

# Terms and conditions of use for the Online-Service for shareholders of Evonik Industries AG

# 1. Scope of application

These terms and conditions of use apply for all shareholders of Evonik Industries AG as well as their proxies using the Online–Service at www.evonik.com/asm–services. This includes, in particular registration for the email dissemination of the invitation to the Annual Shareholders' Meeting of Evonik Industries AG, registration for the Annual Shareholders' Meeting, exercising the right to vote, the right to speak at the virtual Annual Shareholders' Meeting, the possibility to submit statements via the Online–Service as well as the live transmission of the Annual Shareholders' Meeting.

#### 2. Email dissemination

#### 2.1. Registration for and participation in email dissemination

Via the Online-Service you can register for the email dissemination of the invitation to the Annual Shareholders' Meeting.

If you successfully complete your registration for the email dissemination of the invitation no later than seven weeks prior to an Annual Shareholders' Meeting, you will receive the invitation to the Annual Shareholders' Meeting at your designated email address. Later registrations will only be valid for the following Annual Shareholders' Meeting.

Please let us know if you have not received your invitation to the Annual Shareholders' Meeting electronically, even though you registered for this in good time. For this, please contact the shareholders' hotline on  $+49\ 1802\ 739\ 376^*$ , Monday to Friday from 9 a.m. to 5 p.m. (except on public holidays).

#### 2.2. Providing registration data

#### Email address

Please provide an email delivery address that you use regularly. If, after sending the invitation to the Annual Shareholders' Meeting, we receive a technical notification that the email was not delivered, we will send you the invitation by post again. Moreover, every shareholder is

responsible for ensuring that the designated email address is functional and that incoming emails can be read. If your email address changes, please inform us via the Online-Service.

#### Access password

To register for email dissemination of the invitation to the Annual Shareholders' Meeting you must determine a personal access password. Please keep this safe from access by third parties. In future, it can be used for all features of the Online-Service of Evonik Industries AG.

#### 2.3. Amending your registration details

The Online-Service for shareholders is available throughout the year at www.evonik.com/asm-services. Via the Online-Service you can change your email address and your access password.

#### 2.4. Withdrawal of your consent

You can withdraw your consent to email dissemination of the invitation to the Annual Shareholders' Meeting via the Online-Service at any time. You will then receive the invitation by post again. However, if withdrawal takes place after the technical preparations for sending out the invitations to the Annual Shareholders' Meeting have already started, we can only take your withdrawal in account for the subsequent Annual Shareholders' Meeting. In this case, we will endeavour to also send you the invitation to the Annual Shareholders' Meeting by post.

#### 2.5. Disposal of your shares

If you have disposed of all your Evonik Industries AG shares between two Annual Shareholders' Meetings at any time and then acquire Evonik Industries AG shares again in time before the next Annual Shareholders' Meeting of Evonik Industries AG, the consent you provided to participate in the email dissemination of the invitation to the Annual Shareholders' Meeting will continue to apply.

If you have disposed of all your Evonik Industries AG shares after an Annual Shareholders' Meeting of Evonik Industries AG, but do not acquire Evonik Industries shares in time before the next Annual Shareholders' Meeting of Evonik Industries AG, your consent to participate in the email dispatch given prior to the sale of your shares will no longer be valid. In that case your consent is cancelled automatically. If you subsequently acquire Evonik Industries AG shares you will receive the invitation to Annual Shareholders' Meetings by post unless you are re-registered for email dissemination.

# 3. Registering for the Annual Shareholders' Meeting and exercising voting rights

#### 3.1. Online registration for the Annual Shareholders' Meeting

Registration for the Annual Shareholders' Meeting via the Online–Service is possible up to the end of the registration deadline. The registration deadline for participation in the Annual Shareholders' Meeting and exercising voting rights is mentioned in the invitation to the Annual Shareholders' Meeting. Via the Online–Service you can vote via online postal vote or authorizing the voting proxies designated by Evonik Industries AG or intermediaries (e.g. credit institutions), shareholders' associations or proxy advisors or other persons with equivalent status, that participate in the Online–Service, or third parties to vote on your behalf and issuing them with respective instructions, if applicable.

If you have received several invitations with different shareholder numbers, please register online for the Annual Shareholders' Meeting separately for each of these shareholder numbers.

We recommend that you make early use of the Online-Service to register for the Annual Shareholders' Meeting so that in the event of any technical problems you can still register, e.g. by post or email in good time before the registration deadline.

