

SINO-OCEAN SERVICE HOLDING LIMITED

遠洋服務控股有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立的有限公司)

(Stock Code 股份代號: 06677)

NOTIFICATION LETTER 通知信函

Dear registered holder, 13 January 2023

Sino-Ocean Service Holding Limited (the "Company") Continuing Connected Transactions –

Notice of Publication of Circular, Notice of Extraordinary General Meeting and Form of Proxy (the "Current Corporate Communication(s)")

The Company's Extraordinary General Meeting will be held at Meeting Room, 2nd Floor, Tower A, No. A518 East Road of Chaoyang Sports Center, Chaoyang District, Beijing, PRC on Tuesday, 31 January 2023 at 10:00 a.m.. The English and Chinese versions of the Company's Current Corporate Communication(s) are available on the website of the Company at www.sinooceanservice.com (click "Investor Relations", then "Announcements") and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk, or the printed form(s) of the Current Corporate Communication(s) is/are enclosed according to our agreed arrangement (if applicable). You may access the Current Corporate Communication(s) on the website of the Company or browsing through the website of the Stock Exchange.

You may at any time choose to receive Corporate Communications^(Note) free of charge either in printed form (English language version only, Chinese language version only or both language versions) or via the Company's website or the Stock Exchange's website (the "Online Version").

Even if you have chosen (or are deemed to have consented) to receive all the Corporate Communications in Online Version but for any reason you cannot access the Online Version of the Current Corporate Communication(s) or would like to receive a printed copy (English language version only, Chinese language version only or both language versions) of the Current Corporate Communication(s), please complete Part A of the Change Request Form on the reverse side of this letter and sign and return it by using the enclosed mailing label (a stamp is not required if posted in Hong Kong) to the Company's Hong Kong branch share registrar, Tricor Investor Services Limited (the "Share Registrar"), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. The Change Request Form may also be downloaded from the website of the Company at www.sinooceanservice.com or the website of the Stock Exchange at www.shkexnews.hk. The Company will promptly upon your request send the Current Corporate Communication(s) to you in printed form free of charge.

If you would like to change the means of receipt of all future Corporate Communications, please complete Part B of the Change Request Form and sign and return it to the Share Registrar at the abovementioned address by using the enclosed mailing label (a stamp is not required if posted in Hong Kong).

Should you have any queries relating to the content of this letter, please call the telephone hotline of the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays) or send an email to sinooceanservice-ecom@hk.tricorglobal.com.

Yours faithfully,
By order of the Board
Sino-Ocean Service Holding Limited
SUM Pui Ying
Company Secretary

Note: "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's securities, including but not limited to: (a) the directors' report, its annual accounts together with a copy of the auditor's report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) form of proxy.

各位登記持有人:

遠洋服務控股有限公司(「本公司」)

持續關連交易 -

通函、股東特別大會通告及代表委任表格(「本次公司通訊」)之發佈通知

本公司之股東特別大會將於二零二三年一月三十一日(星期二)上午十時正假座中國北京市朝陽區朝陽體育中心東側路甲518號A座2層會議室舉行。本公司的本次公司通訊的中、英文版本已上載於本公司網站(www.sinooceanservice.com)(按「投資者關係」一項,再按「公司公告」)及香港聯合交易所有限公司(「聯交所」)的網站(www.hkexnews.hk),或本公司已按 閣下同意的安排附上本次公司通訊的印刷本(如適用)。 閣下可在本公司網站或在聯交所網站瀏覽本次公司通訊。

閣下可隨時選擇收取公司通訊^(解註)的印刷本(只收取英文印刷本、只收取中文印刷本或同時收取中、英文印刷本)或通過本公司網站或聯交所網站收取公司通訊(「網上版本」),費用全免。

