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Ladies and Gentlemen,

By the very nature of our activities, we frequently come into contact with other companies' business and trade secrets. Customers and partners have been asking us to ensure that all personnel having access to SAP's systems and data, especially personal data, shall be obliged to data privacy and confidentiality. SAP is committed to comply with applicable data protection laws and other statutory regulations. Therefore it is mandatory that we receive such declaration from any person accessing our network containing confidential and personal data of SAP and other third parties.

As the data protection regulations will apply to you, the declaration is mainly intended to remind you of your duty to observe secrecy and to obligate you on the protection of data privacy.

Please fill out and sign the current version of the Confidentiality and Privacy Statement, complete the provided C-User Questionnaire, and ensure you complete the Mandatory Information Security Fundamentals Training provided in this activation package.

- Please print first and last name using English alphabet
- Typed signatures will not be accepted (handwritten or DocuSign signatures only)

Please forward the completed documents to the respective contact with which you are working.

Please be advised of the fact that a system account will be activated only after these documents are returned because of the reasons described above.

Thank you for your cooperation.

The External Workforce Center