

Invitation to the  
2015 Annual General Shareholders' Meeting  
of Sartorius Aktiengesellschaft, Goettingen, Germany

ISIN DE0007165607 and  
ISIN DE0007165631

2015

We cordially invite the shareholders of our company to the Annual General Shareholders' Meeting on Thursday, April 9, 2015, at 10:00 a.m. at the Lokhalle, which is located at Bahnhofsallee 1, 37081 Goettingen, Germany.

## I. Agenda

### 1.

Presentation of the approved annual financial statements of Sartorius Aktiengesellschaft and the endorsed consolidated financial statements for the year ended December 31, 2014; the combined management report for Sartorius Aktiengesellschaft and the Group, together with the explanatory report, included therein, of the Executive Board concerning the disclosures according to § 289, Subsection 4, and § 315, Subsection 4, of the German Commercial Code (HGB); as well as of the report of the Supervisory Board for fiscal 2014

The documents mentioned above are published on the Internet at the following address:  
[www.sartorius.com/hauptversammlung](http://www.sartorius.com/hauptversammlung)

### 2.

Resolution on the appropriation of the retained profit of Sartorius Aktiengesellschaft

The Executive Board and the Supervisory Board will propose to appropriate the retained profit of €139,370,149.84 for fiscal 2014 as follows:

Payment of a dividend of €1.06 per dividend-bearing ordinary share	= €9,039,739.36
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Payment of a dividend of €1.08 per dividend-bearing preference share	= €9,200,538.36
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Balance of unappropriated profit carried forward to the new statement	€121,129,872.12
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Total:	€139,370,149.84
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Should the number of dividend-bearing shares change by the time the resolution on the appropriation of the retained profit is passed, a correspondingly adapted resolution proposal shall be submitted to a vote. Dividends will be paid out as of April 10, 2015.

### 3.

Resolution on granting discharge to the members of the Executive Board for fiscal 2014

The Executive Board and the Supervisory Board will propose to grant discharge to the members of the Executive Board for fiscal 2014.

### 4.

Resolution on granting discharge to the members of the Supervisory Board for fiscal 2014

The Executive Board and the Supervisory Board will propose to grant discharge to the members of the Supervisory Board for their respective terms served in fiscal 2014.

### 5.

Appointment of an auditor for fiscal 2015 as well as an auditor for the audit review of the first-half financial report of 2015

Upon recommendation of the Audit Committee, the Supervisory Board will propose to appoint KPMG AG, Wirtschaftsprüfungsgesellschaft, Hanover, Germany, as the auditors for fiscal 2015 and for the audit review of the first-half financial report of 2015.

### 6.

Resolution on the authorization to use own shares, also excluding subscription rights (if appropriate)

The Executive Board and the Supervisory Board propose to resolve the following:

a) The Executive Board is authorized to use the Company's own shares of whatever class in addition to selling them via the stock exchange or by means of an offer to all shareholders proportionately according to their shareholding for every purpose permissible under applicable law, in particular as follows:

(1) They may also be sold in a manner other than via the stock exchange or by means of an offer to all shareholders on the condition that the shares are sold in return for cash payment at a price that is not substantially lower than the stock exchange price of the Company's shares quoted at the time of sale. The shares sold under this authorization must not exceed a total of 10% of the share capital either at the point in time at which the resolution is adopted by the Annual General Shareholders' Meeting or at the point in time at which such authorization is exercised, if the latter amount is lower. The limit of 10% of the share capital is reduced by the proportionate share capital amount attributable to shares issued during effectiveness of this authorization with the exclusion of subscription rights by direct or analogous application of § 186, Subsection 3, sentence 4, of the German Stock Corporation Act (Aktiengesetz, AktG).

(2) They may be transferred to third parties for consideration in kind, in particular for the purpose of (directly or indirectly) acquiring companies, businesses, parts of companies or equity interests in companies, or for the purpose of mergers, or to acquire other assets including, but not limited to, rights and receivables.

