

**LATITUDE TREE HOLDINGS BERHAD**(Registration No.: 199401017151 (302829-W))
(Incorporated in Malaysia)**NOTICE OF ANNUAL GENERAL MEETING**

NOTICE IS HEREBY GIVEN THAT the Twenty-Sixth ("26th") Annual General Meeting ("AGM") of the shareholders of LATITUDE TREE HOLDINGS BERHAD will be held via a fully virtual platform at the broadcast venue at Meeting Room, Securities Services (Holdings) Sdn. Bhd., Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan ("Broadcast Venue" or "Main Venue") on Tuesday, 15 December 2020 at 2.00 p.m. or at any adjournment thereof for the purpose of considering the following businesses:

AGENDA

- To receive the Audited Financial Statements for the financial year ended 30 June 2020 together with Reports of the Directors' and the Auditors' thereon.
- To approve a final single tier dividend of 3.0 sen per ordinary share for the financial year ended 30 June 2020.
- To approve the payment of Directors' Fees and Benefits Payable to the Directors up to an aggregate amount of RM268,500.00 for the period from the date of the 26th AGM until the next AGM of the Company to be paid quarterly in arrears.
- To re-elect the following Directors who are retiring pursuant to Clause 96 of the Constitution of the Company:
 - Mr Yek Siew Liong
 - Mr Toh Seng Thong
- To re-appoint Messrs Ernst & Young PLT as Auditors of the Company and to authorise the Directors to fix their remuneration.

As Special Business

To consider and, if thought fit, to pass the following resolutions:

6. PROPOSED RENEWAL OF AUTHORITY FOR THE COMPANY TO PURCHASE ITS OWN ORDINARY SHARES

"THAT subject to the Act, the Constitution of the Company, the Bursa Malaysia Securities Berhad ("Bursa Securities") Main Market Listing Requirements ("MMLR") and the approvals of all relevant governmental and/or regulatory authorities (if any), the Company be and is hereby authorised to utilise the maximum amount of funds available in the Company which shall not exceed the Company's aggregate retained earnings to purchase such amount of ordinary shares in the Company ("Proposed Renewal of Share Buy-Back Authority") as may be determined by the Directors of the Company from time to time through Bursa Securities upon such terms and conditions as the Directors may deem fit and expedient in the interest of the Company provided that the aggregate number of shares purchased and/or held pursuant to this resolution does not exceed ten per centum (10%) of the total number of issued shares of the Company;

THAT an amount not exceeding the Company's retained earnings account be allocated by the Company for the Proposed Renewal of Share Buy-Back Authority;

THAT authority be and is hereby given to the Directors of the Company to decide at their absolute discretion to either cancel and/or retain the shares so purchased as treasury shares (in accordance with Section 127 of the Act).

THAT the authority conferred by this resolution will be effective immediately upon the passing of this resolution and will expire at:

- the conclusion of the next AGM of the Company following the 26th AGM, at which such resolution was passed, at which time the said authority will lapse unless by an ordinary resolution passed at a general meeting of the Company, the authority is renewed, either unconditionally or subject to conditions;
- the expiration of the period within which the next AGM of the Company is required by law to be held; or
- revoked or varied by an ordinary resolution passed by the shareholders in a general meeting;

whichever occurs first,

but not so as to prejudice the completion of the purchase(s) by the Company before the aforesaid expiry date and in any event, in accordance with the provisions of the guidelines issued by Bursa Securities and/or any other relevant governmental and/or regulatory authorities (if any);

AND THAT the Directors of the Company be authorised to take all steps necessary to implement, complete and do all such acts and things (including executing all such documents as may be required) as they may consider expedient or necessary to give effect to the Proposed Renewal of Share Buy-Back Authority as may be agreed or allowed by any relevant governmental and/or regulatory authority."

7. RETENTION OF MR TOH SENG THONG AS INDEPENDENT NON-EXECUTIVE DIRECTOR

"THAT approval be and is hereby given to Mr Toh Seng Thong who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than twelve (12) years, to continue to act as an Independent Non-Executive Director of the Company until the conclusion of the next AGM."

