



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.hkexnews.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^(附註)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」）（地址為香港夏慤道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
謹啟

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。

