



## **(Technical) requirements for submitting a written statement or a video message**

As shareholders are not able to comment on the agenda during the virtual Annual General Meeting, duly registered shareholders shall be given the opportunity to submit comments by no later than **10 June 2021, 24:00 hours** (CEST), in the form of

- **video messages** with reference to the agenda for publication by the Company on the AGM portal, or
- **written statements** with reference to the agenda for publication by the Company in the AGM portal.

The Company's AGM portal can be accessed via the internet address <https://ir.teamviewer.com/websites/teamviewer/English/4600/hauptversammlung.html>.

In order to upload **video messages** to the AGM portal, the following technical requirements must be met:

- Video length: maximum of 2 minutes
- Format: MPEG4
- Video codec: H264
- Video resolution: 1,920 x 1,080i
- Bit rate: up to 4 MB

These technical requirements are usually met by videos created with a commercially available smartphone (e.g. iPhone) or by professional video production systems.

Only video messages in which the shareholder or his proxy appears in person to make the statement are permissible.

**Written statements** can also be submitted via the AGM portal. Via the button "schriftliche Stellungnahme" (written statement), statements with a maximum length of 10,000 characters in text form (plain text format) can be entered or copied in. Uploading files (e.g. a PDF file) is not possible.

Only one written statement or video message per shareholder is permitted.

The length of a **written statement** shall not exceed 10,000 characters and the **duration of a video message** shall not exceed two minutes. Written statements and video messages must be submitted in German or English only and will not be translated.

The submitted written statements and video messages may, in the Company's discretion, be published prior to the Annual General Meeting in the Company's AGM portal and/or during the Annual General Meeting. The submitting shareholder's name will always be disclosed. Please also note the information on data protection at the end of the official invitation notice.

It is hereby clarified that no legal claim to the publication of a written statement or a video message prior to or during the Annual General Meeting exists. In particular, the Company reserves the right not to publish written statements or video messages with offensive or criminal content, obviously false or misleading content or without any reference to the agenda of the Annual General Meeting, as well as written statements or video messages exceeding 10,000 characters or two minutes or not submitted by the time specified above.

In order to ensure an orderly conduct of the AGM, the Company reserves the right to make an appropriate selection of written statements and/or video messages for publication during the Annual General Meeting. Further information and conditions can be found on the Company's AGM

portal, which is accessible at the internet address <https://ir.teamviewer.com/websites/teamviewer/English/4600/hauptversammlung.html>).

Questions may only be submitted on the form provided in the notice convening the Annual General Meeting under "Right to information pursuant to section 131(1) AktG in conjunction with section 1(2) sentence 1 no. 3 C-19-AuswBekG" and the conditions specified therein via the AGM portal.

If a statement submitted pursuant to this section contains questions that have not been submitted in the manner described under section "Right to information pursuant to section 131(1) AktG in conjunction with section 1(2) sentence 1 no. 3 C19-AuswBekG" of the official invitation to the Annual General Meeting such question shall be disregarded. The same applies to motions and election proposals pursuant to sections 126(1), 127 AktG; in this respect, only the procedure described under section "Counter-motions and election proposals by shareholders pursuant to sections 126(1), 127 AktG" of the official invitation notice shall apply.