- (3) They may be redeemed without any further resolution by the Annual General Shareholders' Meeting being required either for the redemption of the shares or the implementation of such redemption. Redemption will generally result in a capital reduction. In deviation from the above provisions, the Executive Board may stipulate that the share capital remains unchanged and that, instead, the proportion of the share capital attributable to the remaining shares is increased as a result of the redemption in accordance with § 8, Subsection 3, of AktG. In such cases, the Executive Board is authorized to amend the number of shares specified in the Articles of Association accordingly.
- b) The authorizations specified in lit. a) may only be exercised with the consent of the Supervisory Board.
- c) The Supervisory Board is authorized to use the Company's own shares for the following purposes:
- They may be used to satisfy rights to purchase Sartorius shares, which are or were agreed with members of the Executive Board of Sartorius Aktiengesellschaft under the arrangements for the remuneration of Executive Board members. In particular, they may be offered, promised and transferred to members of the Executive Board of the Company as a remuneration component. This is subject to the recipient of the shares being a member of the Executive Board at the time of such offer, promise or transfer. The details of the remuneration of Executive Board members are laid down by the Supervisory Board.
- d) All of the aforementioned authorizations to use own shares may in each case be exercised in whole or in part, once or several times, by the Company itself, any of its subordinated group companies or by third parties for the account of the Company or its subordinated group companies, in each case acting alone or jointly.
- e) If such authorizations are used for one or more of the purposes specified in lit. a) (1) and (2) or lit. c), the subscription rights of shareholders are excluded. The Executive Board is further authorized to exclude the subscription rights of shareholders for fractional amounts where the Company's own shares are sold by means of an offer made to all shareholders.

**Report of the Executive Board to the Annual General Shareholders' Meeting pursuant to § 71, Subsection 1, no. 8, sentence 5, and to § 186, Subsection 4, sentence 2, of AktG (agenda item 6)**

At the time of convocation of the Annual General Shareholders' Meeting, the Company holds a total of 1,672,927 own shares of which 840,983 are preference shares and 831,944 are ordinary shares. Pursuant to § 71, Subsection 1, no. 8, of AktG, the Company may use such shares by way of either offering them to all shareholders or selling them via the stock exchange. In accordance with the established practice of major German listed companies, the Company is to be permitted to use own shares held by it also for the following purposes:

1. The Company may also sell own shares under the exclusion of shareholders' subscription rights in a manner other than via the stock exchange or an offer to all shareholders if the shares are sold in return for cash payment at a price that is not substantially lower than the stock exchange price quoted at the time of sale. With this authorization, the option of a simplified exclusion of subscription rights is exercised which is provided for in § 71, Subsection 1, no. 8, of AktG by analogous application of § 186, Subsection 3, sentence 4, of AktG. This is to permit the Company in particular to offer its shares to cooperation partners, institutional investors or financial investors for the purpose of broadening its shareholder base. In addition, the authorization permits the issue of shares at short notice as well as a swift and flexible response to favorable stock market conditions. Thus, the proposed authorization serves to secure a permanent and adequate capital base. This authorization may only be exercised subject to the proviso that the shares sold under the exclusion of shareholders' subscription rights in accordance with § 186, Subsection 3, sentence 4, of AktG do not exceed a total of 10% of the Company's share capital; if the amount of share capital changes in the period between the resolution of the Annual General Shareholders' Meeting on this authorization and its exercise by the Executive Board, the lower amount of share capital is to be used to calculate the 10% limit. This limit applying to a simplified exclusion of subscription rights is reduced by the proportionate share capital amount attributable to shares issued during the effectiveness of this authorization with the exclusion of subscription rights by direct or analogous application of § 186, Subsection 3, sentence 4, of AktG. The financial and voting interests of the shareholders will remain appropriately safeguarded in the context of the exclusion of subscription rights by analogous application of § 186, Subsection 3, sentence 4, of AktG. The fact that the shares can only be sold at a price that is not substantially lower than the relevant stock exchange price of the Company's shares gives due consideration to the principle of protecting the shareholders' anti-dilution interests. In addition, shareholders have the option of

maintaining their proportional interests in the share capital of the Company by purchasing shares via the stock exchange at any time. Should the Executive Board exercise the authorization, it will endeavor, taking into account the market conditions prevailing at the time, to achieve the maximum possible proceeds from the sale and to ensure that any potential discount on the stock exchange price is as low as possible. Any such discount on the stock exchange price at the time of sale will not exceed 5%. The relevant stock exchange price is deemed to be the price prevailing on the date of the binding agreement with the purchaser. As it cannot be ruled out that price fluctuations may occur within a very short space of time owing to volatility across the markets, it should not be determined in advance whether a current average price over a period of several days or a current price at a fixed point in time should be used as a point of reference. This is to be determined in each individual case.