#### 3.2. Voting via the online postal vote

In the Online-Service you can cast your votes via postal vote (online postal vote).

If you have cast your votes via online postal vote in good time before the deadline of registration and have registered in this way, you can still change the cast postal vote or choose another method of exercising your voting rights up to the time determined by the chairman of the meeting during the Annual Shareholders' Meeting via the Online–Service. This also applies if you have cast postal vote in good time outside the Online–Service. The chairman of the meeting will announce the time he has set in good time at the Annual Shareholders' Meeting.

If you have cast postal vote both via the Online-Service and in any other way, your most recently cast vote takes priority.

#### 3.3. Authorization of the voting proxies designated by Evonik Industries AG

Via the Online-Service you can authorize the voting proxies designated by Evonik Industries AG to vote on your behalf.

The authorized voting proxies designated by Evonik Industries AG to vote on your behalf are neutral and exercise the right to vote solely on the basis of the instructions given by you. If an individual vote takes place on an agenda item (e.g. discharge of the members of the supervisory board) an instruction granted for each individual sub-point applies.

Please note that the voting proxies designated to vote on your behalf do not accept instructions to hold speeches at the Annual Shareholders' Meeting or to submit questions, for motions and election proposals, for requests the inclusion of questions in the minutes or to raise objections to resolutions of the Annual Shareholders' Meeting.

The voting proxies designated to vote on your behalf represent you anonymously, i.e. without giving your name.

If you have authorized the voting proxies designated to vote on your behalf in good time before the deadline of registration and have registered in this way, you can still amend or withdraw the instructions given to the voting proxies and choose another method of exercising your voting rights up to the time determined by the chairman of the meeting during the Annual Shareholders' Meeting via the Online–Service. This also applies if you have authorized the voting proxies in good time outside the Online–Service. The chairman of the meeting will announce the time he has set in good time at the Annual Shareholders' Meeting.

If you have authorized and instructed the voting proxies designated to vote on your behalf both via the Online-Service and in any other way, your most recently given instructions take priority.

3.4. Authorization of intermediaries (e.g. credit institutions), shareholders' associations and proxy advisors or other persons with equivalent status

Via the Online-Service you can authorize intermediaries (e.g. credit institutions), shareholders' associations and proxy advisors or other persons with equivalent status exclusively intermediaries (e.g. credit institutions), shareholders' associations and proxy advisors or other persons with equivalent status participating in the Online-Service for shareholders of Evonik Industries AG.

If you have authorized an intermediary (e.g. credit institution), shareholders' association, proxy advisor or other person with equivalent status participating in the Online-Service in good time, you can still amend or withdraw the instructions given and choose another method of exercising your voting rights up to the time determined by the chairman of the meeting during the Annual Shareholders' Meeting via the Online-Service. This also applies if you have authorized an intermediary (e.g. credit institution), shareholders' association, proxy advisor or other person with equivalent status in good time outside the Online-Service. The chairman of

the meeting will announce the time he has set in good time at the Annual Shareholders' Meeting.

Please note that among the intermediaries, many credit institutions are no longer willing to represent voting rights.

To authorize an intermediary (e.g. credit institution), shareholders' association, proxy advisor or other person with equivalent status outside this Online-Service we will send you an authorization form on request. For this, please contact our shareholders' hotline on +49 1802 739 376\*, send a fax to +49 89 20 70 37 95 1, or an email to hv-service.evonik@adeus.de or in writing at Evonik Industries AG, c/o ADEUS Aktienregister-Service-GmbH, Postbox 57 03 64, 22772 Hamburg, Germany.

If you have authorized and instructed an intermediary, shareholders' association, proxy advisor or other person with equivalent status both via the Online-Service and in any other way, your most recently authorization and instructions take priority.

The authorized intermediary (e.g. credit institution), shareholders' association, proxy advisor or other person with equivalent status is exclusively responsible for exercising the voting right.

#### 3.5. Authorization of third parties

You can also authorize third parties who are not intermediaries (e.g. credit institution), shareholders' association, proxy advisor or other person with equivalent status via the Online–Service. Once you have registered in good time, you can issue or change and withdraw your authorization as well as select another option for exercising your voting right up to the time determined by the chairman of the meeting during the Annual Shareholders' Meeting in course of the voting. To use the Online–Service, own access data will be sent to the authorized third parties. The authorization should therefore be given as early as possible in order to enable timely access to the access data by the third party.

