



# 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,

25 April 2023

Sino-Ocean Service Holding Limited (the "Company")

- Notice of Publication of 2022 Annual Report, Circular, Notice of Annual General Meeting and Form of Proxy (the "Current Corporate Communication(s)") and 2022 Environmental, Social and Governance Report (the "2022 ESG Report")

The Company's Annual 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, 30 May 2023 at 9:30 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](http://www.sinooceanservice.com) (the "Company's website") (click "Investor Relations", then "Financial Reports" and "Announcements") and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (the "Stock Exchange's website"), 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 Company's website or browsing through the Stock Exchange's website.

You may at any time choose to receive Corporate Communications<sup>(Note)</sup> 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 Company's website or the Stock Exchange's website. 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 above address by using the enclosed mailing label (a stamp is not required if posted in Hong Kong).

The Company's 2022 ESG Report is published in electronic form only on the Company's website (click "Investor Relations", then "ESG") and the Stock Exchange's website. You may access the 2022 ESG Report on the Company's website or browsing through the Stock Exchange's website. If you wish to receive a printed copy of the 2022 ESG Report, you may send your request to the Share Registrar by mail at the above address or by email to [sinooceanservice-ecom@hk.tricorglobal.com](mailto:sinooceanservice-ecom@hk.tricorglobal.com).

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](mailto: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」）

- 2022年年报、通函、股東周年大會通告及代表委任表格（「本次公司通訊」）及2022年環境、社會及管治報告（「2022年ESG報告」）之發佈通知

本公司之股東周年大會將於2023年5月30日（星期二）上午九時三十分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](http://www.sinooceanservice.com))（「本公司網站」）（按「投資者關係」一項，再按「財務報告」及「公司公告」）及香港聯合交易所有限公司的網站([www.hkexnews.hk](http://www.hkexnews.hk))（「聯交所網站」），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<sup>(附註)</sup>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或聯交所網站內下載。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。

本公司2022年ESG報告僅以電子形式登載於本公司網站（按「投資者關係」一項，再按「ESG」）及聯交所網站。閣下可在本公司網站或在聯交所網站瀏覽2022年ESG報告。如閣下欲收取2022年ESG報告的印刷本，閣下可向股份過戶登記處（郵寄至上述地址或電郵至 [sinooceanservice-ecom@hk.tricorglobal.com](mailto:sinooceanservice-ecom@hk.tricorglobal.com)）提出有關要求。

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](mailto: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

2023年4月25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。

Name(s) and address(es) of registered holder(s):  
登記持有人之姓名及地址：



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(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)

### CHANGE REQUEST FORM 更改指示表格

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：遠洋服務控股有限公司（「本公司」）  
(股份代號：06677)  
經卓佳證券登記有限公司  
香港夏慤道16號  
遠東金融中心17樓

Part A – I/We would like to receive the Current Corporate Communication(s) of the Company as indicated below:

甲部 – 本人/吾等希望以下列方式收取本公司本次公司通訊：

(Please mark (✓) in the following box 請於下列空格內劃上「✓」號)

to receive **printed copies** of the Current Corporate Communication(s).

收取本公司通訊之印刷本。

Part B – I/We would like to change the choice of language or means of receipt of future Corporate Communications of the Company as indicated below:

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 mark (✓) 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 of receiving printed copies; and to receive an email notification or a notification 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發佈之電郵通知或通知信函；或

Email Address

電郵地址

(The Company will send to the email address provided above (if any) a notification of the availability of the Corporate Communications on the Company's website in the future. If no email address is provided, only a notification letter of the availability of the Corporate Communications on the Company's website will be sent to the shareholder. Please provide the email address in Block Letters and the email address is used for notification of release of Corporate Communications only.)

(本公司日後將在公司通訊於本公司網站已發佈時，發出通知至以上提供之電郵地址(如有)。如未有提供電郵地址，則會在公司通訊於本公司網站已發佈時，僅發出通知信函予閣下。請以正楷填寫電郵地址，而該電郵地址僅供用作發送有關公司通訊已發佈之通知。)

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 Communications.

同時收取所有日後公司通訊之英文及中文印刷本。

Name(s) of Shareholder(s):

股東姓名：

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

Signature:

簽署：

Registered Address:

登記地址：

Contact Telephone Number:

聯絡電話號碼：

Date:

日期：

Notes:

附註：

- Please complete, sign and return this Change Request Form to the Share Registrar, Tricor Investor Services Limited, by post (using the mailing label as indicated below) or by email at sinooceanservice-ecom@hk.tricorglobal.com. 請填妥及簽署此更改指示表格，並經郵遞（按下述之指示使用郵寄標籤）或電郵至 sinooceanservice-ecom@hk.tricorglobal.com 交回股份過戶登記處卓佳證券登記有限公司。
- Any form with more than one box marked (✓), with no box marked (✓), with no signature or otherwise incorrectly completed will be void. 如在表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
- The instruction under Part B above will apply to all future Corporate Communications to be sent to you until you inform us otherwise. 上述乙部之指示將適用於日後向閣下發出的所有公司通訊，直至閣下另行通知為止。
- If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Change Request Form in order to be valid. 如屬聯名股東，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，方為有效。
- 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 INFORMATION COLLECTION STATEMENT (THE "PICS") 收集個人資料聲明

Personal data under the PICS (the "Personal Data") shall have the same meaning as defined under the Personal Data (Privacy) 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.

收集個人資料聲明所指的個人資料（「個人資料」）與香港法例第486章《個人資料（私隱）條例》所界定者具有相同涵義。

閣下是自願向本公司提供個人資料，以用於處理閣下在本申請表格上所述有關收取公司通訊的指示（「該等用途」）。如閣下未能提供充分的資料，可能會導致本公司無法處理閣下就該等用途而發出的指示。我們可能會向為本公司提供行政、電腦及其他服務的代理人、承包商或第三方服務供應商，以及其他依法獲授權而要求取得有關資料的人士或其他與上述所列出的該等用途有關以及需要接收有關資料之人士披露或轉讓有關個人資料。為進行該等用途，本公司將在所需時間內保留閣下的個人資料。有關查閱及/或更正相關個人資料的要求可按照《個人資料（私隱）條例》提出，而有關要求須以書面作出並郵寄至本公司/卓佳證券登記有限公司，地址已在上文載列。

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  
Freeport 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)

(Please cut along the dotted line 請沿虛線剪下)