







# Gifts presented and hospitality provided

| To                 | Type   | Value (per giving/receiving person)  |   |  |  |  | Euros |
|--------------------|--|--|---|--|--|--|-------|
|                    |  | 0  | 35  | 150  | 250  | 500  |       |
| Business partners  |  Gifts  | ✓ No approval required in Germany  | ✓ IO <sup>1</sup> Local ML1 of affiliated company; to be documented | To be approved by ML2, <sup>2</sup> head of foreign branch |  | ✗ To be approved by ML1 <sup>3</sup> or by Compliance, <sup>4</sup> Board members of affiliated companies; to be documented  |       |
|                    |  Business meals   | ✓ No approval required if conforms to normal business practice and "socially accepted" principle   |   |  | ✗ To be approved by ML2, <sup>2</sup> head of foreign branch, local ML1 of affiliated companies; to be documented  | ✗ To be approved by ML1 <sup>3</sup> or by Compliance, <sup>4</sup> Board members of affiliated companies; to be documented  |       |
|                    |  Invitations<br>consisting primarily of entertainment               | ✗ Restrictive approach; to be approved by ML2, <sup>2</sup> head of foreign branch, local ML1 of affiliated companies; strict requirements re business necessity; to be documented |   |  |  | ✗ To be approved by ML1 <sup>3</sup> or by Compliance, <sup>4</sup> Board members of affiliated companies; to be documented; special situations to be taken into account |       |
|                    |  Special Events<br>e.g. Formula One, VIP boxes, soccer, Oktoberfest | ✗ Restrictive approach; to be approved by ML2, <sup>2</sup> head of foreign branch, local ML1 of affiliated companies; strict requirements re business necessity; to be documented |   |  | ✗ In principle prohibited; exceptions with prior approval of ML1 <sup>3</sup> or of Compliance <sup>4</sup> or Board of affiliated companies; to be documented |  |       |
| Other <sup>5</sup> |  All gifts and benefits   | ✗ Prohibited unless prior approval of Compliance <sup>4</sup> obtained   |   |  |  |  |       |
| All                |  Cash and cash-like benefits  | ✗ Prohibited in principle; exceptions with approval of Compliance <sup>4</sup>   |   |  |  |  |       |

- 1) The giving of gifts of up to €150 in value does not require approval for foreign branches and affiliated companies
- 2) MR AG Management Level as per organisational charts in MR Web; for ML2, ML1 and Board of Management self-approval
- 3) MR AG Management Level as per organisational charts in MR Web
- 4) Group Compliance (GComp) for MR Munich, local Compliance unit for branches and affiliated companies
- 5) Including suppliers, external service providers and public officials