8. PROPOSED RENEWAL OF AUTHORITY UNDER SECTION 76 OF THE COMPANIES ACT 2016 ("THE ACT") FOR THE DIRECTORS TO ALLOT AND ISSUE SHARES

"THAT, pursuant to Section 76 of the Act, the Directors be and are hereby authorised to allot and issue shares in the Company at any time until the conclusion of the next AGM and upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit provided that the aggregate number of shares to be issued does not exceed ten per centum (10%) of the total number of issued shares (excluding treasury share, if any) of the Company for the time being, subject always to the approval of all relevant Regulatory Authorities being obtained for such allotment and issuance."

9. PROPOSED AMENDMENT TO THE COMPANY'S CONSTITUTION

"THAT the proposed amendment to the Company's Constitution ("Proposed Amendment") as per Appendix 1 attached to the Notice of the 26th AGM, be and is hereby approved.

AND THAT the Directors of the Company be and are hereby authorised to assent to any conditions, variations, modifications and/or amendments as may be required by any relevant authorities and to do all acts and things and take all such steps as may be considered necessary to give full effect to the Proposed Amendment for and on behalf of the Company."

BY ORDER OF THE BOARD**TAI YIT CHAN (MAICSA 7009143)****(SSM PC No. 202008001023)****WONG SIEW YEEN (MAICSA 7018749)****(SSM PC No. 202008001471)****YEOH JOE SON (MIA 9238)****(SSM PC No. 202008004222)****Company Secretaries**Selangor Darul Ehsan
Date: 16 November 2020**Please refer to****Note 11****Ordinary****Resolution 1****Ordinary****Resolution 2****Ordinary****Resolution 3****Ordinary****Resolution 4****Ordinary****Resolution 5****NOTES:**

- The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman of the meeting to be present at the main venue of the meeting. Members/proxies ARE NOT to be physically present at the Broadcast Venue on the day of the 26th AGM. Pursuant to the Guidance and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, the right to speak is not limited to verbal communication only but includes other modes of expression. Therefore all members, proxies and corporate representatives ("Participants") shall communicate with the Broadcast Venue of the 26th AGM via real time submission of typed text through a text box within Securities Services e-Portal's platform during the live streaming of the 26th AGM as the primary mode of communication. In the event of any technical glitch in this primary mode of communication, Participants may email their questions to eservices@sshsb.com my during the 26th AGM.
- For the purpose of determining who shall be entitled to attend this meeting, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to make available a Record of Depositors as at 4 December 2020 and only Members whose names appear on such Record of Depositors shall be entitled to attend, participate, speak (in the form of real time submission of typed texts) and vote via Securities Services e-Portal's platform.
- A member (other than an exempt authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991) entitled to attend and vote at the meeting is entitled to appoint a maximum of 2 proxies to attend, participate, speak and vote on his (her) behalf. A proxy may but need not be a member of the Company. There shall be no restriction as to the qualification of the proxy. A proxy appointed to attend, participate, speak (in the form of real time submission of typed texts) and vote via Securities Services e-Portal's platform shall have the same rights as the members to speak at the meeting.
- Where a member of the Company is an exempt authorised nominee which holds shares in the Company for multiple beneficial owners in one securities account ("omnibus account") as defined under the Securities Industry (Central Depositories) Act 1991, there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.
- Where a member appoints 2 proxies, the appointment shall be invalid unless he (she) specifies the proportions of his (her) holdings to be represented by each proxy.
- The Proxy Form shall be signed by the appointor or his (her) attorney duly authorised in writing or, if the member is a corporation, must be executed under its common seal or by its duly authorised attorney or officer.
- The original instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed, or a certified copy of such power or authority, shall be deposited at the office of the Share Registrar of the Company, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia not less than forty-eight (48) hours before the time set for holding the meeting or adjourned meeting, otherwise the instrument of proxy should not be treated as valid. The proxy form may also be lodged electronically via Securities Services e-Portal's platform at <https://sshsb.net.my/>.
- Should you wish to personally participate at the 26th AGM remotely, please register electronically via Securities Services e-Portal's platform at <https://sshsb.net.my/> by the registration cut-off date and time. Please refer to the Administrative Guide on the Conduct of a Fully Virtual General Meeting for further details. The Administrative Guide on the Conduct of a Fully Virtual General Meeting is available for download at <http://www.lattree.com/>.
- All the resolutions set out in the Notice of the 26th AGM will be put to vote by way of poll pursuant to Clause 78 of the Company's Constitution.
- Agenda 1 is meant for discussion only as the provision of Section 340(1)(a) of the Act does not require a formal approval from shareholders of the Company and hence, Agenda 1 is not put forward for voting.
- The Board wishes to highlight that the 26th AGM may be re-scheduled and/or adjourned subject to the development of the Covid-19 pandemic and the Malaysian Government's announcements or guidelines to be issued from time to time. Rest assured, all Participants including invitees shall be kept informed of any unexpected changes.