2. The Company is to be put in a position to use own shares, excluding shareholders' subscription rights, as consideration for the purpose of acquiring companies, businesses, parts of companies or equity interests in companies, or for the purpose of mergers, or to acquire other assets including, but not limited to, rights and receivables. In transactions of this type, sellers frequently request that they receive consideration in the form of shares rather than in cash, and this particular method of financing acquisitions is increasingly required in international competition. The proposed authorization will give the Company the necessary discretionary powers to be able to respond to opportunities for acquisitions swiftly, flexibly, and without placing a strain on liquidity in order to enhance its competitive position and profitability; in particular, it will be able to do so without seeking approval from the Annual General Shareholders' Meeting, which is often impossible due to time constraints. Without the exclusion of subscription rights, it would not be possible to realize the inherent benefits for the Company and the shareholders. When determining the pricing ratio, the Executive Board will ensure that the interests of the shareholders are appropriately safeguarded. Generally, when determining the value of the shares granted as consideration, the Executive Board will use the stock exchange price as a point of reference. However, the authorization does not provide for a schematic link to the stock exchange price, specifically in order not to jeopardize the successful outcome of negotiations as a result of fluctuations of the stock exchange price.
3. In addition, the Executive Board is to be authorized to redeem own shares (§ 71, Subsection 1, no. 8, sentence 6, of AktG). Redemption of the shares will generally result in a capital reduction without any further resolution by the Annual General Shareholders' Meeting being required to this end. In deviation from the above provisions, the Executive Board is to be authorized to stipulate that the share capital remains unaffected by the redemption and that, instead, the proportion of the share capital attributable to the remaining shares is increased as a result of the redemption in accordance with § 8, Subsection 3, of AktG. The rights of the shareholders will not be prejudiced in either case. Accordingly, in this context, the Executive Board is also to be authorized to make the necessary amendment to the Articles of Association to reflect the change in the number of no-par value shares resulting from the redemption.
4. In addition, the Supervisory Board is to be authorized to use the Company's own shares where members of the Executive Board are to be transferred shares of the Company as a component of their remuneration. For this purpose, it must generally be ensured by way of suitable restrictions, such as holding periods, etc., that the recipient participates in the performance of the shares promised to him|her for several years and, thus, in the financial performance of the Company. Such restrictions may help to strengthen the connection of Executive Board members to the Company, to more strongly align remuneration structures with sustainable corporate performance and to provide an incentive to focus on a sustainable increase in the Company's value. The Supervisory Board will decide whether and to what extent share-based remuneration components will be granted as well as on the detailed terms and conditions of share-based remuneration commitments, taking into account the statutory principles governing the remuneration of executive board members (§ 87 of AktG). This also includes restrictions such as holding and lock-up periods; the decision as to whether or not the offer, promise and transfer of Sartorius shares should be subject to the achievement of certain objectives; vesting and non-vesting of stock awards; as well as provisions on the treatment of stock awards and shares subject to lock-ups in exceptional cases such as retirement, permanent incapacity to work, death, or early termination of employment with the Company.
5. Finally, if the Executive Board wishes to sell the Company's own shares by means of a public offer to all shareholders, the Executive Board is to be authorized to exclude the shareholders' subscription rights for fractional amounts. This is a technical requirement for disposing of own shares by way of an offer to the shareholders. Those of the Company's own shares that are excluded from shareholders' subscription rights as floating fractional shares will be sold either via the stock exchange or otherwise at the most favorable terms possible for the Company.
6. The Executive Board and the Supervisory Board will decide on exercising the proposed authorizations using due and reasonable discretion. Before using the Company's own shares under the authorization provided for in lit. a), the Executive Board will obtain the Supervisory Board's consent.

