

18 November 2022

Dear Fellow Shareholder

## EGM at 9.00am and AGM at 9.30am on 12 December 2022

Please find enclosed the following documents:

- 1. A Circular and Notice of an Extraordinary General Meeting together with a relevant proxy form.
- 2. Notice of our 2022 Annual General Meeting together with a relevant proxy form.
- 3. Report and Accounts for year ended 31 March 2021.

For those responding by proxies we enclose a SAE for your convenience.

The EGM seeks shareholder approval to re-register the Company as a private limited company. It is considered that this change of status will enable the Company more easily to return value to shareholders in a cost effective manner. I would draw your attention to my letter in Part 1 of the Circular which explains more fully the background and reasons for the proposed re-registration and you will note that a draft of the Circular has been approved by the Takeover Panel.

The meetings are separate but the AGM will follow after the EGM.

Yours sincerely

Richard Smith Chairman

> LTC Heldings ple 15 Kilnfield Cottages Hellybush Lane Orpington BR6 7QW