**Joint Stock Company “OLAINFARM”**

registration number 40003007246

legal address: Rupnicu Street 5, Olaine, Olaine district, LV-2114

**Extraordinary General Meeting of Shareholders**

**on October 14, 2021**

e-mail: 14.10.2021\_akcionaru.sapulce@olainfarm.com

**NOTICE OF PROCEDURE**

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| **Information about the Extraordinary General Meeting of shareholders:** | |
| Initiator of the shareholders meeting: | JSC “OLAINFARM”, Management Board |
| Notice covering the meeting: | on September 9, 2021 |
| Announced agenda: | 1. Election of the auditor of the annual financial statement for 2021 and determination of the autitor’s remuneration. |
| **Additional items** | |
| The applicant: | LLC “OLMAFARM”, represents 42.56% of the share capital |
| Tabled additional agenda items: | * Amendments to paragraph 4 of the Articles of association of the joint stock company “Olainfarm” * Proceeding against former members of the Supervision Board and the Management Board of JSC “Olainfarm” * On the exclusion of shares from the regulated market |
| Included in the agenda: | Decision of the Management Board on 29 of September 2021. |
| Announced notice about including additional agenda items: | on September 29, 2021 |
| Date of entry: | October 06, 2021 |

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| **Meeting process:** | |
| Meeting date: | October 14, 2021 |
| Meeting place: | In accordance with Law on the Suppression of Consequences of the Spread of COVID-19 Infection, Section 37 Article 11 the Shareholders' Meeting will be held by electronic only (*MS Teams*) and Shareholders will participate and vote at the Shareholders' Meeting by electronic |
| Type of meeting: |
| Beginning of the meeting: | 11:00 a.m. |
| **Registration for participation in the meeting** | |
| Type of registration: | * electronically, by filling an application form and sending it to the e-mail address:   [14.10.2021\_akcionaru.sapulce@olainfarm.com](mailto:14.10.2021_akcionaru.sapulce@olainfarm.com)  (for shareholders, who **do not vote** prior to the meeting, but participate the meeting in MS Teams platform) |
| * remotely, by filling an application form and sending it to the mail address: Rupnicu Street 5, Olaine, Olaine district, LV-2114   (for shareholders, who **do not vote** prior to the meeting, but participate the meeting in MS Teams platform) |
| * electronically, by filling a voting instruction and sending it to the e-mail address:   [14.10.2021\_akcionaru.sapulce@olainfarm.com](mailto:14.10.2021_akcionaru.sapulce@olainfarm.com)   * (for shareholders, who **vote** prior to the meeting) |
| * remotely, by filling a voting instruction and sending it to the mail address: Rupnicu Street 5, Olaine, Olaine district, LV-2114 * (for shareholders, who **vote** prior to the meeting) |
| Obtaining the shareholders an application form or voting instruction: | * [www.olainfarm.com](http://www.olainfarm.com), [www.oricgs.lv](http://www.oricgs.lv), [www.nasdaqbaltic.com](http://www.nasdaqbaltic.com) |
| * by sending the request to the e-mail address: [14.10.2021\_akcionaru.sapulce@olainfarm.com](mailto:14.10.2021_akcionaru.sapulce@olainfarm.com) |
| The beginning of application: | September 30, 2021 |
| Deadline for submission of the application form: | October 13, 2021 until 12:00 *(noon)* (only applications of shareholders received by mail or electronically until mentioned date and time will be registered for participation in the meeting) |
| Deadline for submission of the voting instruction: | October 13, 2021 until 4:30 p.m. sending by mail and until 11:59 p.m. sending to e-mail address (only voting forms of shareholders (containing the registration form of shareholder) received by mail or electronically until mentioned date and time will be registered) |
| Date of entry: | Only persons who are shareholders on 06.10.2021. have rights to participate in the Extraordinary General Meeting of shareholders on October 14, 2021 and vote in writing prior to the meeting |
| **Registration procedure for meeting on 14 of October 2021** (**Applies to shareholders**, who **do not vote** prior to the meeting) | |
| Receipt of the application form: | * requesting to send an application form to shareholder’s e-mail address (request should be send to e-mail address: [14.10.2021\_akcionaru.sapulce@olainfarm.com](mailto:14.10.2021_akcionaru.sapulce@olainfarm.com)); * by downloading from an online site [www.olainfarm.com](http://www.olainfarm.com), [www.oricgs.lv](http://www.oricgs.lv), [www.nasdaqbaltic.com](http://www.nasdaqbaltic.com) |
| Signing the application form: | * electronically submitted application forms must be signed with a valid secure electronic signature which contains a time-stamp |
| * application forms submitted by mail must be signed by hand, the signature must be notarized |
| Documents attached to the application form: | * if proxy or representative of shareholder shall sign the application form instead of shareholder, the document certifying authorization should be provided (electronically submitted - must be signed with a valid secure electronic signature which contains a time-stamp, but submitted by mail – authorization must be signed by shareholder, the signature must be notarized). |
| Submitting of the application: | * electronically, by filling an application form and sending it to the e-mail address:   14.10.2021\_akcionaru.sapulce@olainfarm.com |
| * remotely, by filling an application form and sending it to the mail address: Rupnicu Street 5, Olaine, Olaine district, LV-2114 |
| Information to be provided on the message: | * sending electronically, please indicate the following information in the title of the letter: **“Application form to the Extraordinary General Meeting of shareholders on 14.10.2021.”** |
| * sending by mail, please indicate the following information on the envelope: **“Application form to the Extraordinary General Meeting of shareholders on 14.10.2021.”** |
| **Registration procedure for meeting on 14 of October 2021 (Applies to shareholders** **voting** prior to the meeting) | |