If you have authorized a third party both via the Online-Service and in any other way, your most recently authorization.

#### 3.6. Change of authorized representative or postal vote via the Online-Service

a) If you have cast your vote by postal vote or authorized voting proxies, you can choose another method of exercising your voting rights up to the time determined by the chairman of the meeting during the Annual Shareholders' Meeting via the Online-Service. The most recently granted postal vote respectively authorization takes priority.

Previously granted postal vote respectively authorizations are considered as withdrawn and will no longer be taken into consideration.

b) Simply withdrawing an authorization is also possible via the Online-Service.

# 4. Associations of persons / legal entities

Please note that in the case of associations of persons (e.g. married couples, communities of heirs), partnerships or legal entities entered in the share register, the person carrying out registering or amending the registration details, casting postal vote, authorizing the voting proxies designated to vote on their behalf or intermediaries (e.g. credit institution), shareholders' associations, proxy advisors or other persons with equivalent status participating in the Online–Service as well as giving or amending instructions or making use of other shareholders rights, must be authorized to do so by all members of the association of persons, respectively the partnership / legal entity, or have the necessary legal power to represent the association of persons / legal entity. As a user of the Online–Service, you confirm to Evonik Industries AG that you are authorized in the required manner.

# 5. Submission of statements pursuant to Sec. 130a AktG

Properly registered shareholders and their proxies may submit statements on the items of the agenda by way of electronic communication prior to the Annual General Meeting. Statements may be submitted in the form of a video contribution exclusively via the Online–Service at www.evonik.com/asm–services. The size of video contributions should be limited to a reasonable amount in order to allow all shareholders to view and take note of them within a reasonable time frame. A period of up to three minutes per video contribution should serve as a guideline. However, video contributions may not exceed a period of five minutes and must be submitted in German. Furthermore, only those video messages are permissible in which only the shareholder himself or his proxy appears. Please also note the relevant information in the invitation.

The Company will publish statements of shareholders that meet the above requirements and are to be made available in accordance with the statutory provisions, including the name and place of residence or registered office of the shareholder or his proxy, in the Online–Service for the Annual General Meeting at the internet address www.evonik.com/asm–services. By submitting the statement, the shareholder or his proxy agrees that the video statement will be published in the Online–Service, stating his name and place of residence or registered office. Any statements by the administration will also be published in the Online–Service. Please also note the relevant information in the invitation.

The opportunity to submit statements does not constitute an opportunity to submit questions in advance pursuant to Sec. 131 para. 1a AktG. This means that any questions contained in statements will therefore not be answered in the virtual Annual Shareholders' Meeting unless they are asked by way of video communication in the Annual Shareholders' Meeting. Motions, election proposals and objections to resolutions of the Annual Shareholders' Meeting contained in statements will also not be considered. They shall be submitted, made or declared exclusively by the means specified in the notice of the Annual Shareholders' Meeting. The Company reserves the right not to publish statements with insulting, discriminatory, criminally relevant or obviously false or misleading content as well as those without reference to the agenda.

The Executive Board of the Company will decide at its own discretion whether individual statements will be played during the Annual Shareholders' Meeting. You may revoke your consent to the publication of your statement in the Online-Service as well as the associated consent to the recording of your video statement during the Annual Shareholders' Meeting. To do so, please send an e-mail to hv-service.evonik@adeus.de stating your name and shareholder number. Please note that, for technical reasons, the revocation must be received at the latest on the day before the Annual Shareholders' Meeting, 5 p.m., at the e-mail address provided, so that it can still be considered and implemented for the Annual Shareholders' Meeting.

# 6. Video communication (Right to speak, request for information, motions)

Properly registered shareholders or their authorized third parties who are connected electronically to the Annual Shareholders' Meeting are granted a right to speak at the Annual Shareholders' Meeting by means of video communication. Motions and election proposals in accordance with Sec. 118a para. 1 sentence 2 no. 3 of the German Stock Corporation Act (AktG) as well as all types of requests for information in accordance with Sec. 131 AktG may be part of the speech. By order of the chairman of the Annual Shareholders' Meeting pursuant to Sec. 131 para. 1f AktG, all forms of the right to information pursuant to Sec. 131 AktG, including the right to ask further questions ("*Nachfragen*") at the Annual Shareholders' Meeting, may be exercised exclusively by way of video communication via the Online–Service. No other submission of questions by electronic or other means of communication is provided for, neither before nor during the Annual Shareholders' Meeting.