EXPLANATORY NOTES ON SPECIAL BUSINESS**Ordinary Resolution 6****- Proposed Renewal of Authority for the Company to Purchase its own Ordinary Shares**

Ordinary Resolution 6, if passed, will give the Directors of the Company authority to take all such steps as are necessary or expedient to implement, finalise, complete and/or to effect the purchase(s) of ordinary shares by the Company as the Directors may deem fit and expedient in the best interest of the Company. The authority will, unless revoked or varied by the Company in general meeting, continue to be in force until the conclusion of the next AGM of the Company or the expiry of the period within which the next AGM of the Company following the 26th AGM is required by law to be held.

For further information, please refer to the Statement to Shareholders in relation to the Proposed Renewal of Authority for the Company to purchase its own Ordinary Shares dated 16 November 2020.

Ordinary Resolution 7**- Retention of Mr Toh Seng Thong as Independent Non-Executive Director**

The Board of Directors has via the Nomination Committee conducted an annual performance evaluation and assessment of Mr Toh Seng Thong who has served as Independent Non-Executive Director of the Company for a cumulative term of more than twelve (12) years and recommend him to continue to act as Independent Non-Executive Director of the Company based on the following justifications:

- He has fulfilled the criteria under the definition on Independent Directors as stated in the MMLR of Bursa Securities, and therefore is able to bring independent and objective judgement to the Board;
- His experience in the audit and accounting industries enables him to provide the Board with a diverse set of experience, expertise, skills and competence;
- He has been with the Company for more than twelve (12) years and therefore understand the Company's business operations which enable him to participate actively and contribute during deliberations or discussions at Audit Committee, Nomination Committee, Remuneration Committee and Board meetings;
- He has contributed sufficient time and efforts and attended all the Audit Committee, Nomination Committee, Remuneration Committee and Board meetings for informed and balanced decision making; and
- He has exercised due care during his tenure as Independent Non-Executive Director of the Company and carried out his professional duty in the interest of the Company and shareholders.

Special Resolution 1**- Proposed Renewal of Authority under Section 76 of the Act for the Directors to allot and issue shares**

The Company had, during its Twenty-Fifth AGM held on 25 November 2019, obtained its shareholders' approval for the general mandate for issuance of shares pursuant to Section 76 of the Act. As at the date of the notice, the Company did not issue any shares pursuant to this mandate obtained.

Ordinary Resolution 7

The Special Resolution 1 proposed under item 8 of the Agenda is a renewal of the general mandate for issuance of shares by the Company under Section 76 of the Act. The mandate, if passed, will provide flexibility for the Company and empower the Directors to allot and issue new shares speedily in the Company up to an amount not exceeding in total ten per centum (10%) of the total number of issued shares (excluding treasury shares, if any) of the Company for such purpose as the Directors consider would be in the interest of the Company. This would eliminate any delay arising from and cost involved in convening a general meeting to obtain approval of the shareholders for such issuance of shares. This authority, unless revoked or varied by the Company at a general meeting, will expire at the next AGM.

The authority will provide flexibility to the Company for any possible fund raising activities, including but not limited to further placing of shares, for purpose of funding investment project(s) and/or working capital.

Special Resolution 2**- Proposed Amendment to the Company's Constitution**

The Special Resolution 2, if passed, will further align the Constitution of the Company with the amended Companies Act 2016, the MMLR of Bursa Securities and prevailing statutory and regulatory requirements as well as to render clarity and consistency throughout.

Special Resolution 1**Personal data privacy:**

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.