## II. Total Number of Shares and Voting Rights at the Time of Convocation

The Company issued 18,720,000 bearer no-par shares, divided into 9,360,000 ordinary shares and 9,360,000 non-voting preference shares at the time the Annual General Shareholders' Meeting was convoked. At this time of convocation, the number of voting rights is 9,360,000. The number entitled to participate is 17,047,073 shares as the Company holds 831,944 ordinary shares and 840,983 preference shares; the Company has no rights derived from these.

## III. Participation in the Annual General Shareholders' Meeting

### 1. Entitlement to attend

Holders of ordinary and preference shares and those owning ordinary shares entitled to vote who register no later than the end of **April 2, 2015, (midnight, 24:00 hours Central European Summer Time [CEST, a daylight saving time])** at the address stated below are entitled to attend the Annual General Shareholders' Meeting. Registration shall be in the form of text (§ 126b of the German Civil Code [BGB]) and be in German or English.

Furthermore, the shareholders must submit proof of their entitlement to participate in the Annual General Shareholders' Meeting and to exercise their respective voting rights. For this purpose, shareholders shall be required to obtain proof of their shareholding, issued in the form of text, from the depositing or custodial bank, where said proof shall refer to the beginning of **March 19, 2015 (0:00 hours Central European Winter Time [CEWT]), the so-called "record date"**, and must be received by the Company no later than the end of **April 2, 2015 (midnight, 24:00 hours CEST)**, at the address stated below. This proof shall be in the form of text (§ 126b of BGB) and be in German or English.

In relation to the Company, only those persons shall be considered shareholders entitled to attend the Annual General Shareholders' Meeting and to exercise their respective voting rights who have furnished proof of their shareholding. Entitlement to attend and the extent of a shareholder's voting rights shall exclusively be governed by his or her respective shareholding reported on the record date. This record date shall not impose a lock-up period for the sale of shareholdings. Even in the event that a shareholder sells his or her shareholding completely or partially after the record date, the shareholder's respective shares owned as of the record date shall exclusively govern his or her entitlement to attend and the scope of his or her voting rights; i.e., any sales of shares after the record date shall not have any effect on a shareholder's entitlement to participate or on his or her scope of voting rights.

The same shall apply to all purchases of shares after the record date. Persons who do not yet own any shares as of the record date and do not become shareholders until afterwards shall not be entitled to attend the Annual General Shareholders' Meeting or be entitled to vote at said meeting. The record date shall not have any significance concerning entitlement to receive dividends.

Registration and proof of shareholding shall be submitted to the following registration address:

Sartorius Aktiengesellschaft  
c/o HCE Haubrok AG  
Landshuter Allee 10  
80637 Munich, Germany

or by fax: +49(0)89.21027.289  
or by e-mail: [meldedaten@hce.de](mailto:meldedaten@hce.de)

### 2. Appointment of proxies

Shareholders who do not wish to attend the Annual General Shareholders' Meeting in person may have their voting rights exercised by appointed proxies, such as a depositing or custodial bank, a union of shareholders, proxies designated by the Company who shall be bound by the respective shareholders' specific instructions, or another person of their choice. In the event that a shareholder elects to be represented by a proxy, he or she shall still be required to register his or her shareholding and submit proof thereof by the deadline specified.

Granting and revocation of power of attorney to proxies and submitting proof thereof to the Company shall be in the form of text (§ 126b of BGB). Shareholders may elect to grant power of attorney to a proxy or to the Company to act in the capacity of a proxy. If a shareholder grants power of attorney to more than one proxy, the Company is entitled to reject one or several of these proxies.

If power of attorney is granted to banks or to institutes or companies equal to said banks by law (§ 135, Subsection 10, and § 125, Subsection 5, of the German Stock Corporation Law [AktG]) or to persons as defined by § 135, Subsection 8, of AktG, particularly to unions of shareholders, it is sufficient, however, if the declaration of power of attorney is held by the authorized proxy so that said power of attorney can be evidenced; in this case, the declaration of power of attorney must be complete and contain only the statements associated with the exercise of voting rights.