儘管 閣下已選擇(或被視為已同意)收取所有公司通訊的網上版本,但如果因任何理由 閣下未能閱覽本次公司通訊的網上版本或欲收取本次公司通訊的印刷本(只收取英文印刷本、只收取中文印刷本或同時收取中、英文印刷本),請填妥本函背面的更改指示表格的甲部,並於簽署後使用隨附的郵寄標籤(如在香港投寄則毋須貼上郵票)寄回本公司之香港股份過戶登記分處卓佳證券登記有限公司(「股份過戶登記處」)(地址為香港夏愨道16號遠東金融中心17樓)。更改指示表格亦可於本公司網站(www.sinooceanservice.com)或聯交所網站(www.hkexnews.hk)內下載。本公司將應 閣下的要求盡快向 閣下發送本次公司通訊的印刷本,費用全免。

閣下如欲更改日後收取所有公司通訊的收取方式,請填妥更改指示表格的乙部,並於簽署後使用隨附的郵寄標籤(如在香港投寄則毋須貼上郵票)寄回股份過戶登記處,地址如上。

閣下如對本函內容有任何疑問,請於辦公時間星期一至星期五(公眾假期除外)上午九時正至下午六時正期間致電股份過戶登記處熱線電話(852) 2980 1333,或發送電郵至sinooceanservice-ecom@hk.tricorglobal.com。

承董事局命 **遠洋服務控股有限公司** 公司秘書 沈培英 謹啓

二零二三年一月十三日

附註:「公司通訊」指由本公司發出或將予發出以供本公司任何證券的持有人參照或採取行動的任何文件,其中包括但不限於:(a)董事局報告、年度賬目連同核數師報告及(如適用)財務摘要報告;(b)中期報告及(如適用)中期摘要報告;(c)會議通告;(d)上市文件;(e)通函;及(f)代表委任表格。



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(Stock Code 股份代號: 06677)

CHANCE REQUEST FORM 面沟均示表核

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To:	Sino-Ocean Service Holding Limited (the "Company") (Stock Code: 06677) c/o Tricor Investor Services Limited 17/F, Far East Finance Centre 16 Harcourt Road, Hong Kong	致:	(股份 經卓佳 香港夏	務控股有 代號:06 證券登記 愨道16號 融中心17	677) 有限公司		〉可」)						
Part A – 甲部 — (Please ma	I/We would like to receive the Current Corporate Communication(s) of the Company as i 本人/吾等希望以下列方式收取本公司本次公司通訊: rk (イ) in the following box 請於下列空格内劃上「イ」號)	ndicated	below:										
Ì.	to receive printed copies of the Current Corporate Communication(s).												
	收取本次公司通訊之 印刷本 。												
Part B –	I/We would like to change the choice of language or means of receipt of future Corporate	Commui	nications	of the Co	mpany a	as indic	ated belo	w:					
乙部 -	本人/吾等希望更改收取本公司日後公司通訊之語言版本或收取方式之選擇:												
(Please ma	ırk (✔) in ONLY ONE of the following boxes 請從下列各空格只選取其中 一個空格 內劃上「	✓」號)											
	to read the Online Version of all future Corporate Communications on the Company's website	in lieu o	freceivin	g printed	copies; a	nd to re	ceive an e	mail n	otificatio	on c	or a no	tificati	on letter
	of the availability of the Corporate Communications on the Company's website; OR												
	於本公司網站閱覽所有日後公司通訊之網上版本,以代替收取印刷本,並收取公司通訊	在本公司	網站已刻	發佈之電郵	『通知或	通知信	函;或						
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Name(s) o	future. If no email address is provided, only a notification letter of the availabil Please provide the email address in Block Letters and the email address is u (本公司日後會在公司通訊於本公司網站已發佈時,變過通知: 直網站已發佈時,僅發出通知信函予 閣下。講以正楷填寫電話 to receive the printed English version of all future Corporate Communications ONLY; OR 僅收取所有日後公司通訊之英文印刷本:或 to receive the printed Chinese version of all future Corporate Communications ONLY; OR 僅收取所有日後公司通訊之中文印刷本;或 to receive both the printed English and Chinese versions of all future Corporate Communical同時收取所有日後公司通訊之英文及中文印刷本。 f Shareholder(s):	séd for no 意以上摄 彰地址 ,	otification 學供之電 而該電	of release 郵地址(e of Corp 如有)。	orate C 如未利	ommunic 有提供電	ations o 郵地址	only.) 足,則自	拿石	E公司	通訊	
股東姓名	<u> </u>	· 簽署: _											
Registered 登記地址	(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫) Address: :												
	1	Date: 日期:_											
3. The i 上述. 4. If you	e complete, sign and return this Change Request Form to the Share Registrar, Tricor Investor Services Limited, by p 妥及簽署此更改指示表格,並經鄉鑑(按下述之指示使用鄉寄標籤)或電鄉至 sinooceanservice-ecom@hk.tri orm with more than one box marked (*), with no box marked (*), with no signature or otherwise incorrectly comp 本表格作出超過一項塑擇》或未有作出選擇。或未有簽署。这在其他方面填寫不正確,則本表格將會作廢 struction under Part B above will apply to all future Corporate Communications to be sent to you until you inform 乙烯的指示将缓用於日後向。關下發出的所有公司通訊,直至 閣下另行通知為止。 sr shares are held in joint names, the shareholder whose name stands first on the register of members of the Compan #\$ 名股東,則此更改指示表格須由在本公司股東名冊上就聯名持有股份而其姓名列首位的股東簽署,方為	corglobal.c leted will b us otherwis y in respect	om 交回股 e void. e.	份過戶登詢	已處卓佳證	持登記有	可限公司。					ərglobal	.com.

