

DAIMLER TRUCK

Daimler Truck Holding AG

Guidance and recommendations for an ideal video communication functionality and live presentation

Annual General Meeting
on June 21, 2023

Convenience translation.
The German text is legally binding.

Guidance and recommendations for an ideal video communication functionality and live presentation

In order to ensure an ideal video communication functionality during the Annual General Meeting as well as an ideal live presentation, please take note of the following points:

I. Ideal functionality

1. Technical requirements

The **minimum technical requirements** for a video communication during the virtual Annual General Meeting are an **internet-capable device with camera and microphone** and a stable internet connection.

Please make sure that you have a **stable internet connection**. Bandwidths should be at least 5 Mbit/s (upload) and 10 Mbit/s (download), whereby we recommend using 15 Mbit/s or more. Please ensure that you have a stable WLAN-connection or connect your laptop or PC with a LAN-cable to your internet. Please do not use the internet with other devices in your household during video communication and close all bandwidth-intensive and computing-intensive applications on your device before using video communication. In particular, other open video applications can lead to a connected headset or the camera failing to activate.

Leave any **VPN connection** (virtual private network) switched off, as connecting via an active VPN connection may reduce the transmission quality of your live presentation.

Please set the **camera** to landscape format and place it at eye level. Position the camera so that it does not shake. Using a headset with a microphone can minimize background noise and improve audio quality.

You may use any of the respective latest versions of common **browsers**, such as Google Chrome, Mozilla Firefox and Safari.

2. Functionality check

Please note that you must be logged into the password-protected InvestorPortal with your shareholder number in order to submit a request to speak or a motion.

When you have successfully submitted a request to speak in the InvestorPortal by clicking on the button “Request to speak”, you can see this from the display request to speak and the colored symbol showing the status. As soon as we are ready to start the technical functionality check, a dialog box for entering the virtual waiting room will appear below the live video. Please note that dependent on the number of requests to speak you may

have to wait for some time between your request to speak and the start of the technical check of your request to speak.

After clicking the dialog box for entering the virtual waiting room, the live video in the InvestorPortal will be switched to the waiting room for you. Entering into the waiting room leads to a short timeskip in the live video, but you will then be able to continue to follow the General Meeting in video and audio from the waiting room.

Please remain in the virtual waiting room until a technician (operator) contacts you to check the technical functioning of your video communication system (image and sound) together with you. Please note that you will be visible and audible to the operator in the waiting room during the entire waiting time. After a successful functionality test, you can deactivate your camera and microphone until your live presentation at the virtual Annual General Meeting. Please direct any questions to the operator.

3. Connecting to the meeting

After a successful functionality test, you will be entered into the list of speakers and in due course, the chairperson of the meeting will announce your live presentation. **After your name has been called, you will be connected live to the Annual General Meeting. Please make sure that your camera and microphone are turned on again. You can begin your live presentation as soon as the chairperson of the meeting gives you the floor.**

II. Ideal live-presentation

- » **Clothing:** Please avoid wearing clothes with small checkered or plaid patterns, as these patterns could create a moiré effect (flickering) in the video image.
- » **Environment:** Find a quiet room or area for video communication so that you are not disturbed by other people or pets during the live feed. The background should be neutral and respectable.
- » **Lighting:** Please ensure that the lighting is good. Indirect or diffuse light from the front is ideal. Please avoid light sources from behind or from the side (e.g. through a bright window).
- » **Camera position:** If possible, position your camera so that you can be seen in the center of the frame and are looking head-on into the camera. Set the camera to 16:9 landscape orientation.
- » **Check in advance:** Check in advance, if your equipment works (audio and camera test) and use the optimal setting options.

- » **Miscellaneous:** Please mute cell phones and do not place them directly on your device, as this could cause interferences. If possible, please quit email programs and messenger services on your device in order to prevent notifications from appearing that could distract you from your live presentation and be heard by other meeting participants.

- » **After your speech:** When you have finished your speech, you will automatically return to the waiting room. Please leave the waiting room then. You can follow the General Meeting in the usual manner in the InvestorPortal. If you want to hold a further speech, please submit a new request to speak in the InvestorPortal.

Notice:

The guidance and the recommendations in this document are not legally binding. Only the notice of the Annual General Meeting published in the Federal Gazette is legally binding.

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