



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 Non-registered holder⁽¹⁾,

25 April 2023

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

- Notice of Publication of 2022 Annual Report, Circular and Notice of Annual General Meeting (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.sinoceanservice.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 (the "Stock Exchange's website"). You may access the Current Corporate Communication(s) on the Company's website or browsing through the Stock Exchange's website.

If you wish to receive printed versions of the Current Corporate Communication(s) and all future Corporate Communications⁽²⁾, please complete the Request Form on the reverse side of this letter and sign and return it 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 by post using the mailing label (for pre-paid postage in Hong Kong) at the bottom of the Request Form. The Request Form may also be downloaded from the Company's website or the Stock Exchange's website.

Please note that by completing and returning the Request Form to request printed versions of the Current Corporate Communication(s), you will expressly indicate that your instruction to receive printed versions will apply to all future Corporate Communications of the Company to be sent to you until you notify the Share Registrar to the contrary or you cease to hold any shares of the Company.

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 sinoceanservice-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 sinoceanservice-ecom@hk.tricorglobal.com.

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

Notes:

- (1) This letter is addressed to Non-registered holders ("Non-registered holder" means such person or company whose shares in the Company are held in The Central Clearing and Settlement System and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communication(s)). If you have sold or transferred all your shares in the Company, please disregard this letter and the Request Form on the reverse side.
- (2) Corporate Communication(s) 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.

各位非登記持有人⁽¹⁾：

遠洋服務控股有限公司（「本公司」）

- 2022年年報、通函及股東周年大會通告（「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.sinoceanservice.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)（「聯交所網站」）。閣下可在本公司網站或在聯交所網站瀏覽本次公司通訊。

如閣下欲收取本次公司通訊及所有日後之公司通訊⁽²⁾之印刷本，請填妥本函背面之申請表格，並於簽署後使用申請表格底部隨附之郵寄標籤（已預付在香港投寄之郵費）寄回本公司之香港股份過戶登記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。申請表格亦可於本公司網站或聯交所網站內下載。

請注意，當閣下填寫及寄回申請表格以索取本次公司通訊之印刷本後，即表示閣下確認收取印刷本之指示將適用於本公司今後將向閣下發出之所有公司通訊，直至閣下通知股份過戶登記處另外之安排或不再持有本公司之任何股份。

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 sinoceanservice-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 sinoceanservice-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：

- (1) 本函乃向非登記持有人（「非登記持有人」指所持有的本公司股份已存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，表示欲收到公司通訊）發出。如閣下已經出售或轉讓所持有的全部本公司股份，則無需理會本函及背面的申請表格。
- (2) 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)

REQUEST FORM 申請表格

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

I/We would like to receive a printed copy of the **Current Corporate Communication(s)**^(Note 1) and all **future Corporate Communications**^(Note 2) (collectively "all Corporate Communications") in the manner as indicated below:

本人/吾等希望以下列方式收取**本次**公司通訊^(註1)及所有**日後**公司通訊^(註2)(統稱「所有公司通訊」)的印刷本:

(Please mark (✓) in **ONLY ONE** of the following boxes)

(請僅在下列**其中一個**空格內劃上「✓」號)

- to receive the **printed English version** of all Corporate Communications **ONLY**; OR
僅收取所有公司通訊的**英文印刷本**; 或
- to receive the **printed Chinese version** of all Corporate Communications **ONLY**; OR
僅收取所有公司通訊的**中文印刷本**; 或
- to receive **both the printed English and Chinese versions** of all Corporate Communications.
同時收取所有公司通訊的**英文及中文印刷本**。

Name(s)[¶]

姓名[¶]

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

Signature

簽名

Registered Address

登記地址

Contact Telephone Number

聯絡電話號碼

Date

日期

[¶] You are required to fill in the details if you download this Request Form from the website of the Company or the website of The Stock Exchange of Hong Kong Limited.

[¶] 假如閣下從本公司或香港聯合交易所有限公司的網站下載本申請表格, 務請閣下填上有關資料。

Notes 附註:

- If the law of any relevant jurisdiction precludes the despatch of the **Current Corporate Communication(s)** (or any of them) to shareholders in or relating to such jurisdiction, or precludes it except after compliance with conditions which the Company is unable to comply with or that the Company regards as unduly onerous and burdensome, the Company shall have the discretion to accept or reject your request to receive the **Current Corporate Communication(s)** in printed form. However, regardless of whether or not your request for the printed form of the **Current Corporate Communication(s)** is accepted or rejected by the Company, please note that your instruction on the Request Form will apply to all **future Corporate Communications** to be sent to you until you notify the Share Registrar to the contrary or unless you have at anytime ceased to have shareholdings in the Company.

倘任何相關司法管轄區的法律禁止向該司法管轄區內或與之有關的股東派發**本次**公司通訊(或其中任何文件), 或要求本公司遵守其無法遵守或認為過於繁重及繁重的條件方可向該司法管轄區內或與之有關的股東派發**本次**公司通訊(或其中任何文件), 則本公司有權酌情接納或拒絕閣下收取**本次**公司通訊印刷本的要求。然而, 不論本公司接納或拒絕閣下對**本次**公司通訊印刷本的要求, 請注意閣下於申請表格上填寫的指示將適用於**日後**發送的閣下的所有公司通訊, 直至閣下通知股份過戶登記處作另外安排或閣下在什麼時候不再持有本公司的股份。

- Corporate Communications refer to any document issued or to be issued by the Company 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.

公司通訊指由本公司發出或將予發出的任何文件, 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。

- Please complete all your details clearly.

請閣下清楚填寫所有資料。

- Any form with more than one box marked (✓), with no box marked (✓), with no signature or otherwise incorrectly completed will be void.

如在本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。

- For the avoidance of doubt, we do not accept any additional instructions written on this Request Form.

為免存疑, 本公司將不會處理任何在本申請表格上手寫的額外指示。

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進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, 地址已在上述載列。

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)

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。

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