APPENDIX 1

SPECIAL RESOLUTION:

- PROPOSED AMENDMENT TO THE COMPANY'S CONSTITUTION

Clause No.	Existing Clause		Clause No.	Proposed Clause	
	WORDS	MEANING		WORDS	MEANINGS
7	Nil	Nil	7	Special Resolution	Has the meaning assigned thereto in the Act.
9	Subject to the Act and this Constitution, shares in the Company may be issued by the Directors and any such shares may be issued with such preferred, deferred or other special rights or such restrictions, whether in regard to dividend, voting, return of capital, or otherwise as the Directors, subject to any special resolution of the Company, may determine.		9	Subject to the Act and this Constitution, shares in the Company may be issued by the Directors and any such shares may be issued with such preferred, deferred or other special rights or such restrictions, whether in regard to dividend, voting, return of capital, or otherwise as the Directors, subject to any <u>ordinary resolution</u> of the Company, may determine.	
10(d)	without limiting the generality of Sections 75 and 76 of the Act, the Company must not issue any ordinary shares or other securities with rights of conversion to ordinary shares if those shares or securities, when aggregated with any such shares or securities which the Company has issued during the preceding twelve (12) months, exceeds ten percent (10%) of the total number of issued shares (excluding treasury shares) of the Company, except where the shares or securities are issued with the prior shareholders' approval in a general meeting of the precise terms and conditions of the issue; and		10(d)	<u>subject to the Listing Requirements and</u> without limiting the generality of Sections 75 and 76 of the Act, the Company must not issue any ordinary shares or other securities with rights of conversion to ordinary shares if those shares or securities, when aggregated with any such shares or securities which the Company has issued during the preceding twelve (12) months, <u>exceeds the threshold by the prevailing rules and regulations</u> (excluding treasury shares), except where the shares or securities are issued with the prior shareholders' approval in a general meeting of the precise terms and conditions of the issue; and	
54	The Company may by special resolution passed at a general meeting convert any paid-up shares into stock or reconvert any stock into paid-up shares of any number.		54	The Company may by <u>ordinary resolution</u> passed at a general meeting convert any paid-up shares into stock or reconvert any stock into paid-up shares of any number.	



APPENDIX 1 (CONT'D)

SPECIAL RESOLUTION:

- PROPOSED AMENDMENT TO THE COMPANY'S CONSTITUTION (CONT'D)

Clause No.	Existing Clause	Clause No.	Proposed Clause
58	The Company may from time to time, by special resolution increase its share capital by the creation and issue of new shares, such new capital to be of such amount and to be divided into shares of such respective amounts and (subject to any special, limited or conditional voting rights for the time being attached to any existing class of shares) to carry such preferential rights or to be subjected to such conditions or restrictions in regard to dividend, return of capital or otherwise as the Company may, by the resolution authorising such increase, directs.	58	The Company may from time to time, by <u>ordinary resolution</u> increase its share capital by the creation and issue of new shares, such new capital to be of such amount and to be divided into shares of such respective amounts and (subject to any special, limited or conditional voting rights for the time being attached to any existing class of shares) to carry such preferential rights or to be subjected to such conditions or restrictions in regard to dividend, return of capital or otherwise as the Company may, by the resolution authorising such increase, directs.
61	<p>The Company may by special resolution:</p> <p>(a) increase the share capital by such sum to be divided into shares of such amount as the resolution shall prescribe; or</p> <p>(b) consolidate and divide all or any of its share capital, the proportion between the amount paid and the amount, if any, unpaid on each subdivided share shall be the same as it was in the case of the shares from which the subdivided share is derived; or</p> <p>(c) convert all or any of its paid-up shares into stock and may reconvert that stock into paid-up shares; or</p> <p>(d) subdivide its share capital or any part thereof, whatever is in the subdivision, the proportion between the amount paid and the amount, if any, unpaid on each subdivided share shall be the same as it was in the case of the shares from which the subdivided share is derived; or</p> <p>(e) cancel any shares which at the date of the passing of the resolution which have been forfeited and diminish the amount of its share capital by the amount of the shares so cancelled.</p>	61	<p>The Company may by <u>ordinary resolution</u>:</p> <p>(a) increase the share capital by such sum to be divided into shares of such amount as the resolution shall prescribe; or</p> <p>(b) consolidate and divide all or any of its share capital, the proportion between the amount paid and the amount, if any, unpaid on each subdivided share shall be the same as it was in the case of the shares from which the subdivided share is derived; or</p> <p>(c) convert all or any of its paid-up shares into stock and may reconvert that stock into paid-up shares; or</p> <p>(d) subdivide its share capital or any part thereof, whatever is in the subdivision, the proportion between the amount paid and the amount, if any, unpaid on each subdivided share shall be the same as it was in the case of the shares from which the subdivided share is derived; or</p> <p>(e) cancel any shares which at the date of the passing of the resolution which have been forfeited and diminish the amount of its share capital by the amount of the shares so cancelled.</p>



