VOLKSWAGEN GROUP

Recommendations and notes for joining the Annual General Meeting online via video link

Support to ensure that the video communication works optimally

1. Internet access and other system requirements

To join the meeting online by video link, you need a stable internet connection. The minimum required for video communication is an upload/download speed of 6 Mbit/second. A speed of at least 10 Mbit/second is recommended. Please use a stable Wi-Fi connection or connect your terminal device to the Internet port using a LAN cable. The shareholder portal/video communication tool supports all commonly used browsers (Google Chrome, Firefox, Safari, Edge). Please use the latest version of the browser. If possible, close all other applications that use a lot of data or access your camera or microphone.

2. VPN connections

When using video communication, please note that connecting via an active VPN (virtual private network) connection may negatively affect transmission quality.

3. Terminal device

To optimize the online link, please use your hardware in landscape format. The terminal device used should have an integrated or wired camera. This also applies to any microphone, although the use of a headset is recommended. If you join with battery-powered devices, please make sure that you have enough battery life.

4. Function test before Annual General Meeting

In the lead-up to the Annual General Meeting, you have the opportunity, on our website at **https://www.volkswagen-group.com/agm**, to test whether your terminal device meets the technical requirements for connecting online via video link, based on the internet connection used at that point.

Support for using video communication in the shareholder portal

1. **Access**

   To be able to use video communication, you first have to sign in to the portal. If you have registered by the deadline, you will get your access data by post. If you have submitted a request to speak by clicking on the appropriate button within the portal, you will at some point be asked to enter the virtual waiting room to prepare for your contribution. A pop-up window for the virtual waiting room will open, and you will be able to enter once you have allowed camera and microphone access.

2. **Technical function test**

   Once you have submitted your spoken contribution and entered the virtual waiting room, the video communication is subjected to the technical function test. To this end, a technical operator will make contact with you to test your video and sound quality. You will be able to continue following the livestream while you are in the virtual waiting room. Please stay in the virtual waiting room until the operator contacts you.

3. **Connecting to the Annual General Meeting online**

   Once the technical function test has been successfully conducted and the meeting chair has given you the floor, you will be admitted live to the Annual General Meeting. You can then start to speak. If you want to request another opportunity to speak after your contribution, please register another request by clicking on the appropriate button within the portal.

4. **Conduct while you are connected live to the Annual General Meeting**

   Contributions must be spoken in German and be clearly related to the agenda.

   Shareholders must be audible and visible on video for the entire duration of their contribution to the meeting.

   To ensure that the meeting proceeds in an orderly manner, please take note of the following:

   ➢ Refrain from making spoken contributions with abusive, discriminatory, criminally relevant, manifestly false or misleading content. You must likewise not make contributions with advertising, political or offensive content.

Notes for joining the meeting live online

1. Camera position

Please place your terminal device with the camera in landscape position and make sure that you appear in the center of the image and look directly at the camera.

2. Surroundings and background

For a connection that is trouble-free, make sure that you are in a calm environment with as little interfering noise as possible. Also place your device on a solid surface to prevent jerky images. We would also like to point out that your background should be free of advertising or offensive content (e.g. advertising of commercial services / sexual, discriminatory or violence-glorifying depictions).

3. Lighting

For good lighting, please position yourself in such a way that light does not come from behind you or from the side (e.g. a bright window).

4. Clothing

Small-check tops may cause a moiré pattern (interference in the form of wavy lines) on camera. For this reason, please avoid wearing these types of tops.

5. Other

To ensure that your spoken contribution is not disturbed, please switch your mobile phone to silent and do not lean on the terminal device, as this may cause problems. Please close your e-mail programs and messenger services so that you are not distracted by incoming messages and no acoustic signals can be heard during the meeting.