

**Virtual Annual General Meeting of Schaeffler AG, April 20, 2023****A: Technical requirements for electronic connection to the General Meeting**

1. **Internet access:** Your upload/download bandwidth should be stable at 5 Mbits/s, better 10 Mbits/s. Please ensure a stable Wi-Fi connection or connect your device to the internet using a LAN cable. If possible, please close all other applications that require a lot of bandwidth and CPU.
2. **VPN connections:** Please note that connecting via an active VPN connection (virtual private network) may reduce the transmission quality of your live appearance.
3. **Device:** Please use hardware that supports the landscape format and has either a built-in or wired camera. A headset may be helpful to improve audio quality. A browser with the current software version should be used, e.g. Microsoft Edge, Google Chrome or Safari.
4. **Access:** Please note that you must be logged into the InvestorPortal with the access card number under which you wish to submit your request to speak. Please navigate to the “Request to speak” section and click on the “+ Request to speak” button. After your request has been checked, a button will be displayed in the area where the General Meeting is being broadcast, which you can use to join the live waiting area for the General Meeting. Click on it. When you join the video conference, please give your consent to the use of the camera and audio hardware by the browser and activate your microphone and video image. Subsequently, the technical functionality of your video communication will be checked. Once you have been connected to the waiting room, you can continue to follow the General Meeting via picture-in-picture transmission. If your request to speak has been dealt with, you can withdraw it at any time by clicking the “Disconnect” button. You will automatically be returned to the normal broadcast of the General Meeting. Once you have finished your request to speak, the system will route you back to the normal broadcast. If you wish to make a further request, you must repeat the above steps.

If you have any problems dialling in, you can reach our technical support under the telephone number: +49 89 30903 6330.

5. **Functionality check:** After entering the virtual waiting room, you will be greeted by our operator (technical staff) to check your video and sound quality. Therefore please activate your video transmission and microphone and leave both permanently activated. Remain in the virtual waiting room until your live appearance is over or you have withdrawn your request to speak.
6. **Connection:** Once the functionality of your system has been successfully tested, you will be connected live to the General Meeting as soon as the chairman of the meeting calls you by name. After the chairman has given you the floor, you can begin your live appearance. For the duration of your live appearance, your audio and video images will be broadcast in the livestream on the InvestorPortal. Please ensure that your audio signal and video image are transmitted for the entire duration of your live appearance.
7. **End of your speech:** Shortly after your live appearance, the video conference will end. You can continue to follow the General Meeting via the livestream on the InvestorPortal. If you submit another request to speak, you will be asked to join the waiting room again.

## **B: Recommendations for your live speech**

1. **Clothing:** Please avoid tops with small checkered or plaid patterns, as these patterns could create a flickering in the video image.
2. **Surroundings:** Ensure a quiet environment with as little background noise as possible and a background that is as neutral as possible (if necessary, set the background filter “blur background”). If possible, place your end device on a solid surface and try to avoid making any sudden hand movements that can lead to blurring. Place your mobile phones and other PCs/Laptops slightly aside to avoid interference.
3. **Lighting:** Please ensure that you are well illuminated when speaking. Avoid bright light sources in your background or from the side, such as a bright window or direct sunlight.
4. **Camera position:** If possible, position your camera so that you can be seen in the center of the frame and are looking straight into the camera. Set the camera in 16:9 landscape format.
5. **Miscellaneous:** Please mute your mobile phones and do not place them near the device used for video communication, but in the visible vicinity for any queries. Otherwise, interference may be caused. If possible, please close email programs and messenger services on your device other than the InvestorPortal to prevent notifications from appearing that could distract you from your live appearance and could be audible in the broadcast.

Date: March 9, 2023