

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) of 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 convocation of the Annual General Meeting of NORMA Group SE on 17 May 2022 ("**Convocation**"), 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 and 6 of the Convocation.

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

The Convocation specifies the deadlines for registration and for the various forms of voting. These deadlines are stated in the common 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 10 May 2022 by one of the means of transmission communicated in the Convocation.
- **Postal votes by post or e-mail** must be received by the Company no later than 24:00 hrs (CEST; corresponds to 22.00 hrs UTC) on 16 May 2022 at the addresses specified in the Convocation. This also applies to any amendment to or revocation of postal votes by post or e-mail.
- **Postal votes** submitted through **intermediaries** subject to the requirements of section 67c German Stock Corporation Act must be received by the Company no later than 24:00 hrs (CEST; corresponds to 22:00 hrs UTC) on 16 May 2022. This also applies to any amendment to or revocation of postal votes by way of transmission through intermediaries.
- Proxy authorizations and instructions to **Company proxies by post or e-mail** must be received by the Company no later than 24:00 hrs (CEST; corresponds to 22:00 hrs UTC) on 16 May 2022 at the addresses specified in the Convocation. This also applies to amendments

to or revocations of proxy authorizations and instructions issued to Company proxies by post 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 24:00 hrs (CEST; corresponds to 22:00 hrs UTC) on 16 May 2022. This also applies to amendments to or revocations of proxy authorizations and instructions issued to Company proxies by way of transmission through intermediaries.
- In addition, the casting, amending and revoking of **postal votes** and of proxy authorizations and instructions issued to **Company proxies** via the **Investor Portal** of the Company on the internet at <https://www.normagroup.com/corp/en/investors/agm/shareholder-service/> as well as the granting, revoking or submitting evidence of proxy authorizations to other **proxies** are also possible until votes begin to be counted at the virtual Annual General Meeting on 17 May 2022 in accordance with the procedure described in more detail in the Convocation.

2. **Formal details on registration**

Votes are only taken on agenda items 2 to 6 of the Convocation. The votes on agenda items 2 to 5 are "binding" and the vote on agenda item 6 is "recommendatory" within the meaning of Table 3 Block E No. 4 of Implementing Regulation (EU) 2018/1212.

For each vote the following options can be selected: vote in favour, vote against, abstention.