



ORIENT OVERSEAS (INTERNATIONAL) LIMITED

東方海外(國際)有限公司*

(Incorporated in Bermuda with members' limited liability)

(於百慕達註冊成立之成員有限責任公司)

(Stock Code 股份代號: 316)

NOTIFICATION LETTER 通知信函

17th April 2025

Dear Non-registered Shareholder⁽¹⁾,

**Orient Overseas (International) Limited (the "Company")
– 2024 Annual Report (the "Current Corporate Communication") and 2024 Sustainability Report**

The English and Chinese versions of the Current Corporate Communication and 2024 Sustainability Report are available on the Company's website (<https://www.ooilgroup.com>) under the respective sub-sections titled "Financials (Interim & Annual Reports)" and "Corporate (Corporate Sustainability)" and on the website of The Stock Exchange of Hong Kong Limited (<https://www.hkexnews.hk>). The Current Corporate Communication is enclosed herewith if you have elected to receive the Corporate Communications⁽²⁾ in printed form.

The Company has adopted electronic dissemination of Corporate Communications⁽²⁾. **To ensure timely receipt of the latest Corporate Communications⁽²⁾ of the Company, the Company recommends you to liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares in the Company are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.** Details of the relevant arrangements are set out on the Company's website.

If you have difficulty in gaining access to the Company's Corporate Communications⁽²⁾ electronically, the Company's Hong Kong branch share registrar, Computershare Hong Kong Investor Services Limited (the "Branch Share Registrar"), will promptly upon your request send the printed copy of the same to you free of charge.

All the previous instructions for printed copies will be expired after the date of this letter. If you would like to receive the Current and/or future Corporate Communications⁽²⁾ in printed form, please complete the Request Form on the reverse side and return it to the Branch Share Registrar⁽³⁾.

2024 Sustainability Report is published in electronic form only. You may request for a printed copy by writing to the Branch Share Registrar⁽³⁾.

Should you have any queries, please contact our Branch Share Registrar by telephone at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m., Mondays to Fridays, excluding Hong Kong public holidays) or by email to ooil@computershare.com.hk.

Yours faithfully,
Orient Overseas (International) Limited

Notes: (1) This notification letter is addressed to "Non-registered Shareholder" of the Company, which means such person or company whose shares in the Company are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications. If you have sold or transferred your shares in the Company, please disregard this letter.

(2) Corporate Communications include but are not limited to annual reports, interim reports, notices of meetings, listing documents, circulars and proxy forms.

(3) Please return the Request Form, or submit your request, by post (using the mailing label provided) to 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to ooil@computershare.com.hk.

* For identification purpose only

各位非登記股東⁽¹⁾：

**東方海外(國際)有限公司* (「本公司」)
– 2024年年報(「本次公司通訊」)及2024年可持續發展報告**

本次公司通訊及2024年可持續發展報告之中、英文版已分別載於本公司網站(<https://www.ooilgroup.com>)「公告(中期報告/年報)」及「公告(可持續發展報告)」項下，並載於香港聯合交易所有限公司網站(<https://www.hkexnews.hk>)。倘閣下已選擇收取公司通訊⁽²⁾之印刷本，隨函附上本次公司通訊。

本公司已採用電子方式發佈公司通訊⁽²⁾。為確保及時收到本公司最新的公司通訊⁽²⁾，本公司建議閣下應聯絡代閣下持有本公司股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電郵地址。有關安排的詳情已載於本公司網站。

如閣下以電子方式閱覽本公司的公司通訊⁽²⁾時遇到困難，本公司之香港股份登記分處香港中央證券登記有限公司(「股份登記分處」)於接到閣下通知後，將儘快向閣下免費發送該公司通訊⁽²⁾的印刷本。

過往所有收取印刷本的指示將於本函日期後失效。如閣下欲收取本次及/或日後公司通訊⁽²⁾之印刷本，請填妥本函背頁之申請表格並交回至股份登記分處⁽³⁾。

2024年可持續發展報告僅以電子形式刊發。閣下可致函至股份登記分處索取印刷本⁽³⁾。

如有任何疑問，請於辦公時間內(星期一至五上午9時至下午6時，香港公眾假期除外)聯絡我們的股份登記分處(電話：(852) 2862 8688)或電郵至ooil@computershare.com.hk。

東方海外(國際)有限公司
謹啟

2025年4月17日

附註：(1) 此通知信函乃向本公司之「非登記股東」發出，非登記股東指某人士或公司，其本公司股份存放於中央結算及交收系統，並透過香港中央結算有限公司不時向本公司發出通知，表示希望收取公司通訊。如閣下已出售或轉讓所持有之本公司股份，則毋須理會本函。

(2) 公司通訊包括但不限於年報、中期報告、會議通告、上市文件、通函及代表委任表格。

(3) 請以郵寄方式(使用已提供的郵寄標籤)交回申請表格或提交閣下的要求至香港灣仔皇后大道東183號合和中心17M樓，或電郵至ooil@computershare.com.hk。

* 僅供識別

OROH-17042025 1(0)

REQUEST FORM 申請表格

To: Orient Overseas (International) Limited (the “Company”)
(Stock Code: 316)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong

致：東方海外（國際）有限公司*（「本公司」）
（股份代號：316）
經香港中央證券登記有限公司
香港灣仔皇后大道東183號合和中心17M樓

REMINDER 提示

As a non-registered shareholder, if you wish to receive the Company’s Corporate Communications[#] via email, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares in the Company are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries.