Proof of power of attorney granted to the appointed proxy(ies) may be furnished by the proxies' showing this to the personnel responsible at the admissions desk on the day of the Annual General Shareholders' Meeting. To submit this proof by post

(regular mail) or fax, shareholders or their proxies are requested to use the registration address stated in Section III.1.; for those who wish to submit such proof using electronic means of communication, the Company offers the option of using e-mail for transmission of said proof at the following e-mail address: [meldedaten@hce.de](mailto:meldedaten@hce.de)

Shareholders who wish to appoint a proxy are requested to use the form for granting power of attorney, which the Company has available for this purpose. Persons properly registered will be sent this form along with the entrance card; they can also download this form from the Company's Internet site at [www.sartorius.com/hauptversammlung](http://www.sartorius.com/hauptversammlung). In addition, this form can be requested by post (regular mail), fax or e-mail by contacting the registration address stated in Section III.1.

Again this year, Sartorius Aktiengesellschaft will offer holders of ordinary shares the opportunity to appoint a proxy designated by the Company and bound by the instructions issued even before the Annual General Shareholders' Meeting takes place. In the event that proxies are appointed through power of attorney granted by the Company, said proxies shall exercise the respective voting rights according to the binding instructions given by the respective shareholders. The proxies designated by the Company will not be able to exercise a shareholder's voting rights if said shareholder has failed to issue any instructions. Power of attorney shall be granted and voting instructions shall be given in the form of text.

Forms for granting power of attorney and giving instructions to the proxies designated by the Company are included with each entrance card. In addition, these forms can be requested by post (regular mail), fax or e-mail by contacting the registration address stated in Section III.1. Furthermore, they are available for downloading from the Company's Internet site at [www.sartorius.com/hauptversammlung](http://www.sartorius.com/hauptversammlung).

Shareholders who wish to grant power of attorney to the proxies designated by the Company are requested to submit their completed power of attorney forms along with their instructions by post (regular mail), fax or by e-mail to the registration address stated in Section III.1. no later than on **April 8, 2015 (date of arrival at the Company's registration address)**, to facilitate organizational arrangements.

Further details on granting power of attorney and giving instructions to proxies designated by the Company will be provided along with the entrance card. This information is also published on the Company's Internet site at [www.sartorius.com/hauptversammlung](http://www.sartorius.com/hauptversammlung).

### 3. Procedure for voting by mail

Shareholders may cast their vote by mail without personally attending the Annual General Shareholders' Meeting. Only those shareholders are entitled to

exercise their vote by mail who have furnished proof of their shareholding pursuant to Section III.1. and have registered on time. Voting by mail shall be in writing, in the form of text or in electronic form, and must have been received by the Company no later than the end of **April 8, 2015**. Forms for voting by mail will be enclosed with the shareholder(s) entrance card(s). Shareholders are requested to complete and return these forms to the registration address stated in Section III.1.

Shareholders can also download a form for voting by mail from the Company's Internet site at [www.sartorius.com/hauptversammlung](http://www.sartorius.com/hauptversammlung). Furthermore, shareholders can request this form by post (regular mail), fax or e-mail by contacting the registration address stated in Section III.1. On this form, shareholders will find further information on voting by mail. Banks, institutes or companies that are equal to said banks by law (according to § 135, Subsection 10, and § 125, Subsection 5, of AktG) or persons defined by § 135, Subsection 8, of AktG, in particular, shareholders' unions, and that have been granted power of attorney as proxies by the respective shareholder(s) may also vote by mail. Votes cast by mail on time may be changed or revoked up until the end of **April 8, 2015**, in writing, in the form of text or electronically using the address stated in Section III.1. The date on which this mail arrives at the Company's registered address shall determine whether said mail has been received on time.

### 4. Further shareholders' rights

**a) Right to put additional items on the agenda pursuant to § 122, Subsection 2, of AktG**  
Shareholders whose shares total one twentieth of the share capital or attain a proportionate amount of €500,000.00 may request that items be added to the agenda of the shareholders' meeting and be announced (§ 122, Subsection 2, sentence 1, in conjunction with Subsection 1, of AktG). Their request must be addressed in writing to the Executive Board of the Company. Each such new item must be accompanied by a justification or a draft resolution.

