



## **Information for participation in the Annual General Meeting and use of proxies**

### **Information on the proxy form**

The proxy form does not replace the requirement of registering for the meeting in the proper manner. Please complete it fully and legibly. Please refer to your admission card, which you will receive after registering in the proper manner, for the information required on the person making the declaration. If it is not possible to allocate the form clearly to a registration, due to incomplete or illegible information, no voting rights may be exercised at the meeting.

The form is not compulsory. You may also use the form printed on the admission card or another declaration in written form. The above information on allocation of the proxy to a registration shall apply in such cases.

### **Participation in the Annual General Meeting in person or proxy voting by a third party**

Using the admission card sent to you, you or a person authorised by you may participate in the Annual General Meeting in person. If you would like to grant proxy to a third party, please complete the proxy printed on the upper third of the admission card (see reverse of the admission card), or the proxy made available on the company's website, and give the admission card to your representative or respectively submit the proxy for your representative to the company.

### **Proxy/instructions to proxy holders of the company**

If you are not participating in the Annual General Meeting yourself and do not grant proxy to a third party, you may grant proxy/issue instructions to proxy holders of the company.

Please issue an instruction for all proposed resolutions. Your instruction in each case refers to the proposed resolution published in the Bundesanzeiger (German Federal Gazette). To vote in favor, please mark the YES box, and to vote against, mark the NO box. If you do not make a mark, your instruction will be classified as an abstention. Double marks will be classified as invalid.

We request that the proxy/instructions to proxy holders of the company be submitted no later than **May 23, 2016 (12:00 pm)** to:

#### **Pfeiffer Vacuum Technology AG**

**Investor Relations**

**Berliner Straße 43**

**35614 Asslar**

**F +49 (0) 6441 802-1365**

**AGM2016@pfeiffer-vacuum.de**

You are entitled to attend the Annual General Meeting in person even after granting proxy/issuing instructions to proxy holders of the company. If you or your representative register in person at the entrance to the Annual General Meeting, this shall be deemed to be a revocation of the proxy/instructions for the proxy holder of the company.

You may view shareholders' motions and nominations (counter-motions) that are required to be made accessible on the Internet at: [group.pfeiffer-vacuum.com/agm](http://group.pfeiffer-vacuum.com/agm)

You may join a counter-motion aimed exclusively at rejecting a particular management proposal by issuing a voting instruction against the management proposal.

Without express instructions, the proxy and instructions to proxy holders of the company do not include any voting on additional motions, such as substantive counter-motions or procedural motions. In such cases, these votes will be counted as abstentions.

Please note that the proxy and instructions to the proxy holder of the company consist exclusively of the exercise of voting rights in accordance with instructions. Instructions which go beyond this, such as those for proposing motions, asking questions or making statements, may not be issued by means of proxy/instructions to proxy holders of the company.

Therefore, if you desire to exercise your shareholder rights beyond the framework described, you may exercise your rights in person or grant proxy to a third party.