

## Information for registering shares and ordering admission tickets for Evotec ordinary shareholders

Personal participation at the Annual General Meeting (AGM) and issue of a power of attorney are contingent on the formally correct registration and evidence of the share ownership in due time pursuant to the provisions as stated in the section "Participation in the Annual General Meeting and exercise of voting rights" in the invitation of the Annual General Meeting. An admission ticket must be ordered for this purpose.

We hereby would like to draw your attention to a service we are offering to facilitate the registration procedure. If you would like to take advantage of our service, please follow the instructions below:

1. Use the enclosed form entitled "Registering shares and ordering admission tickets"
2. Please complete the upper section of this form entitled "To order an admission ticket" by indicating details of the person in whose name the admission ticket is to be issued.
3. Please have the lower section of the form entitled "Specific evidence of the share ownership" confirmed by your depositary bank **as of 00.00 am (CEST) on 29 May 2019**.
4. Please return the specific evidence of the share ownership by sending the completed form "Registering shares and ordering admission tickets" to the following address or telefax number or email address **no later than by midnight (CEST) on 11 June 2019** (one day prior to the official registration deadline for reasons of processing your registration request sufficiently in time to the official registration address as stated in the agenda):

Evotec SE  
c/o Better Orange IR & HV AG  
Haidelweg 48  
81241 Munich  
Germany

**or by telefax:** +49 (0)89 889 690 655  
**or by email:** evotec@better-orange.de

The admission ticket will then be sent to the specified address of the admission ticket holder once we have received your specific evidence of the share ownership and the formally correct registration for the Annual General Meeting. The admission ticket entitles the holder to attend the Annual General Meeting in person or to issue a power of attorney.

If you are unable to attend the Annual General Meeting personally, you can authorise a proxy to vote on your behalf. Shareholders who intend to authorise a representative are requested to use the form made available by the Company for issuing the power of attorney and any instructions. It shall be sent to duly registered persons together with the admission ticket. It can also be requested under the aforementioned address by post, by telefax or by email and is available on the Internet at <http://www.evotec.com>, under the section 'Invest', and then 'Annual General Meeting'.

The granting of the power of attorney, its revocation and the evidence of the power of attorney toward the Company must be in text form unless the power of attorney is given to a credit institution, an association of shareholders or another equivalent person or institution pursuant to § 135 AktG. For the authorisation of a credit institution, a shareholders' association or a person or institution equivalent to these pursuant to § 135 AktG, special features can apply. The shareholders are requested to consult with the party to be authorised in such a case, regarding a possible form of power of attorney that may be required.

Another option is to give power of attorney to instruction-bound proxies who are appointed by the Company. Along with the ticket, all shareholders will be sent additional information on appointing the Company's appointed proxies as well as the appropriate form for appointing the Company's appointed proxies and giving them instructions. It may also be requested from the aforementioned address by postal mail, fax, or email and accessed online at <http://www.evotec.com>, under the section 'Invest', and then 'Annual General Meeting'. **Power of attorney to the Company's appointed proxies with instructions can also be sent electronically via Internet at <http://www.evotec.com>, under the section 'Invest', and then 'Annual General Meeting' under the 'Voting Proxy' item.**

### Important deadlines:

To order an admission ticket the specific evidence of the share ownership must reach the Company at the official registration address as stated in the agenda no later than by midnight (CEST) on 12 June 2019. If you would like to take advantage of the service described above, please return the specific evidence of the share ownership **no later than by midnight (CEST) on 11 June 2019** (one day prior to the official registration deadline) to the above mentioned address, telefax number or email address, in order to enable us to process your registration request sufficiently in time to the official registration address.

For organisational reasons, shareholders who intend to grant power of attorney to the Company's appointed proxies are requested to send the powers of attorney with instructions **by no later than the end of 18 June 2019 (receipt)** by post, telefax or email to the aforementioned address, telefax number or email address or electronically via internet at <http://www.evotec.com>, under the section 'Invest', and then 'Annual General Meeting' under the 'Voting Proxy' item.

**If you have any queries, contact our hotline on telephone number +49 (0)89 889 690 620, on working days between 09.00 am to 05.00 pm (CEST).**

## Registering shares and ordering admission tickets

### To order an admission ticket *(to be filled in by the shareholder)*

Please issue an admission ticket for

*(First + surname, name or commercial  
firm name of the shareholder)* \_\_\_\_\_

*(Street + number)* \_\_\_\_\_

*(City, postcode, country)* \_\_\_\_\_

*(email address)* \_\_\_\_\_

and send it to the above mentioned address of the shareholder.

\_\_\_\_\_  
*City, date*

\_\_\_\_\_  
*Signature(s) of the shareholder(s) or Person making the declaration (legible)*

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### Specific evidence of the share ownership *(to be filled in by the depository bank)*

We hereby confirm to

*(First + surname of the shareholder)* \_\_\_\_\_

*(Street + number)* \_\_\_\_\_

*(City, postcode, country)* \_\_\_\_\_

that as of 00.00 am (CEST) on 29 May 2019 \_\_\_\_\_ *(number of shares)*  
shares of Evotec SE were being held by us in a securities account.

\_\_\_\_\_  
*City, date*

\_\_\_\_\_  
*Signature(s) and stamp of the depository bank*

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### Depository bank details

*(Name of the depository bank)* \_\_\_\_\_

*(Contact + phone number for queries)* \_\_\_\_\_

*(Street + number)* \_\_\_\_\_

*(City, postcode, country)* \_\_\_\_\_

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### Important notice

The specific evidence of the share ownership must relate to **00.00 am (CEST) on 29 May 2019** and must reach the Company at the official registration address as stated in the agenda no later than by midnight (CEST) on 12 June 2019. If you would like to take advantage of the service offered by the Company as described in the "Information for registering shares and ordering admission tickets for Evotec ordinary shareholders", please return the completed form "Registering shares and ordering admission tickets" to the following address, telefax number or email address **no later than by midnight (CEST) on 11 June 2019** (one day prior to the official registration deadline):

Evotec SE  
c/o Better Orange IR & HV AG  
Haidelweg 48  
81241 Munich  
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