Shareholders so requesting said addition shall submit proof that they have owned the Company's shares at least for three months prior to the date of the shareholders' meeting (i.e., **at least since January 9, 2015**).

Said request must be received by the Company no later than on **March 9, 2015 (24:00 hours CEWT)**, at the following address:

Sartorius Aktiengesellschaft  
Group Legal Department  
Weender Landstrasse 94-108  
37075 Goettingen, Germany

Fax: +49(0)551.308.3955  
E-mail: [hauptversammlung@sartorius.com](mailto:hauptversammlung@sartorius.com)

**b) Motions from shareholders and election proposals pursuant to § 126, Subsection 1, and § 127 of AktG**

Motions from shareholders against a proposal of the Executive Board and the Supervisory Board concerning a particular item on the agenda in line with § 126, Subsection 1, of the German Stock Corporation Law (AktG) and proposals of shareholders for the appointment of an auditor pursuant to § 127 of AktG must be directed to the following address only:

Sartorius Aktiengesellschaft  
Group Legal Department  
Weender Landstrasse 94-108  
37075 Goettingen, Germany

Fax: +49(0)551.308.3955  
E-mail: [hauptversammlung@sartorius.com](mailto:hauptversammlung@sartorius.com)

Motions sent to addresses other than the above will not be considered. The motions to be made available concerning the agenda will be published, including the name of the respective shareholders and a justification of this motion, without undue delay after its receipt, on the Company's Internet site at [www.sartorius.com/hauptversammlung](http://www.sartorius.com/hauptversammlung), provided that said motions together with a justification thereof are received by the Company no later than on **March 25, 2015 (24:00 hours CEWT)**. Opinions given by the Company's Administration concerning these motions will likewise be made available at this Internet address.

The Company shall be entitled to refrain from publishing a countermotion along with its justification if one of the requirements set forth in § 126, Subsection 2, of AktG is met; requirements justifying the invocation of this right are met, for instance, if a countermotion will lead to the approval by a shareholders' meeting of a resolution that is against the law or contrary to the Company's Articles of Association. Justification of a countermotion does not have to be published if the entire text including spaces exceeds 5,000 characters.

The statements made above apply to a shareholder's proposals for the appointment of an auditor, with the requirement that an election proposal does not have to be justified.

**c) Right to receive information pursuant to § 131, Subsection 1, of AktG**

At a shareholders' meeting, every shareholder may ask the Executive Board to provide information about the matters concerning the Company, insofar as this information is required for appropriate assessment of an item on the agenda (§ 131, Subsection 1, of AktG). This obligation to provide information shall extend to all legal and corporate relationships of the Company with an affiliate and to the economic situation of the Group and the companies included in the consolidated financial statements.

The Executive Board may refrain from answering individual questions for the reasons set forth in § 131, Subsection 3, of AktG; reasons justifying the invocation of this right are given, for instance, if prudent business judgment dictates that providing the information asked would inflict a considerable disadvantage on the Company or on one of its affiliates (for example, prudent business judgment dictates that trade secrets are not to be disclosed). According to the Company's Articles of Association, the chairman of a shareholders' meeting is authorized to reasonably limit the time allotted for shareholders to exercise their right to ask questions as well as to speak. The chairman of a shareholders' meeting may reasonably set time limits, particularly at the beginning or during a shareholders' meeting, for discussion of the individual items on the agenda and for the individual questions and statements.

**5.**  
**Notifications pursuant to § 125 of AktG**

A shareholder's right pursuant to § 128, Subsection 1, sentence 1, of AktG to receive notifications in accordance with § 125, Subsection 1, of AktG shall be limited to electronic means of communication. However, pursuant to § 15, Subsection 7, of the Articles of Association of Sartorius Aktiengesellschaft, the Executive Board hereby authorizes banks to provide notification in accordance with § 125, Subsection 1, of AktG on paper as well.

