



中外運航運有限公司
SINOTRANS SHIPPING LTD.

(Incorporated in Hong Kong with limited liability)
(Stock Code: 368)

30 April 2018

Dear Shareholders,

Election of Language and Means of Receipt of Corporate Communications

We attach the 2017 Annual Report of Sinotrans Shipping Limited (the “**Company**”) which has been prepared in English and Chinese.

Having taken into account the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) and as permitted under all applicable laws and regulations and the constitutional documents of the Company, the Company provides its Shareholders with a choice of receiving future Corporate Communications either (i) in printed form, in either the English version only, the Chinese version only, or both the English and Chinese versions; or (ii) by electronic means through the Company’s website at www.sinotranship.com.

“Corporate Communications” include any documents to be issued by the Company for your information or action, including but not limited to:

- (a) the directors’ report, annual accounts together with auditor’s report;
- (b) the interim and annual report;
- (c) a notice of meeting;
- (d) a listing document;
- (e) a circular; and
- (f) a proxy form.

To make your election, please complete the enclosed reply form (the “**Reply Form**”) and return it by post or hand delivery to the Company at 21st Floor, Great Eagle Centre, 23 Harbour Road, Wan Chai, Hong Kong **on or before 31 May 2018**. If you return the Reply Form by post in Hong Kong, you may use the mailing label in the Reply Form and no postage stamp is necessary. Otherwise, please affix an appropriate stamp.

If we do not receive the completed Reply Form or receive a response indicating the objection from you by 31 May 2018 and until you inform us by reasonable notice in writing or by email (ir@sinotranship.com), you will be deemed to have consented to receiving all future Corporate Communications by electronic means through the Company’s website in lieu of the printed form. A notification of the publication of Corporate Communications on the Company’s website will be sent to you by post at your address as appearing in the register of members of the Company maintained by the Company’s share registrar.

If you choose to receive Corporate Communications by electronic means, we will send you a notification of the publication of Corporate Communication on the Company’s website by post, on the day that each Corporate Communication is sent to Shareholders.

Even you have made your election, you are entitled at any time by reasonable notice in writing or by email (ir@sinotranship.com) to the Company to change your election of language and means of receipt of Corporate Communications. If you have chosen electronic means (or are deemed to have consented to choosing electronic means), and, for any reason, have difficulty in receiving or gaining access to a Corporate Communication, we will promptly upon request send to you a printed version free of charge.

Both the printed English and Chinese versions of Corporate Communications will be available from the Company on request, and in accessible format on the Company’s website at www.sinotranship.com and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk.

Should you have any queries in relation to this document or the above arrangement, please call the enquiry hotline at (852) 2828 5535 during the business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays).

Yours faithfully,
For and on behalf of
Sinotrans Shipping Limited
Koo Ching Fan
Company Secretary