I/We, _____ NRIC No./ Passport No./Company No.
_____ of _____
_____ and telephone no./email address
_____ being a member/members of LATITUDE TREE

HOLDINGS BERHAD (the "Company"), hereby appoint:

Proxy name	Address, email address and telephone no.	NRIC/Passport no.	No. of shares and percentage of shareholding to be represented by the proxy	
			No. of shares	%
*And/or				

or failing him/her, *THE CHAIRMAN OF THE MEETING as my/our proxy to vote for me/us, and on my/our behalf at the Twenty-Sixth ("26th") Annual General Meeting ("AGM") of the Company, to be held via a fully virtual platform at the broadcast venue at Meeting Room, Securities Services (Holdings) Sdn. Bhd., Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan ("**Broadcast Venue**" or "**Main Venue**") on Tuesday, 15 December 2020 at 2.00 p.m. or at any adjournment thereof for the purpose of considering the following businesses.

* Please delete the words "THE CHAIRMAN OF THE MEETING" if you wish to appoint some other person to be your proxy.

I/We indicate with an "x" in the spaces below how I/We wish my/our vote to be cast.

No.	Resolution	For	Against
	<u>Ordinary Business</u>		
Ordinary Resolution 1	To approve a final single tier dividend of 3.0 sen per ordinary share for the financial year ended 30 June 2020.		
Ordinary Resolution 2	To approve the payment of Directors' Fees and Benefits Payable to the Directors up to an aggregate amount of RM268,500.00 for the period from the date of the 26th AGM until the next AGM of the Company to be paid quarterly in arrears.		
Ordinary Resolution 3	To re-elect Mr Yek Siew Liong who is retiring pursuant to Clause 96 of the Constitution of the Company.		
Ordinary Resolution 4	To re-elect Mr Toh Seng Thong who is retiring pursuant to Clause 96 of the Constitution of the Company.		
Ordinary Resolution 5	To re-appoint Messrs Ernst & Young PLT as Auditors of the Company and to authorise the Directors to fix their remuneration.		
	<u>Special Business</u>		
Ordinary Resolution 6	Proposed Renewal of Authority for the Company to Purchase its own Ordinary Shares.		
Ordinary Resolution 7	Retention of Mr Toh Seng Thong as Independent Non-Executive Director.		
Special Resolution 1	Proposed Renewal of Authority under Section 76 of the Companies Act 2016 for the Directors to allot and issue shares.		
Special Resolution 2	Proposed Amendment to the Company's Constitution.		

Please indicate with an "X" in the spaces provided, how you wish your votes to be cast. If you do not do so, the proxy will vote or abstain from voting at his/her discretion.

Signed this _____ day of _____, 2020

<p>If appointment of proxy is under hand</p> <p>_____</p> <p>Signed by "individual member/*officer or attorney of member/*authorised nominee of _____ (beneficial owner)</p>	<p>No. of shares held: _____</p> <p>Securities Account No.: _____</p> <p>(CDS Account No.) (Compulsory)</p> <p>Date: _____</p>
<p>If appointment of proxy is under seal</p> <p>The Common Seal of _____</p> <p>_____ was hereto affixed in accordance with its Constitution in the presence of:</p> <p>Director _____ Director/Secretary _____</p> <p>In its capacity as *member/*attorney of member/*authorised nominee of _____ (beneficial owner)</p>	<p>Seal</p> <p>No. of shares held: _____</p> <p>Securities Account No.: _____</p> <p>(CDS Account No.) (Compulsory)</p> <p>Date: _____</p>



NOTES :

1. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman of the meeting to be present at the main venue of the meeting. Members/proxies ARE NOT to be physically present at the Broadcast Venue on the day of the 26th AGM.
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6. Where a member appoints 2 proxies, the appointment shall be invalid unless he (she) specifies the proportions of his (her) holdings to be represented by each proxy.
7. The Proxy Form shall be signed by the appointer or his (her) attorney duly authorised in writing or, if the member is a corporation, must be executed under its common seal or by its duly authorised attorney or officer.
8. The original instrument appointing a proxy and the power of attorney (if any) under which it is signed, or a certified copy of such power or authority, shall be deposited at the office of the Share Registrar of the Company, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia not less than forty-eight (48) hours before the time set for holding the meeting or adjourned meeting, otherwise the instrument of proxy should not be treated as valid. The proxy form may also be lodged electronically via Securities Services e-Portal's platform at <https://sshsb.net.my/>.
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10. All the resolutions set out in the Notice of the 26th AGM will be put to vote by way of poll pursuant to Clause 78 of the Company's Constitution.
11. Agenda 1 is meant for discussion only as the provision of Section 340(1)(a) of the Act does not require a formal approval from shareholders of the Company and hence, Agenda 1 is not put forward for voting.
12. The Board wishes to highlight that the 26th AGM may be re-scheduled and/or adjourned subject to the development of the Covid-19 pandemic and the Malaysian Government's announcements or guidelines to be issued from time to time. Rest assured, all Participants including invitees shall be kept informed of any unexpected changes.

Personal Data Privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s), the member accepts and agrees to the personal data privacy terms set out in the Notice of Annual General Meeting dated 16 November 2020.

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Affix Stamp

LATITUDE TREE HOLDINGS BERHAD
Level 7, Menara Milenium
Jalan Damanlela, Pusat Bandar Damansara
Damansara Heights, 50490 Kuala Lumpur
Wilayah Persekutuan

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ADMINISTRATIVE GUIDE



SECURITIES SERVICES e-PORTAL

WHAT IS Securities Services e-Portal?

Securities Services e-Portal is an online platform that will allow both individual shareholders and body corporate shareholders through their appointed representatives, to:

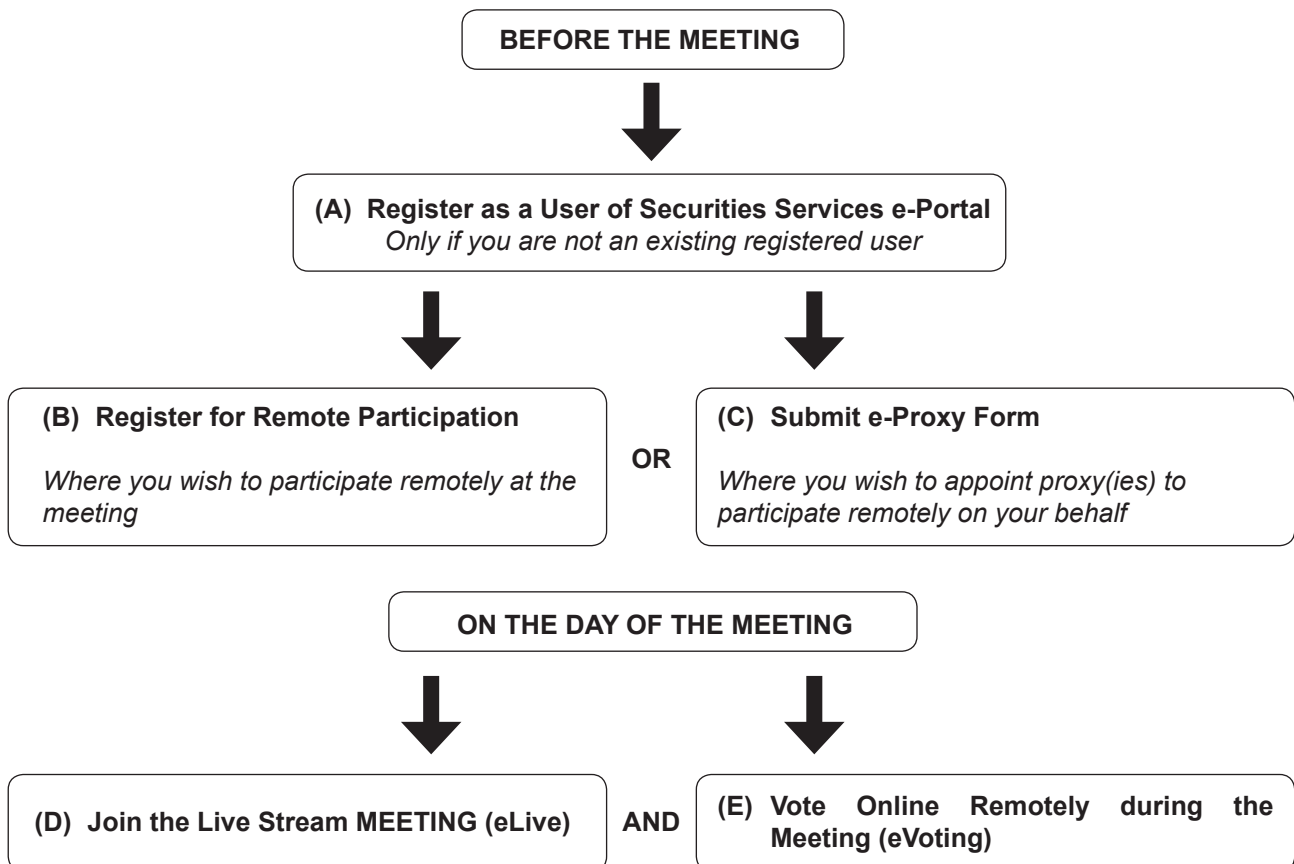
- Submit proxy form electronically – paperless submission
- Register for remote participation and voting at meetings
- Participate in meetings remotely via live streaming
- Vote online remotely on resolution(s) tabled at meetings

