**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 17, 2021**

e-mail: 17.06.2021.\_Akcionaru.Sapulce@olainfarm.com

**NOTICE OF PROCEDURE**

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| **Information about the Extraordinary General Meeting of shareholders:** | |
| Initiator of the shareholders meeting: | JSC “OLMAFARM”, represents 42.56% of the share capital |
| Notice covering the meeting: | on 18 of May 2021, at 3:00pm |
| Announced agenda: | 1. Recalling of the Supervisory Council and election of the new Supervisory Council. 2. Election of the Auditing Committee |
| **Additional items** | |
| The applicant: | N. Saveļjeva, represents 7.79% of the share capital |
| Tabled additional agenda items: | * Approval of the Remuneration Policy for Council and Management board of the Joint Stock Company “Olainfarm**;** * **Annulment of the resolution of the meeting of shareholders;** * **Amendments of the J**oint Stock Company “Olainfarm” Articles of Association, in Article 5**;** * **Amendments of the J**oint Stock Company “Olainfarm” Articles of Association, in Section 6.3.**;** |
| Included in the agenda: | Decision of the Management Board on 26 of May 2021. |
| Announced notice about including additional agenda items: | on 27 of May 2021, at 2:31pm |
| Shareholder’s request: | To consider the additional agenda items as the first point of agenda. |
| Date of entry: | 09 of June 2021 |

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| **Meeting process:** | | | |
| Meeting date: | 17 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 (**limited number of participants**, more information is available in the Section “Important”) | | |
|  | * by electronic (*MS Teams*) | | |
| Beginning of the meeting: | 11:00am | | |
| **Registration for participation in the meeting** | | | |
| Type of registration: | * electronically, by filling an application form and sending it to the e-mail address:   [17.06.2021.\_Akcionaru.Sapulce@olainfarm.com](mailto:17.06.2021_akcionaru.sapulce@olainfarm.com)  (for shareholders, who **do not vote** prior to the meeting, but participate the meeting in person or 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 person or in MS Teams platform) | | |
| * electronically, by filling an application form and sending it to the e-mail address:   [17.06.2021.\_Akcionaru.Sapulce@olainfarm.com](mailto:17.06.2021_akcionaru.sapulce@olainfarm.com)   * (for shareholders, who **vote** prior to the meeting) | | |
| * remotely, by filling an application form 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: | * [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: [17.06.2021.\_Akcionaru.Sapulce@olainfarm.com](mailto:17.06.2021_akcionaru.sapulce@olainfarm.com) | | |
| The beginning of application: | 03 of June 2021 | | |
| Deadline for submission of the application form: | 16 of June 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 form: | 16 of June 2021 until 4:30pm sending by mail and until 11:59pm 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 09.06.2021. have right to participate in the Extraordinary General Meeting of shareholders on 17 of June 2021 and vote in writing prior to the meeting. | | |
| **Registration procedure for meeting on 17 of June 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: [17.06.2021.\_Akcionaru.Sapulce@olainfarm.com](mailto:17.06.2021_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 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: | * shareholder’s (proxy or other third party nominated by shareholder) identification document (a copy of the passport or personal identification card) | | |
| Submitting of the application: | * electronically, by filling an application form and sending it to the e-mail address:   17.06.2021.\_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 17.06.2021.”** | | |
| * sending by mail, please indicate the following information on the envelope: **“Application form to the Extraordinary General Meeting of shareholders on 17.06.2021.”** | | |
| **Registration procedure for meeting on 17 of June 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. Only the voting form has to be submitted in accordance with this notice. **It is not required to submit an application form.** | | | |
| **Registration procedure for meeting on 17 on June 2021 in the online platform MS Teams, if shareholder has chosen to participate in the meeting remotely (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 | | |
| Join an online meeting (*MS Teams*) | * shareholders are invited to join to the Extraordinary General Meeting on 17 of June 2021 using the access information that will be send to the e-mail address provided in the application form. * At the time of connection, the shareholder (proxy or other third party nominated by shareholder) will be identified, therefore the shareholders are invited to connect to the Extraordinary General Meeting in time, starting **from** **17 of June 2021 at 10:00** | | |
| Identification of the shareholder or his/her authorized person on the day of meeting: | * When joining the meeting shareholder (proxy or other third party nominated by shareholder) will be invited to present the original of the identity document in the video mode. | | |
| 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:   7.06.2021\_akcionaru.sapulce@olainfarm.com) | | |
| * in person | | |
| * participating in the meeting electronically (MS Teams) | | |
| 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 | | |
| **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:   17.06.2021.\_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: [17.06.2021.\_Akcionaru.Sapulce@olainfarm.com](mailto:17.06.2021_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 17.06.2021.”** | | |
| * sending by mail, please indicate the following information on the envelope: **“Voting form to the Extraordinary General Meeting of shareholders on 17.06.2021”** | | |
| Beginning of the Early voting: | 03 of June 2021 | | |
| **Deadline** for submission of the voting form **(by mail):** | 16 of June 2021 until 4:30pm  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):** | 16 of June 2021 until 11:59pm  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 other third person nominated by shareholder) must ensure that voting form is received by Joint Stock Company “Olainfarm” at least one day before the meeting, on 16 of June 2021 (by mail - until 4:30pm, by e-mail until 11:59pm)  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.  Votes that are received in the accordance with above-mentioned procedure prior to the Extraordinary General Meeting on 17.06.2021. 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 remotely (MS Teams) and participate in the voting procedure in the meeting, if the application form is submitted in accordance with above-mentioned procedure. 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 (for more details see Covid-19 infection control precautions) 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 come to the meeting beginning at 10:30am on 17 of June 2021. |
| * 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. | |
| **IMPORTANT**  The maximum number of the Meeting in person (in the Company’s premises at Rupnicu Street 5, Olaine, Olaine district) are limited.[[1]](#footnote-1) For on-site participation in the Company’s premises shareholders (proxy and other third person nominated by shareholder) are invited to point out information about willingness to participate in the meeting in person in the application form. The seats reservation for participation in person in the Extraordinary General Meeting of shareholders shall be registered in the order of receipt. The shareholder shall be informed about seat reservation for participation in person after receiving shareholder’s application. | | | |
| We urge you to be responsible and not put yourself and others at risk of infection, choosing to participate in the shareholders meeting on the online platform MS Teams or sending your voting form to the Extraordinary General Meeting of shareholders on 17 of June 2021 prior to the meeting, ensuring that it is received by the Company until 16 of June 2021!  If due to objective reasons, shareholder is not able to vote prior to the meeting or participate in the meeting remotely on MS Teams platform, we invite shareholders to authorize to participate in the Extraordinary General Meeting **not more than one representative or authorized person.**  We would like to inform you that if epidemiological situation or regulation affects the meeting proceedings and gathering limitation changes, management Board of JSC “Olainfarm” is entitled to determine a different procedure for the meeting. Please follow the publicly available information about the meeting on the Company’s website [www.olainfarm.com](http://www.olainfarm.com). | | | |

Joint Stock Company “Olainfarm”

Management Board

1. Section 14.1  and 17., Section 38.27 Subsection 5 of Cabinet Regulation No.360, adopted 9 June 2020 “Epidemiological Safety Measure for the Containment of the Spread of Covid-19 Infection” [↑](#footnote-ref-1)