**Joint Stock Company “OLAINFARM”**

registration number 40003007246

legal address: at Rupnicu Street 5 Olaine, Olaine distr., LV-2114

**Extraordinary General Meeting of Shareholders**

**on June 18, 2021**

e-mail: [18.06.2021.\_Akcionaru.Sapulce@olainfarm.com](mailto:18.06.2021._Akcionaru.Sapulce@olainfarm.com)

**NOTICE OF PROCEDURE**

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| **Information about the Extraordinary General Meeting of shareholders:** | |
| Initiator of the shareholders meeting: | OLFIM OÜ, registration number 14601045, legal address at: Harju maakond, Kuusalu vald, Pudisoo küla, Männimäe, 74626, Estonia, represents 7,79% of JSC “Olainfarm” fixed capital |
| Notice covering the meeting: | 06 of April 2021 at 4:45 p.m. |
| Announced agenda: | 1. JSC “Olainfarm” internal auditing; 2. Other items |
| **Additional items** | |
| The applicant: | Management Board of the Company |
| Tabled additional agenda items: | * Approval of annual statement for year 2020; * Distribution of profit; * **Election of the Auditing committee and determination of remuneration for Auditing committee;** * Election of sworn auditor for the audit of the annual statements for years 2021, 2022, 2023 and determination of remuneration; |
| Included in the agenda: | Decision of the Management Board on 06 of April 2021 |
| Announced notice about including additional agenda items: | 06 of April 2021 at 4:45 p.m. |
| Date of entry: | 10 of June 2021 |

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| **Meeting process:** | | | |
| Meeting date: | 18 of June 2021 | | |
| Meeting place: | Rupnicu Street 5, Olaine, Olaine district | | |
| Type of meeting: | * in person at Rupnicu Street 5, Olaine, Olaine district, complying with national precautions to control Covid-19 infection | | |
| Beginning of the meeting: | 11:00 a.m. | | |
| **Registration procedure for participation in the meeting on 18 of June 2021** (**applies to shareholders, who attends the shareholders meeting in person)** | | | |
| Type of registration: | in person, on the day of the meeting | | |
| Registration begins: | 18 of June 2021 at 10:00 a.m. | | |
| Registration closes: | 18 of June 2021 at 10:45 a.m. | | |
| Requested documents: | * shareholder’s (proxy or other third party nominated by shareholder) identification document (passport or personal identification card); * valid interoperable vaccination or disease certificate (for more details see Covid-19 infection control precautions) or QR code of certificate; | | |
| Submitted documents: | * a written power of attorney, issued to the proxy or authorized person; for legal person – another document confirms the authorization | | |
| **Registration procedure for participation in the meeting on 18 of June 2021** (**applies to shareholders voting by mail (e-mail) prior to the shareholders 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. Only the voting form has to be submitted in accordance with this notice. It is not required to submit an application form. | | | |
| Also those shareholders (proxy), **who will have submitted the voting form in accordance with below-mentioned procedure until 17 of June 2021, at 11:59 p.m.,**  **shall participate** in the Extraordinary General Meeting on 18 of June 2021 and **shall be registered** in a list of shareholders, mentioned in Section 278, Paragraph 3 of the Commercial Law. | | | |
| Voting type: | * by mail, sending the filled application form to the mail address: Rupnicu Street 5, Olaine, Olaine district, LV-2114 (or e-mail:   8.06.2021\_akcionaru.sapulce@olainfarm.com) | | |
| * in person | | |
| **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:   18.06.2021.\_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: [18.06.2021.\_Akcionaru.Sapulce@olainfarm.com](mailto:18.06.2021_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 18.06.2021.”** | | |
| * sending by mail, please indicate the following information on the envelope: **“Voting form to the Extraordinary General Meeting of shareholders on 18.06.2021”** | | |
| Date of beginning of the Early voting: | 04 on June 2021 | | |
| Deadline for submission of the voting form (by mail, e-mail): | 17 of June 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) must ensure that voting form is received by Joint Stock Company “Olainfarm” at least one day before the meeting, on 17 of June 2021.  Votes that are received in the accordance with above-mentioned procedure prior to the Extraordinary General Meeting on 18 on June 2021 shall be assembled and counted in the same order as like votes of shareholders present.  If shareholder has voted prior to the meeting (*Early voting*) and submitted an application form in accordance with above-mentioned procedure, shareholder has right to participate in the meeting in person 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. | | | |
| **Participation in person at Rupnicu Street 5, Olaine, Olaine district** | | | |
| Participant can participate in the meeting in person: | | | * shareholder (proxy or any other third person nominated by shareholder), who can present a valid interoperable vaccination or disease certificate or QR code of the certificate. |
| Special requirements for the meeting in person: | | | * a person who will attend the meeting in person, to enter the meeting venue will be asked to present a valid interoperable vaccination or disease certificate or QR code of the certificate |
| * we invite you to choose weather-appropriate clothing in the event the meeting in person will be organized outdoor. |
| * we urge shareholders to comply with national measures to limit the spread of Covid-19 infection, including requirement two-meter physical distance shall be maintained in the territory of the Company and mouth and nose masks shall be used. |
| Joint Stock Company “Olainfarm” and shareholders (proxy or other third persons nominated by shareholder) are obliged to comply with the measures to specified in the law and regulations to limit the spread of Covid-19 infection. National restrictions on gathering may also apply to meeting participants. We invite you to participate and vote remotely, using above-mentioned solutions. | | | |
| **Covid-19 infection control precautions** | | | |
| Responsibilities of the participants: | | * to comply with national precautions to control Covid-19 infection, including the above requirements | |
| * to keep two-meter physical distance | |
| * to gathering in accordance with the procedures laid down in laws and regulations only | |
| * to use personal protective equipment, including medical or non-medical (hygienic or fabric) face masks (hereinafter – Mouth and nose masks) | |
| * crowding is prohibited, including entry /exit to the Company’s territory | |
| * not to enter to the Company, if he/she has been assigned self-isolation, quarantine or isolation or who have signs of a respiratory infection disease | |
| * whenever possible have to be in the specified venue of an action (meetings, conferences, etc.), without allowing free and unauthorized movement across the territory | |
| Rights of the Company: | | * not allow into the territory an individual who does not use the mouth and nose masks or uses it improperly (without covering the nose and mouth) | |
| * not allow into the territory an individual who has been assigned self-isolation, quarantine or isolation or who have signs of a respiratory infection disease | |
| * provide fixed or personalized seats to participants. | |
| * organize the flow of participants to avoid the mixing people from different groups (participants of different meetings) | |
| * limit the time of the event, determining that it does not exceed 4 hours, informing the participants about it thereof | |
| * suspend the event in order to ensure ventilation of the premises | |
| * not allow into the territory individuals who are unable to present a valid interoperable vaccination certificate | |
| * limit the maximum number of participants allowed at the event, who can be present in the venue at the same time, ensuring availability of information to participants of the event | |
| We urge you to be responsible and not put yourself and others at risk of infection, sending your voting form to the Extraordinary General Meeting of shareholders on 18 of June 2021 prior to the meeting, ensuring that it is received by the Company until 17 of June 2021! | | | |

Joint Stock Company “Olainfarm”

Management Board