



FORWARD
WITH THE STRATEGY
2020-2025



AS Olainfarm
online shareholders
meeting on Microsoft
Teams platform
14.10.2021.

1. Connecting to meeting

1.1. On the day of the shareholders' meeting, a link will be sent to your e-mail from the official e-mail of the shareholders' meeting. The link looks like this:

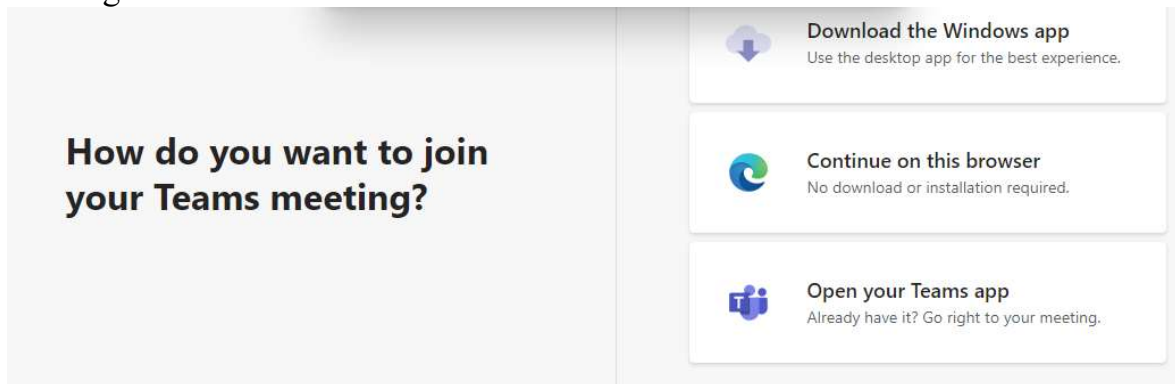
Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

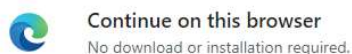
1.2. By clicking the link "Click here to join the meeting" web browser will be opened with a menu and the question "How do you want to join the Teams meeting?":



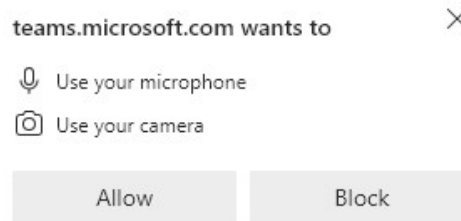
If you already have the Teams application installed on your computer and have a Teams private or business account, then select "Open your Teams app":



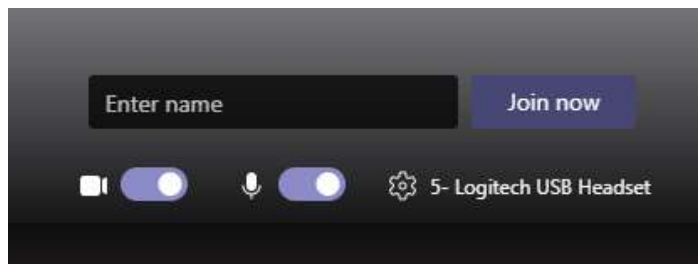
If you do not have the Teams application, then select "Continue on this browser" and use **Chrome, Edge or Safari 14+** browsers:



1.3. When connecting, the browser will ask you for permission to use your microphone and camera (You must press "Allow"). A microphone and camera will be required to register for the meeting (participant identification) and to speak in the debate:



1.4. After allowing the camera / microphone, you will be asked to enter your last name and surname (last name):

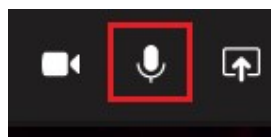
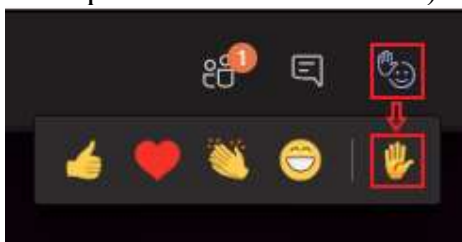


After entering the first name, last name must be pressed "Join now".

You will be admitted from the beginning to the "Registration Room", after your identification - to the "Shareholders' Meeting Room".

2. In the meeting

2.1. During the meeting, all guests will have their microphones turned off to prevent background noise during the performance. But each guest of the online meeting can participate in to the debate by raising their hand (everyone will see and hear it) and turning on the microphone (by clicking on the icon so that the microphone is not crossed out):



2.2. Chat will not be active during the meeting. Please send questions to the official meeting e-mail:

14.10.2021_Akcionaru.Sapulce@olainfarm.com

If it is not possible to vote on the page lemejs.lv, then the votes can be sent to the following e-mail address, specifying the voting number:

balsojums@olainfarm.com

2.3. The online meeting will be officially recorded only with the consent of the shareholders and only with the tools of the Microsoft Teams platform. JSC “Olainfarm” is not responsible for video recordings that will be created from the participants' personal computers with the help of other software.

2.4. During the meeting, a presentation will be shown on the Microsoft Teams platform, as well as an online video of meeting hall in JSC “Olainfarm”.

2.5. If during the meeting the online participant has problems with the connection and the participant logs out of the online meeting, then it will be possible to reconnect to the Teams online meeting by clicking on the previously sent link. Reconnection will only take place following the re-identification procedure in the Registration Room.