

**Merck Kommanditgesellschaft auf Aktien  
Darmstadt, Germany**

**Annual General Meeting 2024**

**Technical Directions for the Investor Portal**

The Executive Board has decided to hold the Annual General Meeting on April 26, 2024 as a virtual Annual General Meeting without the physical presence of the shareholders or their proxies (with the exception of the proxies appointed by the company) in accordance with sections 118a et seq. of the German Stock Corporation Act (AktG) in conjunction with section 21 (5) sentence 1 of the Articles of Association of Merck KGaA, Darmstadt, Germany. Shareholders who have duly registered for the Annual General Meeting, or their proxies, may exercise their voting rights and other shareholder rights by using, among other things, the internet-based Annual General Meeting system ("Investor Portal") on Merck KGaA, Darmstadt, Germany's website ([www.merckkgaa-darmstadt-germany.com/agm](http://www.merckkgaa-darmstadt-germany.com/agm)).

It is the intention of Merck KGaA, Darmstadt, Germany, to enable the shareholders or their proxies to exercise their right to speak and to receive information within the legal and technical framework of the virtual Annual General Meeting as far as possible in a manner comparable to the conventional procedures of an in-person Annual General Meeting. Therefore, no use was made of the statutory option to shift questions of the shareholders to the run-up to the Annual General Meeting. As in an in-person Annual General Meeting, the shareholders' right to ask questions and to speak in the virtual Annual General Meeting may be appropriately limited in time if this is necessary for the proper conduct of the Annual General Meeting.

### **1. Technical notes for the submission of statements**

Prior to the Annual General Meeting, duly registered shareholders or their proxies may submit statements on the agenda for publication in the Investor Portal. The statements may be submitted in text form or as a video or audio submission, stating the name and the number of the access medium, no later than **April 20, 2024, 24:00 (CEST)**, via the correspondingly marked button in the Investor Portal. Duly submitted statements are available from **April 21, 2024, 24:00 hours (CEST)** at the latest, in the Investor Portal, which is only accessible to duly registered shareholders or their proxies, until the end of the Annual General Meeting and will be deleted after the end of the Annual General Meeting.

**Statements in text form must not exceed 10,000 characters (including spaces), video or audio submissions must not exceed three minutes.**

Statements must be submitted in German only. Statements by video or audio submission are only admissible if the shareholder or the proxy himself appears in it.

Statements in **text form** must be submitted in PDF file format.

When submitting **video submissions**, the following format or file requirements must be observed:

Image format: 16:9 (if the recordings are made using a mobile device, the recording should be made as a horizontal image.)

Resolution: at least 1280x720

Video format: MP4, MOV, MPEG, QT, OGV, WEBM

Maximum file size: 500 MB

When submitting **audio submissions**, the following format or file requirements must be observed:

Audio format: MP3, WAVE

Maximum file size: 500 MB

It is also requested that shareholders or proxies, in their own interest, ensure that the video and audio submissions to be submitted are of sufficient quality with regard to image, lighting and sound.

The company will not publish statements subject to the preconditions of sections 130a (3) sentence 4, 126 (2) sentence 1 no. 1, no. 3 or no. 6 AktG, i.e., in particular if they contain discriminatory, insulting or otherwise criminally relevant, obviously false or misleading content. Statements will not be published if they do not relate to the agenda of the Annual General Meeting, are longer than 10,000 characters (including spaces) or exceed three minutes.

By submitting the statement, the shareholder or his proxy agrees that the statement may be published, stating his name.

The company reserves the right to present statements in full or excerpts thereof either in video or audio format either directly before or during the Annual General Meeting and to comment on the statements submitted.

Any motions, nominations, questions and objections to resolutions by the Annual General Meeting made in the submitted statements will not be considered. These are to be submitted exclusively by the means described separately in the notice of the Annual General Meeting 2024.

Information on data protection, in particular on our storage obligations and the rights of shareholders and their proxies, is available on the company's website ([www.merckkgaa-darmstadt-germany.com/agm](http://www.merckkgaa-darmstadt-germany.com/agm)).

## **2. Technical notes for requests to speak per video communication**

The following is recommended for exercising the right to speak, to submit motions and to receive information by means of video communication:

### **Internet connection:**

For a stable video communication, an upload/download bandwidth of 5 Mbit/second, at best 10 Mbit/second should be available. It is best to connect your laptop or PC to your internet access via a LAN cable; when using a W-LAN connection, please ensure a stable connection.

Please note that if you connect via an active VPN connection (virtual private network), the transmission quality may be reduced, or your speech may be interrupted.

### **Device:**

The minimum technical requirement for a live broadcast of the Annual General Meeting is an internet-capable device with camera and microphone (desktop PC, laptop, notebook, tablet or smartphone). Please use your terminal in landscape format if possible and an integrated or wired camera. Please use a headset for better audio quality, if possible.

All common browsers in the current software version can be used: e.g., Google Chrome, Mozilla Firefox, Microsoft Edge and Safari. No further installation of software components or applications on your terminals is required for the purpose of being connected to the Annual General Meeting.

### **Access:**

To register a request to speak, please access the Investor Portal at [www.merckkgaa-darmstadt-germany.com/agm](http://www.merckkgaa-darmstadt-germany.com/agm) and log in with your personal log-in details of the access medium. Then select the "Request to speak" button to register your submission. Please note that after you have registered to speak, a notice will appear in the Investor Portal in due course. Then select the button "Join Waiting Room" to prepare the connection for your speech with a technical operator (see "Functionality Check").

The virtual waiting room will open at 9:00 a.m. (CEST) on the day of the Annual General Meeting. From this time on, shareholders will have the opportunity to register to speak and, for this purpose, to have the image and sound quality checked (see below). Please note that this check, which begins before the

Annual General Meeting, can only be made available to a limited number of shareholders. Should the capacity limits be reached, shareholders will be admitted successively to the virtual waiting room after the opening of the Annual General Meeting.

**Functionality check:**

After entering the virtual waiting room, you will be welcomed by our technical operator. The operator will check your image and sound quality with you and give you further technical information about the procedure. Please remain in the virtual waiting room until the operator contacts you.

**Connection to the Annual General Meeting:**

After a successful functionality check, you will be connected live to the Annual General Meeting as soon as the Chairman calls you by name. After the Chairman has given you the floor, you can begin your submission.

After concluding your submission, the link will be deactivated. If you wish to speak again, please register to speak again.

**Further recommendations on your request to speak:**

Please ensure a quiet environment with as little background noise as possible.

Illuminate yourself well when speaking (e.g., with a lamp that illuminates your face with a pleasant brightness). Avoid bright light sources in your background or from the side.

Avoid wearing clothes with small checks, as these patterns can create unwanted effects in the camera image, such as flickering.

If possible, position yourself in front of your camera so that you can be seen in the center of the picture.

If possible, please close programs and messenger services outside the feed and the Investor Portal on your computer to avoid notifications that could distract you from your submission and which could be visible or audible in the broadcast.

**3. Contact**

For queries, please contact us by telephone at: +49 89 30903-6330

By email to: [investorportal@computershare.de](mailto:investorportal@computershare.de)