

# VOLKSWAGEN

AKTIENGESELLSCHAFT

## FAQs for the 2022 Extraordinary General Meeting

### **When and where will the Extraordinary General Meeting be held?**

The Extraordinary General Meeting will be held **from 10:00 a.m. (CET) onward on Friday, December 16, 2022** in the CityCube Berlin, Messedamm 26, 14055 Berlin, Germany.

### **Where can I get information on the Extraordinary General Meeting?**

The notice convening the Extraordinary General Meeting, the documents to be made available, shareholder motions and additional information relating to the Extraordinary General Meeting (including on shareholder rights) are available on the website at [www.volkswagenag.com/ir/agm](http://www.volkswagenag.com/ir/agm).

### **What are the conditions for attending and exercising my voting rights?**

Shareholders are authorized to attend the Extraordinary General Meeting and exercise their voting rights if they are shareholders of the Company and have registered by the beginning of the 21st day before the Extraordinary General Meeting, i.e. by **00:00 (CET) on November 25, 2022** (record date).

### **How and where can I register as a shareholder for the Extraordinary General Meeting?**

The custodian bank will send the invitation of the Extraordinary General Meeting to shareholders, together with the agenda. Shareholders can approach the custodian bank to request an admission ticket. In general, the custodian banks perform the necessary registration. Registrations must be accompanied by evidence of their shareholdings issued by their custodian bank and sent to the registration agent, to be received no later than **24:00 (CET) on December 9, 2022**. The registration and evidence of shareholdings must be submitted in either German or English. Text form is sufficient for the evidence of shareholdings (see section 126b of the Bürgerliches Gesetzbuch (BGB – German Civil Code). Therefore, shareholders are asked to contact their custodian bank.

### **What do I do as a shareholder if I have not received an invitation?**

Since the shares of Volkswagen Aktiengesellschaft are bearer shares the general meeting documents will be sent exclusively via the custodian banks. You should therefore please contact your custodian bank.

### **Can I be represented as a shareholder at the Extraordinary General Meeting, grant proxies and issue instructions prior to the meeting?**

Shareholders who do not attend the Extraordinary General Meeting in person and/or do not wish to exercise their voting rights in person may exercise their voting rights through proxy holders (e.g. intermediaries, shareholders' associations or other third parties). To this end, shareholders should request an admission ticket in their own name via their custodian bank.

The designated text section of the admission ticket can also be used to issue the proxy. The appointment of proxy holders, revocations of these appointments, and proof of the appointment of a proxy holder must be received by post or e-mail by no later than **24:00 (CET) on December 15, 2022** at the following address:

Volkswagen Aktiengesellschaft  
c/o Computershare Operations Center  
80249 Munich, Germany  
E-mail: [anmeldestelle@computershare.de](mailto:anmeldestelle@computershare.de)

Proxies can also be granted and revoked electronically before the Extraordinary General Meeting on December 16, 2022 and **until 11:00 a.m. (CET)** during the Extraordinary General Meeting by using the Company's shareholder portal at [www.volkswagenag.com/agm-portal](http://www.volkswagenag.com/agm-portal). To do so, you need the shareholder portal log-in details printed on the admission ticket.

In addition, on the day of the Extraordinary General Meeting, proxies can be granted, revoked and proof to the Company of the appointment of a proxy holder can be provided at the entry and exit control for the Extraordinary General Meeting.

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## **How can I be represented by proxy holders designated by the Company?**

We offer our ordinary shareholders the opportunity to be represented by proxy holders designated by the Company, who will vote on their behalf in accordance with their voting instructions. The proxy holders are obliged to vote as instructed. It should be noted in this regard that proxy holders will only vote in accordance with the instructions given by the Shareholder or the Shareholder's authorized representative; if the proxy holders have not been given instructions on certain agenda items, they will not vote on them. The proxy holders designated by the Company represent Shareholders for voting purposes only; they cannot be instructed or authorized to exercise other shareholder rights.

Ordinary shareholders who wish to take advantage of this opportunity require an admission ticket to the Extraordinary General Meeting.

The designated text section of the admission ticket can also be used to issue the proxy. The completed form must be received by post or e-mail at the following address by no later than **24:00 (CET) on December 15, 2022**:

Volkswagen Aktiengesellschaft  
c/o Computershare Operations Center  
80249 Munich, Germany  
E-mail: [anmeldestelle@computershare.de](mailto:anmeldestelle@computershare.de)

Proxies can also be granted and revoked and instructions issued electronically using the log-in details on the admission ticket before the Extraordinary General Meeting on **December 16, 2022 and until 11:00 a.m. (CET)** during the Extraordinary General Meeting by using the Company's shareholder portal at [www.volkswagenag.com/agm-portal](http://www.volkswagenag.com/agm-portal).

