



Further information on the details required under Implementing Regulation (EU) 2018/1212

Certain details regarding the Annual General Meeting's convening must be made available on the Company's website. This requirement is laid down in section 125(5) German Stock Corporation Act in connection with Table 3 of Implementing Regulation (EU) 2018/1212 and Article 3b(1b), (2) Directive 2007/36/EC of the European Parliament and of the Council.

For information on these details, please refer to this document as well as further documents that are available on NORMA Group SE's website at <https://www.normagroup.com/corp/en/investors/agm>. These include the invitation to the Annual General Meeting of NORMA Group SE on 20 May 2021 ("**Invitation**"), the document "Information on Shareholders' Rights", and the document "Overview with the information pursuant to section 125 German Stock Corporation Act in connection with article 4 and Table 3 of the Annex of Implementing Regulation (EU) 2018/1212". Please also refer to <https://www.normagroup.com/corp/en/investors/agm> for all documents relating to agenda items 1, 2, 5, 6 and 7 of the Invitation.

1. Formal details on the deadlines for registration and the various forms of voting

The Invitation specifies the deadlines for registration and the various forms of voting. These deadlines are stated in the standard CEST time format. Due to formal requirements in Implementing Regulation (EU) 2018/1212, these deadlines must also be specified in UTC (Coordinated Universal Time without reference to the respective time zone that applies):

- **Registration** of the shareholder must be received by the Company by 24:00 hrs (CEST; corresponds to 22.00 hrs UTC) on 13 May 2021 by one of the channels stated in the Invitation.
- **Postal votes by post, fax, or e-mail** must be received by the Company no later than 18:00 hrs (CEST; corresponds to 16.00 hrs UTC) on 19 May 2021 at the addresses specified in the Invitation. This also applies to amendments to or revocations of postal votes by post, fax or e-mail.
- **Postal votes** submitted by intermediaries subject to the requirements of section 67c German Stock Corporation Act must be received by the Company no later than 18:00 hrs (CEST; corresponds to 16:00 hrs UTC) on 19 May 2021. This also applies to amendments to or revocations of postal votes cast submitted by intermediaries.
- Proxy authorizations and instructions to **Company proxies by post, fax, or e-mail** must be received by the Company no later than 18:00 hrs (CEST; corresponds to 16:00 hrs UTC) on 19 May 2021 at the addresses specified in the Invitation. This also applies to amendments to or revocations of proxy authorizations and instructions issued to Company proxies by post, fax, or e-mail.

- Proxy authorizations and instructions to **Company proxies** which are transmitted **by intermediaries** subject to the requirements of section 67c German Stock Corporation Act must be received by the Company no later than 18:00 hrs (CEST; corresponds to 16:00 hrs UTC) on 19 May 2021. This also applies to amendments to or revocations of proxy authorizations and instructions issued to Company proxies through intermediaries.
- Pursuant to the procedure detailed in the Invitation, it will also be possible to cast, amend or revoke **postal votes** as well as proxy authorizations and instructions issued to **Company proxies**, as well as to grant or withdraw proxy authorizations to other **proxies electronically via the internet** at <https://www.normagroup.com/corp/en/investors/agm/shareholder-service/> (only available in German). This will be possible until votes begin to be counted at the virtual Annual General Meeting on 20 May 2021.

2. Formal details on registration

There will only be votes on agenda items 2 to 8 stated in the Invitation. All votes are “binding votes” within the meaning of Table 3 block E no. 4 of Implementing Regulation (EU) 2018/1212.

When votes are cast, the following options are available: vote in favour, vote against, abstention.