For the avoidance of doubt, we do not accept any special instruction written on this Change Request Form 為免存疑,任何在此更改指示表格上手寫的額外指示,將不獲處理。

Personal data under the PICS (the "Personal Data") shall have the same meaning as defined under the Personal Data (Pivacy) Ordinance, Cap 486 of the Laws of Hong Kong (the "PDPO").

Your supply of the Personal Data to the Company is on a voluntary basis for the purpose of processing your instructions as stated in this Request Form for receiving the Corporate Communication (the "Purposes"). Failure to supply sufficient information may render the Company unable to process your instructions in connection with the aforesaid Purposes. We may disclose or transfer the Personal Data to our agent, contractor, or third party service provider who provides administrative, computer and other services to us for use in connection with the Purposes and to such parties who are authorized by law to request the information or are otherwise relevant for the Purposes and need to receive the information. Your Personal Data will be retained for such period as may be necessary to fulfil the Purposes. Request for access to and/or correction of the relevant Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing by mail to the Company/Tricor Investor Services Limited at the above address.

(政策個人資料會明所指的個人資料 (別人資料) 與香港法例解486章 (個人資料 (起身 條例) 所界定着具有相同涵義。

图下是目前向本公司提供個人資料,以用於應理 图下在本申請表格上所述有關收收公司递解的基本(服务 條例) 所用產者具在公司提供個人資料,以用於應理 图下在本申請表格上所述有關收收公司递解的人工资格的人工资格的股份。

「服务 自身的人工资格的人工资格的股份,以及其他优化流浸槽需要用格人工资格的股份,以及其他优化流浸槽需要用格人工资格的股份,以及其他优化流浸槽需要用格人工资格的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份资料,以用股份资料,可能自身本人工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是可能的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份,是有限工程的股份

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

閣下寄回此申請表格時,請將右方的郵寄標籤剪貼於信封上。

No postage stamp is required if posted in Hong Kong. 如在本港投寄,則毋須貼上郵票。

Mailing Label 郵寄標籤

Tricor Investor Services Limited 卓佳證券登記有限公司

Freepost No. 簡便回郵號碼: 10 GPO Hong Kong 香港

Sino-Ocean Service Holding Limited 遠洋服務控股有限公司

(06677)