On the day of the Extraordinary General Meeting, proxies can also be granted, amended or revoked and instructions issued, amended or revoked at the entry and exit control for the Extraordinary General Meeting.

## **Can I also cast my vote through absentee voting?**

Registered ordinary shareholders may cast their votes in written form or by means of electronic communication without attending the Extraordinary General Meeting (absentee voting).

Absentee votes can be cast in written form using the designated text section of the admission ticket. Any votes cast in written form must be received by post or e-mail at the following address by no later than **24:00 (CET) on December 15, 2022**:

Volkswagen Aktiengesellschaft  
c/o Computershare Operations Center  
80249 Munich, Germany  
E-mail: [anmeldestelle@computershare.de](mailto:anmeldestelle@computershare.de)

Alternatively, the option to cast an electronic absentee vote is available until **11:00 (CET) on December 16, 2022**; this is done by using the log-in details on the admission ticket on the Company's shareholder portal at [www.volkswagenag.com/agm-portal](http://www.volkswagenag.com/agm-portal).

## **Can I as a shareholder submit a statement prior to the meeting?**

Registered shareholders or their proxy holders are given the opportunity to submit statements in written form or as a video, which the Company will publish on its website at [www.volkswagenag.com/ir/agm](http://www.volkswagenag.com/ir/agm) prior to the Extraordinary General Meeting, subject to the explanations below and with disclosure of the submitting shareholder's name.

Statements can be submitted until **12:00 (CET) on December 14, 2022** on the Company's shareholder portal at [www.volkswagenag.com/hv-portal](http://www.volkswagenag.com/hv-portal).

Only one statement may be submitted per shareholder. Statements must be made in German. Video recordings are only admissible, if the shareholder or a proxy holder appears and speaks in person. Statements must, moreover, be relevant to the agenda and their content and presentation must correspond to an admissible spoken contribution at the general

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meeting. A video statement must not be longer than three minutes, and a written statement must not exceed 10,000 characters.

There is no legal right to publication of the statement. In particular, the Company reserves the right not to publish statements if they have no apparent relevance to the agenda of the Extraordinary General Meeting, their content and presentation do not correspond to an admissible spoken contribution at the general meeting, or their content is abusive, discriminatory, criminally relevant, manifestly false or misleading. Statements with advertising or offensive content will not be included either.

Motions, nominations for election, queries or objections to resolutions of the general meeting included in the statements submitted will not be published. Such submissions can only be made in the ways described in the notice convening the general meeting.

More information, in particular on the technical requirements relating to statements and how to submit them, can be found on the Company's website at [www.volkswagenag.com/ir/agm](http://www.volkswagenag.com/ir/agm).

## **What should I do if I have registered for the Extraordinary General Meeting in good time but have not received my admission ticket(s)?**

Shareholders who have registered within the time limit but have not received their admission ticket(s) by the date of the Extraordinary General Meeting should go to the information counter in the foyer on the day of the Extraordinary General Meeting. Here, their registration data will be reviewed after proof of identity and, if applicable, a replacement admission ticket will be issued.

## **When will the Extraordinary General Meeting start and how long will it take?**

The Extraordinary General Meeting starts at **10:00 a.m. (CET)** on December 16, 2022.

It is not possible to predict when the Extraordinary General Meeting will end as this depends on the course of the Extraordinary General Meeting and the kind and number of questions asked there.

## **What documents will be available on the day of the Extraordinary General Meeting?**

Ordinary shareholders will be issued with a voting card block in exchange for their admission ticket at the accreditation counter; preferred shareholders will receive a participation card. In addition, on accreditation, shareholders will be given the information sheet "Hinweise für Aktionäre" and a pen.

Shareholders will be able to view documents relevant to the general meeting by using the terminals provided on level A (foyer).

In addition, hardcopy documents requiring display will be accessible at the special counter.

## **Who is entitled to vote at the Extraordinary General Meeting?**

Only ordinary shareholders or their proxy holders have voting rights at the Extraordinary General Meeting. Preferred shareholders have the right to attend and speak at the Extraordinary General Meeting.

## **How and where can I register my spoken contribution?**

Shareholders can request to speak at the request desk situated directly to the left of the stage in the meeting hall on presentation of their voting card block or participation card. Even if a shareholder has announced to submit questions or motions prior to the meeting to the AGM office of Volkswagen Aktiengesellschaft, it is mandatory for the shareholder to present them orally at the meeting concerned.

## **How and where do shareholders vote?**

Shareholders vote in the meeting hall at level B using the voting cards contained in the voting card block.

You will find further information on the voting procedure in the information sheet "Hinweise für Aktionäre" given to you at the accreditation counter on the day of the Extraordinary General Meeting.

The Chair of the meeting can modify the voting procedure in special cases and will explain this in the meeting.