| Shareholder participating and voting remotely shall be deemed to be present and shall be entered in the register of shareholders and shall be taken into account in determining the quorum. **It is not required to submit an application form** additionally to the voting instruction, submitted in accordance with this notice of procedure. **It is required to made an appropriate mark in the voting instruction about participation in the Shareholders' Meeting in *MS Teams*.** | |
| **Registration procedure for meeting on 14 on October 2021 in the online platform *MS Teams* (Applies** to shareholders who participate in the meeting, joining *MS Teams*) | |
| Receiving access information: | * will be send to the e-mail address provided in the application form or voting instruction |
| Join an online meeting (*MS Teams*) | * shareholders are invited to join to the Extraordinary General Meeting on October 14, 2021 using the access information that will be send to the e-mail address provided in the application form or voting instruction * At the time of connection, the shareholder (proxy or representative of shareholder) will be identified, therefore the shareholders are invited to connect to the Extraordinary General Meeting in time, starting from October 14,2021 at 10:00 |
| **Online meeting registration**  **(*MS Teams*)** | * **14.10.2021 from 10:00 a.m. until 10:45 a.m.** |
| Identification of the shareholder or his/her authorized person on the day of meeting: | * when joining the meeting, the shareholder (proxy or representative) must be prepared to present an identity document via video so that the image of the shareholder's or representative's face can be compared with the image of the natural person on the identity document. The video identification must clearly show the head, shoulders and face of the natural person without shading and the image on the presented document must be clearly visible |
| Voting type: | * by mail, sending the filled application form to the mail address: Rupnicu Street 5, Olaine, Olaine district, LV-2114; by e-mail address: 14.10.2021\_akcionaru.sapulce@olainfarm.com |
| * By participating in the meeting electronically and using lemejs.lv platform by logging in with Swedbank, SEB, Citadele, Luminor internet bank or eID. |
| * Shareholders who are unable to log in and vote on lemejs.lv will be provided with possibility to vote by e-mail (by sending a voting request to the shareholder's e-mail address, which will be specified in the application form) |
| Technical support required for voting in person (in the Company’s premises and in MS Teams) | Smartphone, tablet, computer or any other device connected to the Internet and equipped with a browser and e-mail |
| **Early voting** | |
| Early voting type: | * by mail, sending the filled voting form to the mail address: Rupnicu Street 5, Olaine, Olaine district, LV-2114. |
| * by e-mail:   14.10.2021\_akcionaru.sapulce@olainfarm.com |
| Receipt of the voting form: | * requesting to send a voting form to shareholder’s e-mail address (request should be send to e-mail address: [14.10.2021\_akcionaru.sapulce@olainfarm.com](mailto:14.10.2021_akcionaru.sapulce@olainfarm.com)); * by downloading from an online site [www.olainfarm.com](http://www.olainfarm.com), [www.oricgs.lv](http://www.oricgs.lv), [www.nasdaqbaltic.com](http://www.nasdaqbaltic.com) |
| Signing of the voting form: | * electronically submitted application forms must be signed with a valid secure electronic signature which contains a time-stamp |
| * application forms submitted by mail must be signed by hand, the signature must be notarized |
| Documents attached to the voting form and information to be provided: | * mandatory provide phone number and e-mail address of shareholder (proxy or other third party nominated by shareholder) |
| * proxy or other third party nominated by shareholder must submit power of attorney or other document confirming the authorization (if submitted by e-mail – it must be signed with a valid secure electronic signature which contains a time-stamp; if submitted by mail – it must be signed by hand and the shareholder’s signature must be notarized) |
| Information to be provided on the message: | * sending electronically, please indicate the following information in the title of the letter: **“Voting form to the Extraordinary General Meeting of shareholders on 14.10.2021.”** |
| * sending by mail, please indicate the following information on the envelope: **“Voting form to the Extraordinary General Meeting of shareholders on 14.10.2021”** |
| Beginning of the Early voting: | September 30, 2021 |
| **Deadline** for submission of the voting form **(by mail):** | October 13, 2021 until 4:30 p.m.  Voting received after above-mentioned time shall not be deemed as received and shall not be counted in the overall vote |
| **Deadline** for submission of the voting form **(by e-mail):** | October 13, 2021 until 11:59 p.m.  Voting received after above-mentioned time shall not be deemed as received and shall not be counted in the overall vote |
| Acknowledgement the receipt of the vote: | If the shareholder has requested acknowledgement in the voting form, the receipt of the vote is acknowledged immediately by sending acknowledgement to the e-mail address provided by the shareholder. |
| Shareholder (proxy or representative nominated by shareholder) must ensure that voting form is received by Joint Stock Company “Olainfarm” at least one day before the meeting, on October 13, 2021 (by mail - until 4:30 p.m., by e-mail until 11:59 p.m.)  Shareholders who participate in the meeting and vote remotely shall be deemed to be present and shall be entered in the register of shareholders and shall be taken into account in determining the quorum.  If shareholder has voted prior to the meeting (*Early voting*) and has made an appropriate mark in the voting instruction about participation in the Shareholders' Meeting in MS Teams, shareholder has right to participate in the meeting remotely (MS Teams) and participate in the voting procedure in the meeting. In this case shareholder’s vote submitted prior to the meeting shall be annul and the vote made in the meeting shall be taken into account. | |

Joint Stock Company “Olainfarm”

Management Board