OTS HOLDINGS LIMITED

(Company Registration No. 201505559W)
(Incorporated in the Republic of Singapore)

9 October 2023

Dear Shareholders,

The Annual General Meeting for the year ended 30 June 2023 ("**AGM**") of OTS Holdings Limited ("**OTS**" or the "**Company**", together with its subsidiaries, the "**Group**") will be held physically at 30 Senoko South Road, Singapore 758088 on Tuesday, 24 October 2023 at 2.30 p.m..

The Company will also be holding an Extraordinary General Meeting ("**EGM**") physically at 30 Senoko South Road, Singapore 758088 on Tuesday, 24 October 2023 at 3.30 p.m., or upon the conclusion of the AGM.

There will be no option for shareholders to participate virtually.

We are pleased to enclose printed copies of the Notice of AGM and Proxy Form for the Company's upcoming AGM (collectively, the "**AGM Documents**"), Notice of EGM and Proxy Form for the Company's upcoming EGM (collectively, the "**EGM Documents**"). The AGM Documents and EGM Documents, together with this letter, are also made available on the Company's website at the URL https://www.ots-holdings.com/investor-relation, and on SGXNet at the URL https://www.sgx.com/securities/company-announcements.

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

Shareholders may participate in the AGM/EGM by:

(a) attending the AGM/EGM in person;

(b) submitting questions to the Chairman of the AGM/EGM in advance of or at the AGM/EGM; and/or

(c) voting at the AGM/EGM (i) themselves; or (ii) through duly appointed proxy(ies).

For the AGM, SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective SRS Operators to submit their votes by 2.30 p.m. on 13 October 2023.

For the EGM, SRS investors who wish to appoint the Chairman of the EGM as proxy should approach their respective SRS Operators to submit their votes by 3.30 p.m. on 13 October 2023.

The instrument appointing a proxy or proxies must be submitted to the Company in the following manner:

(a) if submitted by post, be lodged with the Company's Share Registrar, Tricor Barbinder Share Registration Services at 80 Robinson Road, #11-02, Singapore 068898; or

(b) if submitted electronically, be submitted via email to the Company at sg.is.proxy@tricorglobal.com,

in either case not less than seven-two (72) hours before the time appointed for the AGM (i.e., by 2.30 p.m. on Saturday, 21 October 2023) and not less than seven-two (72) hours before the time appointed for the EGM (i.e., by 3.30 p.m. on Saturday, 21 October 2023).

Softcopies of Annual Report for the financial year ended 30 June 2023 and Circular on Proposed Adoption of Share Purchase Mandate

As part of the Group's commitment to conservation of the environment, the Company is using electronic communications for the transmission of the Company's annual report for the financial year ended 30 June 2023 ("**FY2023**") ("**Annual Report**") and the circular on proposed adoption of Share Purchase Mandate ("**Circular**"). The Annual Report and Circular will be available for download from the Company's corporate website at the URL https://www.ots-holdings.com/investor-relation under "Reports" and from SGXNet at the URL https://www.sgx.com/securities/company-announcements from the date of this letter. You will need an internet browser and PDF reader to view these documents.

We sincerely hope that you will join our sustainability efforts and download the Annual Report and the Circular from OTS's corporate website or SGXNet. However, if you still wish to receive printed copies of the Annual Report for this year and/or the Circular, please complete the Request Form (which can be found in Appendix A of this letter) and return it to 30 Senoko South Road, Singapore 758088, no later than 16 October 2023. Alternatively, you may also email the Request Form to shiya.ong@ots-holdings.com.

By completing, signing and returning the Request Form to us, you agree and acknowledge that we and/or our service provider may collect, use and disclose your personal data, as contained in your submitted Request Form or which is otherwise collected from you (or your authorised representative(s)), for the purpose of processing and effecting your request.

Yours faithfully
For and on behalf of
OTS Holdings Limited

Chan Lai Yin
Lee Bee Fong
Joint Company Secretaries

Request Form

To : **OTS HOLDINGS LIMITED**

	Please tick
Please send me a printed copy of the Annual Report for the financial year ended **30 June 2023**.	☐
Please send me a printed copy of the Circular on Proposed Adoption of Share Purchase Mandate	☐

Name(s) of Shareholder(s) : _____

NRIC/Passport/UEN Number : _____

Mailing Address : _____

The shares are held by me/us in or under:–

☐ CDP Securities Account No: _____

☐ SRS Account

☐ Physical Scripts

Signature: _____ Date: _____

Affix
Postage
Stamp

The Company Secretary

OTS HOLDINGS LIMITED

30 Senoko South Road
Singapore 758088