The chairman of the Annual Shareholders' Meeting will explain the procedure for requesting and giving the floor in more detail at the Annual Shareholders' Meeting. The minimum technical requirements for a live video link are an internet-capable device with camera and microphone as well as a stable internet connection. The Company reserves the right to check the functionality of the video communication between the shareholder or his proxy and the

Company at the Annual Shareholders' Meeting before granting the floor and to reject the shareholder or his proxy if the functionality is not ensured. Recommendations for an optimal functioning of the video communication are described on the website of the Company at www.evonik.com/annual-shareholders-meeting.

# 7. Objection for the record and request pursuant to Sec. 131 para. 5 AktG

Properly registered shareholders and their authorized third parties who are electronically connected to the Annual Shareholders' Meeting and their proxies can use the Online-Service, from the beginning to the end of the Annual Shareholders' Meeting, to declare objections to resolutions of the Annual Shareholders' Meeting for the record of the notary public. In addition, shareholders and their proxies may, in the event that they are refused information, request that their question and the reason for which the information was refused be recorded in the minutes of the meeting. The notary receives any objections as well as requests pursuant to Sec. 131 para. 5 AktG via the Online-Service.

# 8. Live transmission of the Annual Shareholders' Meeting

The entire Annual Shareholders' Meeting will be webcast live in sound and vision for shareholders and their authorized third parties of Evonik Industries AG via the Online–Service from the beginning (www.evonik.com/asm-services). You can obtain online access by entering your shareholder number and your access password. Please find your shareholder number and your access password in the materials sent to you. If you are already registered with a self–assigned access password for sending the invitation to the Annual Shareholders' Meeting by email, please use this access password. If you no longer know your access password or have not yet assigned one, please request a temporarily valid access password via the Online Service. After receiving the temporarily valid access password, you can assign a permanently valid personal access password to use the Online Service.

# 9. List of participants

During the Annual Shareholders' Meeting, the list of participants prior to the first vote will be accessible via the Online-Service to all shareholders and their proxies who have duly registered and are electronically connected to the Annual Shareholders' Meeting.

# 10. Confirmation of vote counting

Within one month as of the date of the Annual Shareholders' Meeting, anyone who has voted can obtain a confirmation on whether and how his or her votes were counted via the Online-Service.

### 11. Duty of care of the user

Please do not make your shareholder number and your access password available to unauthorized persons so that no third party can utilise your access.

If misuse is suspected you should have your access blocked by calling the shareholders' hotline on  $+49\ 1802\ 739\ 376^*$ , Monday to Friday from 9 a.m. to 5 p.m. (except on public holidays).

Please make sure you close the Online-Service properly. The exercising of your voting rights is only registered when you receive a notification of exercise. If the program is canceled prematurely, your exercise of voting rights will not be properly registered. Properly closing the program also prevents unauthorized parties from being able to see or manipulate your entries during your absence.

# 12. Stability and availability / Exclusion of liability

The technical and organizational measures taken by us to guarantee the proper functioning of our Online-Services and data security are in line with the latest standards. Nevertheless, the availability, functioning, stability and reliability of the Online-Service can be subject to fluctuations and disruption. Neither Evonik Industries AG nor the service providers commissioned by it has influence on the availability, functioning, stability and reliability of the telecommunications network and the internet services as well as the network elements of third parties. Evonik Industries AG cannot therefore guarantee and assume liability for the availability, functioning, stability and reliability of the telecommunications network and the internet services and network elements of third parties as well as for access to our internet service at all times. Furthermore, Evonik Industries AG assumes no responsibility for faults and defects in the hardware and software used for the Online-Service, including that of service provider companies unless intent or gross negligence are present. If safety considerations make this appear imperative, we reserve the right to suspend or shut down our Online-Services without further announcement. In the event of technical problems, please contact the shareholders' hotline on +49 1802 739 376\*, Monday to Friday from 9 a.m. to 5 p.m. (except on public holidays).

# 13. Information on data protection

Information on the processing of your personal data in connection with the Annual Shareholders' Meeting and the share register as well as further information on data protection law can be found at www.evonik.com/annual-shareholders-meeting.

<sup>\*6</sup> cent per call from all German networks.