(referred to as “**e-Services**”)

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by Latitude Tree Holdings Berhad and is by no means a guarantee of availability of use, unless we are so engaged to provide. **All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.**

REQUIRE ASSISTANCE?

Please contact Mr. Wong Piang Yoong (DID: +603-2084 9168) or Puan Nurhayati Ang (DID: +603-2084 9162) or Ms. Yuli Chew (DID: +603-2084 9008) or our general line (DID: +603-2084 9000) to request for e-Services Assistance during our office hours, on Monday to Friday from 8.30 a.m. to 5.30 p.m. Alternatively, you may email us at eservices@sshshb.com.my.



ADMINISTRATIVE GUIDE (CONT'D)

BEFORE THE MEETING

(A) Register as a User of Securities Services e-Portal

<p>Step 1 Visit https://sshsb.net.my/login.aspx.</p> <p>Step 2 Register as a user.</p> <p>Step 3 Wait for our notification email that will be sent within one (1) working day.</p> <p>Step 4 Verify your user account within seven (7) days of the notification email and log in.</p>	<ul style="list-style-type: none"> • This is a ONE-TIME registration. If you are already a registered user of Securities Services e-Portal, you need not register again. • Your email address is your User ID.
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ALL SHAREHOLDERS MUST REGISTER AS A USER BY 10 DECEMBER 2020, AS ONE (1) WORKING DAY IS REQUIRED TO PROCESS ALL PORTAL USER REGISTRATIONS.

(B) Register for Remote Participation

Meeting Date and Time	Registration for Remote Participation Closing Date and Time
Tuesday, 15 December 2020 at 2.00 p.m.	Sunday, 13 December 2020 at 2.00 p.m.

- Log in to <https://sshsb.net.my/login.aspx> with your registered email and password.
- Look for **Latitude Tree Holdings Berhad** under Company Name and **26th AGM on 15 December 2020 at 2.00 p.m. – Registration for Remote Participation** under Corporate Exercise/Event and click ">" to register for remote participation at the meeting.

- Step 1 Check if you are attending as –
- Individual shareholder
 - Corporate or authorised representative of a body corporate
- For body corporates, the appointed corporate/authorised representative has to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the registration closing date and time above.*

Step 2 Submit your registration.