作為非登記股東，如閣下希望透過電郵收取本公司的公司通訊[#]，閣下應聯絡代閣下持有本公司股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電郵地址。

2024 Annual Report of the Company (the “Current Corporate Communication”)

本公司2024年年報（「本次公司通訊」）

I/We would like to receive the Current and/or future Corporate Communications[#] of the Company in printed form in the language(s) as indicated below:

本人／吾等希望收取以下語言版本之本公司之本次及／或日後公司通訊[#]印刷本：

- ☐ English 英文 ☐ Chinese 中文 ☐ English and Chinese 英文和中文
- ☐ this instruction is only applicable to the Current Corporate Communication
本指示僅適用於本次公司通訊

I/We have noted that this instruction for printed copies is valid until the instruction has been revoked or superseded, or until the publication of the Company’s next annual report (whichever is earlier).

本人／吾等已知悉本收取印刷本指示的有效期直至該指示被撤銷或取代，或直至本公司刊發下一份年報為止（以較早者為準）。

Name(s) of Non-registered Shareholder(s)

非登記股東姓名

Signature(s)

簽名

(Please use ENGLISH CAPITAL LETTERS 請用英文正楷填寫)

Address

地址

Contact telephone number

聯絡電話號碼

Date

日期

Notes 附註：

- Please complete all your details clearly. This Request Form with no signature or otherwise incorrectly completed will be void.
請清楚填寫閣下之所有資料。若本申請表格沒有簽署或在其他方面填寫不正確，即告作廢。
 - For the avoidance of doubt, the Company does not accept any special instructions written on this Request Form.
為免存疑，本公司將不處理任何在本申請表格上的額外手寫指示。
- [#] Corporate Communications include but are not limited to annual reports, interim reports, notices of meetings, listing documents, circulars and proxy forms.
公司通訊包括但不限於年報、中期報告、會議通告、上市文件、通函及代表委任表格。
- ^{*} For identification purpose only
僅供識別

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

“Personal Data” in this statement has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance, Cap 486 (“PDPO”). Your Personal Data provided in this Request Form will be used in connection with, including but not limited to, the dissemination of the Company’s Corporate Communications[#]. Your supply of Personal Data is on a voluntary basis. However, we may not be able to process your request unless you provide us with your Personal Data.

本聲明所指的「個人資料」具有《個人資料（私隱）條例》（第486章）（「私隱條例」）賦予「個人資料」之相同涵義。閣下於本申請表格所提供的個人資料將用於（包括但不限於）有關本公司的公司通訊[#]發佈的事宜上。閣下乃基於自願性質提供個人資料，惟倘閣下並無提供個人資料，本公司可能無法處理閣下的指示。

Your Personal Data will be disclosed or transferred to the Company’s Branch Share Registrar and/or other companies or bodies for the purpose stated above, or when it is required to do so by law, and will be retained for such period as may be necessary for our verification and record purpose.

本公司可就上述用途將閣下的個人資料披露或轉移給本公司的股份登記分處及／或其他公司或團體，或按法例規定作出披露或轉移，並將在適當期間內保留該等個人資料作核實及記錄用途。

Your Personal Data shall also be processed in accordance with the Company’s Privacy Statement for Shareholders which is available under “Corporate (Shareholder Information)” section of the Company’s website (https://www.oilgroup.com).

閣下的個人資料會按照本公司股東私隱聲明處理。股東私隱聲明載於本公司網站 (https://www.oilgroup.com) 「Corporate (Shareholder Information)」一欄。

You have the right to request access to and/or correction of your Personal Data respectively in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing by either of the following means:

閣下有權根據私隱條例分別查閱及／或修改閣下的個人資料。任何查閱及／或修改閣下個人資料的要求，均須透過以下其中一項途徑以書面方式提出：

By mail to: Hong Kong Privacy Officer
Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong
By email to: PrivacyOfficer@computershare.com.hk

郵寄：香港灣仔皇后大道東183號合和中心17M樓
香港中央證券登記有限公司
香港隱私主任
電郵：PrivacyOfficer@computershare.com.hk

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited
香港中央證券登記有限公司
Freepost No. 簡便回郵號碼：37
Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this Request Form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時，請將郵寄標籤剪貼於信封上。
如在本港投寄，閣下無需支付郵費或貼上郵票。

Get in touch with us 與我們聯繫

Send us an enquiry 查詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact