

OLIVE TREE ESTATES LIMITED

(Company Registration No. 200713878D)
(Incorporated in Singapore)

ANNUAL GENERAL MEETING TO BE HELD ON 29 APRIL 2022

Dear Shareholders,

Pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020, the Annual General Meeting (“**AGM**”) of Olive Tree Estates Limited (the “**Company**”) will be held by electronic means on Friday, 29 April 2022 at 3.00 p.m..

Printed copies of the Notice of AGM and Proxy Form for the AGM will be sent to shareholders, and are also published on the Company’s website at the URL <https://www.olivetreeestates.com/investors/agm/>, and on SGX’s website at the URL <https://www.sgx.com/securities/company-announcements>. The Annual Report for the financial year ended 31 December 2021 will be published on the Company’s website at the URL <https://www.olivetreeestates.com/investors/agm/>, and on SGX’s website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of the Annual Report will NOT be sent to shareholders.

We would like to bring the following matters to your attention:

Instructions to Shareholders for AGM

Proxy Forms

In view of the COVID-19 related safe distancing measures, and as a safety precaution to prevent the transmission of the COVID-19 virus, Shareholders will not be able to attend the AGM in person. A Shareholder (whether individual or corporate) must appoint the “Chairman of the Meeting” as his/her/its proxy to attend and vote on his/her/its behalf at the AGM if such Shareholder wishes to exercise his/her/its voting rights at the AGM.

Shareholders would have received a hard copy of the Proxy Form and the Notice of the AGM. Alternatively, a copy of the Proxy Form may be accessed at the Company’s website at the URL <https://www.olivetreeestates.com/investors/agm/>, and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Where a Shareholder (whether individual or corporate) appoints the Chairman of the Meeting as his/her/its proxy, he/she/it must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the form of proxy, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid. CPF or SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 19 April 2022.

The instrument appointing the Chairman of the Meeting as proxy must be submitted to the Company in the following manner:

- a) if submitted by post, be lodged with the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, Keppel Bay Tower #14-07, Singapore 098632; or
- b) if submitted electronically, be submitted via email to the Company at agm@olivetreeestates.com,

in either case not less than forty-eight (48) hours before the time appointed for the AGM.

Shareholders are strongly encouraged to submit completed Proxy Forms electronically via email, where possible.

Online pre-registration and submission of relevant questions for AGM

Shareholders will need to complete the following steps to be able to observe the proceedings of the AGM through a live webcast by audio or audio-visual means via their mobile phones, tablets or computers:

- a) Pre-register via email at agm@olivetreeestates.com by **12 April 2022 (5.00 p.m.)** to enable the Company to verify their status as shareholders.

Following the verification, authenticated Shareholders will receive an email by 14 April 2022. The email will contain the details to access the webcast of the AGM proceedings. Shareholders who have pre-registered by 12 April 2022 but do not receive an email by 14 April 2022 should contact the Company at agm@olivetreeestates.com.

- b) Submit all questions related to the AGM by **12 April 2022 (5.00 p.m.)**.

Shareholders who have pre-registered may also submit questions related to the AGM via email to agm@olivetreeestates.com.

When sending in your questions via email, please also provide us with the following details:

- your full name;
- your address;
- number of shares held; and
- the manner in which you hold shares in the Company (e.g., via CDP, CPF or SRS).

The Company will publish responses to all substantial and relevant questions received from shareholders on or before 18 April 2022 via announcement on SGXNET and its corporate website.

Softcopies of Annual Report for the financial year ended 31 December 2021

The Company's Annual Report will be available for download from the Company's corporate website at the URL <https://www.olivetreeestates.com/investors/agm/>, and from the SGX website at the URL <https://www.sgx.com/securities/company-announcements> from the date of this letter.

Yours faithfully

For and on behalf of

OLIVE TREE ESTATES LIMITED

Long Chee Tim, Daniel
Executive Director and Chief Executive Officer
31 March 2022

This letter has been reviewed by the Company's sponsor, RHT Capital Pte. Ltd. (the "Sponsor"), for compliance with the relevant rules of the Singapore Exchange Securities Trading Limited ("SGX-ST").

This letter has not been examined or approved by the SGX-ST and the SGX-ST assumes no responsibility for the contents of this letter, including the correctness of any of the statements or opinions made or reports contained in this letter.

The contact person for the Sponsor is Ms Bao Qing, Registered Professional, RHT Capital Pte. Ltd. at 6 Raffles Quay, #24-02, Singapore 048580, sponsor@rhtgoc.com