the Executive Board and the Supervisory Board, on the participation requirements, on the exercise of voting rights through voting by correspondence, on the exercise of voting rights by authorized representatives and on the various shareholder rights can be found in the convocation document which has been published in the Federal Gazette (*Bundesanzeiger*) and is also available on the Company's website at www.sap.com/agm

A. Specification of the Message		
1.	Unique identifier of the event	fc0a460a86aeec11812d005056888925
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	May 18, 2022 <i>Format of the Regulation: 20220518</i>
2.	Time of the General Meeting	10:00 hrs CEST <i>Format of the Regulation: 8:00 hours 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	April 26, 2022 <i>Format of the Regulation: 20220426</i>
6.	Uniform Resource Locator (URL)	www.sap.com/agm
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	Depending on the transmission channel: a) Public Transmission: No deadline b) Transmission via the password-protected Shareholder Portal: Appropriate application to attend and appropriate proof of shareholding: May 11, 2022, 24:00 hours CEST <i>Format of the Regulation: 20220511, 22:00 hours UTC</i>
3.	Issuer deadline for voting	Not applicable
D. Participation in the General Meeting – Voting by Correspondence		
1.	Method of participation by shareholder	Voting by correspondence (also available for authorized representatives) (does not constitute a participation in the General Meeting of Shareholders in the meaning of the AktG) <i>Format of the Regulation: EV (also: PX)</i>



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.

2.	Issuer deadline for the notification of participation	Appropriate application to attend and appropriate proof of shareholding: May 11, 2022, 24:00 hours CEST <i>Format of the Regulation:</i> 20220511, 22:00 hours UTC
3.	Issuer deadline for voting	Depending on the communication channel: a) Submission by post: May 17, 2022, 24:00 hours CEST <i>Format of the Regulation:</i> 20220517, 22:00 hours UTC b) Electronic communication via the password-protected Shareholder Portal, which will also be available on the day of the virtual 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 (also available for authorized representatives) <i>Format of the Regulation: PX</i>
2.	Issuer deadline for the notification of participation	Appropriate application to attend and appropriate proof of shareholding: May 11, 2022, 24:00 hours CEST <i>Format of the Regulation:</i> 20220511, 22:00 hours UTC

3.	Issuer deadline for voting	<p>Depending on the communication channel:</p> <p>a) Submission by post, 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).</p> <p>b) Electronic communication via the password-protected Shareholder Portal, which will also be available on the day of the virtual General Meeting of Shareholders until the end of the answers to the shareholders' questions.</p>
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 Executive Board's explanatory notes relating to the information provided pursuant to Sections 289a and 315a of the German Commercial Code (<i>Handelsgesetzbuch</i> ; "HGB"), and the Supervisory Board's report, each for fiscal year 2021
3.	Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4.	Vote	Not applicable
5.	Alternative voting options	Not applicable

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 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 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 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 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 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 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 2022
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 6		
1.	Unique identifier of the agenda item	6
2.	Title of the agenda item	Appointment of the auditors of the annual financial statements and group annual financial statements for fiscal year 2023
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 approval of the compensation report for fiscal year 2021
3.	Uniform Resource Locator (URL) of the materials	www.sap.com/agm
4.	Vote	Advisory vote <i>Format of the Regulation: AV</i>
5.	Alternative voting options	Vote in favour, vote against, abstention <i>Format of the Regulation: VF, VA, AB</i>

E. Agenda – Agenda Item 8a	
1. Unique identifier of the agenda item	8a
2. Title of the agenda item	Election of Supervisory Board members – Prof. Dr. h. c. mult. Hasso Plattner
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 8b	
1. Unique identifier of the agenda item	8b
2. Title of the agenda item	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 8c	
1. Unique identifier of the agenda item	8c
2. Title of the agenda item	Election of Supervisory Board members – Dr. Gunnar Wiedenfels
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 8d	
1. Unique identifier of the agenda item	8d
2. Title of the agenda item	Election of Supervisory Board members – Jennifer Xin-Zhe Li
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	Resolution on the compensation of the Supervisory Board members by amending Article 16 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>
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	April 17, 2022, 24:00 hours CEST <i>Format of the Regulation: 20220417, 22:00 hours 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	May 3, 2022, 24:00 hours CEST <i>Format of the Regulation: 20220503, 22:00 hours 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	May 3, 2022, 24:00 hours CEST <i>Format of the Regulation:</i> 20220503, 22:00 hours UTC
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	May 16, 2022, 24:00 hours CEST <i>Format of the Regulation:</i> 20220516, 22:00 hours UTC
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 General Meeting of Shareholders (May 18, 2022, <i>format of the Regulation:</i> 20220518) from its beginning (10:00 hours CEST, <i>format of the Regulation:</i> 8:00 hours UTC) until the General Meeting of Shareholders is closed by the chairperson
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	May 13, 2022, 24:00 hours CEST <i>Format of the Regulation:</i> 20220513, 22:00 hours UTC

F. Specification of the Deadlines Regarding the Exercise of Other Shareholders Rights – Follow-up Questions During the General Meeting of Shareholders Regarding Questions That are Properly Submitted in Advance (Voluntary Service)	
1. Object of deadline	Follow-up questions during the General Meeting of Shareholders regarding questions that are properly submitted in advance (voluntary service)
2. Applicable issuer deadline	On the day of the General Meeting of Shareholders (May 18, 2022, <i>format of the Regulation: 20220518</i>) for a specific period during the General Meeting of Shareholders

CEST = Central European Summer Time

UTC = Coordinated Universal Time

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 last extended by Article 15 of the Act on the Establishment of a Special Fund "Reconstruction Assistance 2021" and on the Temporary Suspension of the Obligation to File an Insolvency Petition Due to Heavy Rainfall and Floods in July 2021 and on the Amendment of Other Laws (*Gesetz zur Errichtung eines Sondervermögens „Aufbauhilfe 2021“ und zur vorübergehenden Aussetzung der Insolvenzantragspflicht wegen Starkregenfällen und Hochwassern im Juli 2021 sowie zur Änderung weiterer Gesetze*) of September 10, 2021, BGBl. I 2021 p. 4147