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The voting card block contains special voting cards for any special votes. The Chair of the meeting will indicate when these special voting cards are to be used.

## **Can I leave the Extraordinary General Meeting temporarily?**

Shareholders can leave the Extraordinary General Meeting temporarily at any time. However, shareholders must report to the staff at the exit counters when they leave so that they can be removed from the attendance list.

Shareholders must be **added back to the attendance list** at the entry counters every time they return to the meeting hall.

## **Can I transfer my voting rights also during the Extraordinary General Meeting?**

Before leaving the Extraordinary General Meeting permanently and if your voting rights are to be exercised nonetheless, shareholders may authorize the proxy holders designated by Volkswagen Aktiengesellschaft or another meeting participant.

If the voting rights are to be exercised by the proxy holders designated by Volkswagen Aktiengesellschaft, shareholders should complete the card "Vollmacht mit Weisung" (proxy with instructions; last card in the voting card block) and hand it to one of the exit counters. Please note that in addition to the card "Vollmacht mit Weisung", additional voting cards may have to be completed on individual agenda items.

If the voting rights are to be transferred to another meeting participant (other than the proxy holders designated by Volkswagen Aktiengesellschaft), this individual will have to go to the special counter together with the shareholder in person. There, the authorization and the acceptance of the authorization by the person to be appointed are documented accordingly.

If you have any questions concerning proxies granted or instructions issued, please do not hesitate to contact our staff at the exit counters.

## **Where can I obtain a certificate of attendance for the tax office?**

The reverse side of the voting card block or participation card serves as a certificate of attendance for the tax office. This side must be detached from the voting card block before leaving the Extraordinary General Meeting early.

## **Will the Extraordinary General Meeting be broadcasted on the Internet?**

Any interested members of the public can follow the introductory statements of the Supervisory Board and of the Board of Management live on the Company's website at [www.volkswagenag.com/ir/agm](http://www.volkswagenag.com/ir/agm) on **December 16, 2022 starting at 10:00 a.m. (CET)**.

The speeches will be available as a recording on the Company's website following the end of the Extraordinary General Meeting.

## **Will the voting results be published?**

The voting results will be published promptly upon completion of the Extraordinary General Meeting on the Company's website at [www.volkswagenag.com/ir/agm](http://www.volkswagenag.com/ir/agm).

## **How can I file objections to resolutions?**

Shareholders and their proxy holders have the opportunity to file objections to resolutions of the Extraordinary General Meeting at the request table during the meeting to be minuted by the notary public.

## **When will the meeting rooms open for entry?**

The CityCube Berlin opens at **8:30 a.m. (CET)**. We recommend arriving early to avoid queuing at the entry control point and the accreditation counter.

## **Will there be another vehicle presentation?**

There will be no vehicle presentation at the Extraordinary General Meeting.

## **What has to be considered in terms of the security check?**

As in previous years, we will take comprehensive security measures in the interests of all participants before access to the event is granted. Participants will be asked to undergo a personal and baggage check in the foyer. The aim is to detect any risky items. Such items will be removed during the check and held in safekeeping for the duration of

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the meeting. The items can be collected again on leaving the meeting. Suitcases and bulky baggage must be left at the checkroom and may likewise not be taken into the meeting hall. The following items must not be carried on any person:

- Weapons of any kind and items that look like weapons
- Drones and drone components
- Laser pointers
- Spray cans
- Glass containers and bottles
- Adhesives of any kind
- Banners, stickers and flyers
- Pyrotechnical items
- Mechanical or electrically operated noise-generating or interference equipment
- Gas spray bottles, corrosive or dyeing substances or pressurized containers for flammable gases or gases harmful to health
- Items for disguise
- Items with clearly abusive statements
- Bulky items such as ladders, stools, chairs, chests, etc.

For a smooth process in the access area, we would ask in advance you not to take along any of the listed items. The list of items is provided by way of example and does not claim to be exhaustive. The security staff reserve the right to take decisions on a case-by-case basis.

## **What do I have to note with regard to my cell phone?**

We would like to point out and ask you to disable the ringtone of your cell phone in the meeting hall and not to make phone calls to ensure the meeting can be conducted free of interruptions. From the beginning of the debate it is not allowed to take photographs or to record film and audio material of participants of the Extraordinary General Meeting.

## **Will there be catering for shareholders?**

Shareholders can enjoy catering **as from 8:30 a.m. (CET)** when the doors open. Refreshments and snacks will be available on level A. Please do not take food or drinks into the meeting hall.

## **Contact**

You can get in touch with us during normal business hours on Mondays to Fridays (except public holidays).

By phone:                       **+49-53 61 - 913088**  
E-mail:                           **hvstelle@volkswagen.de**  
Fax:                               **+49-5361-95600100**