- A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
- Your registration will apply to all the CDS account(s) of each individual shareholder/body corporate shareholder that you represent but if you are both an individual shareholder and representative of body corporate(s), you need to register as an individual shareholder and also as a representative for each body corporate.
- As the meeting will be conducted on a fully virtual basis and only the Chairman and other essential individuals will be present at the broadcast venue, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.

ADMINISTRATIVE GUIDE (CONT'D)

BEFORE THE MEETING

(C) Submit e-Proxy Form	
Meeting Date and Time	Proxy Form Submission Closing Date and Time
Tuesday, 15 December 2020 at 2.00 p.m.	Sunday, 13 December 2020 at 2.00 p.m.
<ul style="list-style-type: none"> - Log in to https://sshsb.net.my/login.aspx with your registered email and password. - Look for Latitude Tree Holdings Berhad under Company Name and 26th AGM on 15 December 2020 at 2.00 p.m. – Submission of Proxy Form under Corporate Exercise/Event and click ">" to submit your proxy forms online for the meeting by the submission closing date and time above. 	
<p>Step 1 Check if you are submitting the proxy form as –</p> <ul style="list-style-type: none"> - Individual shareholder - Corporate or authorised representative of a body corporate <p><i>For body corporates, the appointed corporate/authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the proxy form submission closing date and time above.</i></p> <p>Step 2 Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies). You are strongly encouraged to appoint the Chairman of the Meeting as your proxy where you are not able to participate remotely.</p> <p>Step 3 Proceed to indicate how your votes are to be casted against each resolution.</p> <p>Step 4 Review and confirm your proxy form details before submission.</p> <ul style="list-style-type: none"> ● A copy of your submitted e-Proxy Form can be accessed via My Records (refer to the left navigation panel). ● You need to submit your e-Proxy Form for every CDS account(s) you have or represent. 	
PROXIES	
<p>All appointed proxies need not register for remote participation under (B) above but if they are not registered Users of the e-Portal, they will need to register as Users of the e-Portal under (A) above by 10 December 2020. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY. Upon processing the proxy forms, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, <u>provided the proxy must be a registered user of the e-Portal</u>, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.</p>	

ADMINISTRATIVE GUIDE (CONT'D)

ON THE DAY OF THE MEETING

Log in to https://sshsb.net.my/login.aspx with your registered email and password	
(D) Join the Live Stream Meeting (eLive)	
Meeting Date and Time	eLive Access Date and Time
Tuesday, 15 December 2020 at 2.00 p.m.	Tuesday, 15 December 2020 at 1.45 p.m.
<ul style="list-style-type: none"> - Look for <u>Latitude Tree Holdings Berhad</u> under Company Name and <u>26th AGM on 15 December 2020 at 2.00 p.m. – Live Stream Meeting</u> under Corporate Exercise/Event and click “>” to join the meeting. 	
<ul style="list-style-type: none"> • The access to the live stream meeting will open on the abovementioned date and time. • If you have any questions to raise, you may use the text box to transmit your question. The Chairman/ Board/Management/relevant adviser(s) will endeavour to broadcast your question and their answer during the meeting. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user. 	
(E) Vote Online Remotely during the Meeting (eVoting)	
Meeting Date and Time	eLive Access Date and Time
Tuesday, 15 December 2020 at 2.00 p.m.	Tuesday, 15 December 2020 at 2.00 p.m.
<ul style="list-style-type: none"> - If you are already accessing the Live Stream Meeting, click Proceed to Vote under the live stream player. OR - If are not accessing from the Live Stream Meeting, look for <u>Latitude Tree Holdings Berhad</u> under Company Name and <u>26th AGM on 15 December 2020 at 2.00 p.m. – Remote Voting</u> under Corporate Exercise/Event and click “>” to remotely cast and submit the votes online for the resolutions tabled at the meeting. 	
<p>Step 1 Cast your votes by clicking on the radio buttons against each resolution.</p> <p>Step 2 Review your casted votes and confirm and submit the votes.</p>	
<ul style="list-style-type: none"> • The access to eVoting will open on the abovementioned date and time. • Your votes casted will apply throughout all the CDS accounts you represent as an individual shareholder, corporate/authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder’s indicated votes in the proxy form. • The access to eVoting will close as directed by the Chairman of the meeting. • A copy of your submitted e-Voting can be accessed via My Records (refer to the left navigation panel). 	