**6.**  
**Information on the Company's Internet site (§ 124a of AktG)**

Extensive information about the Annual General Shareholders' Meeting is given on the Company's Internet site at [www.sartorius.com/hauptversammlung](http://www.sartorius.com/hauptversammlung). This information includes, inter alia, the content of the convocation; an explanation if no resolution is to be adopted for a specific item on the agenda; the documents to be made available to the shareholders' meeting; the total number of shares and the voting rights at the time of convocation, including separate information on the total number of each class of share; and the forms that are to be used for voting by proxy or by mail, unless these forms have already been sent directly to the shareholder(s); and proof of publication of the invitation in the German Federal Gazette (Bundesanzeiger).

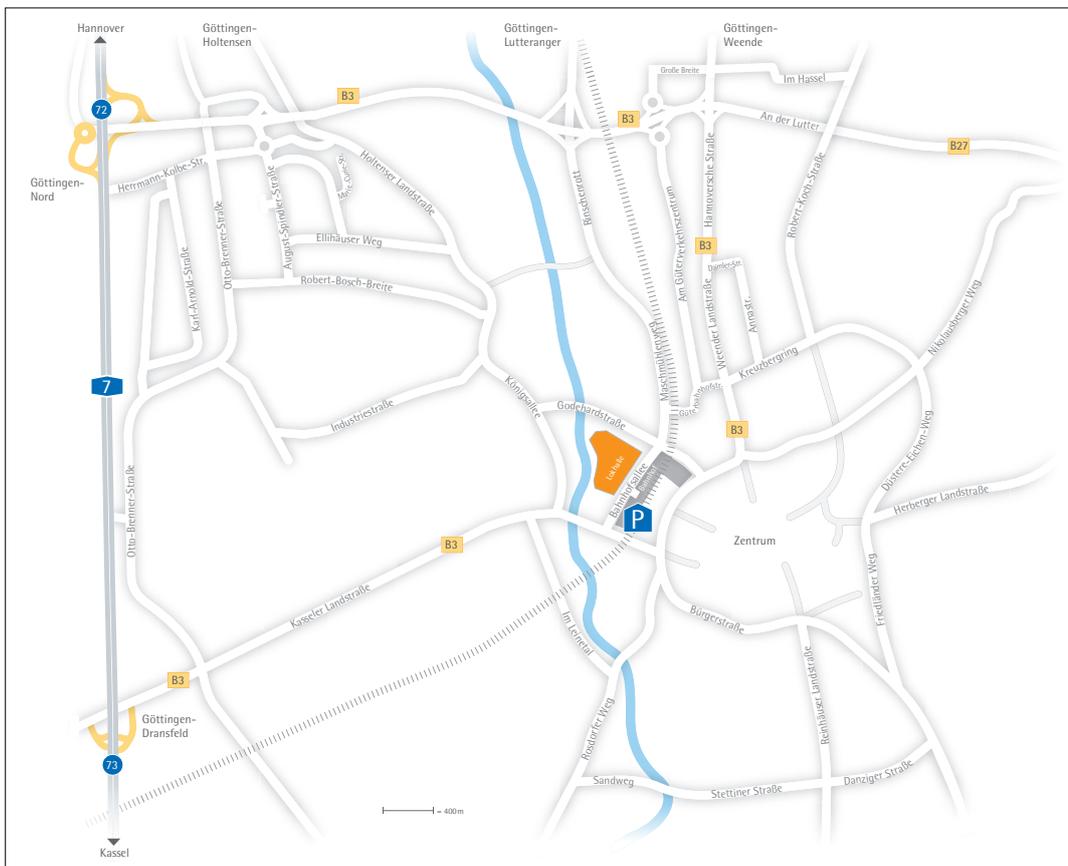
Goettingen, February 2015

Sartorius Aktiengesellschaft  
The Executive Board

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Weender Landstrasse 94-108  
37075 Goettingen, Germany

Phone +49.551.308.0  
Fax +49.551.308.3955

www.sartorius.com



### Directions to the Annual Shareholders' Meeting (Lokhalle, Goettingen)

#### **P** Multi-deck car park on the west side of the railway station

You can park here free of charge for the duration of the Annual General Shareholders' Meeting. At the end of the meeting, you will be given a token to leave the car parking lot.