



# ORIENT OVERSEAS (INTERNATIONAL) LIMITED

## 東方海外(國際)有限公司\*

(Incorporated in Bermuda with members' limited liability)

(於百慕達註冊成立之成員有限責任公司)

(Stock Code 股份代號: 316)

27th March 2024

Dear Non-registered Shareholder <sup>Note</sup>,

### Electronic Dissemination of Corporate Communications

Orient Overseas (International) Limited (the "Company") is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which include but not limited to (a) annual reports; (b) interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms, as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

Both the English and Chinese versions of all future Corporate Communications will be available on the Company's website (<https://www.ooilgroup.com>) and the HKExnews website (<https://www.hkexnews.hk>). Upon publication of a Corporate Communication, an email notification will be sent to you. You are also encouraged to subscribe to the news alert services on these websites to receive instant notification of publication of the future Corporate Communications. If you have any difficulty in gaining access to the Corporate Communication by electronic means, the Company's Hong Kong branch share registrar, Computershare Hong Kong Investor Services Limited (the "Branch Share Registrar"), will promptly upon your request send the printed copy of the same to you free of charge.

**As a non-registered shareholder, to receive the Company's Corporate Communications via email, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.**

If you want to receive the future Corporate Communications in printed form, please complete and return the Reply Form on the reverse side by post (using the mailing label provided) to the Branch Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong; or by email to [ooil@computershare.com.hk](mailto:ooil@computershare.com.hk). Please note that such instruction will remain valid until the instruction has been revoked or superseded, or until publication of the Company's next annual report in the following year (whichever is earlier).

**If the Company does not receive a functional email address nor a request for printed copy, you will only receive a notification letter by post upon publication of Corporate Communications, until such time that a functional email address is provided.**

Details of the arrangements for dissemination of the Company's Corporate Communications, including the arrangements by which shareholders can make hardcopy requests, are posted on the Company's website under "Investor Relations" section thereof. Should you have any query, please call our Branch Share Registrar's enquiry hotline at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m., Mondays to Fridays, excluding Hong Kong public holidays), or email to [ooil@computershare.com.hk](mailto:ooil@computershare.com.hk).

Yours faithfully,  
**Orient Overseas (International) Limited**

*Note: This notification letter is addressed to "Non-registered Shareholder" of the Company, which means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communication.*

\* For identification purpose only

各位非登記股東<sup>附註</sup>：

### 以電子方式發佈公司通訊

東方海外(國際)有限公司(「本公司」)謹此通知閣下，本公司已採用以電子方式發佈公司通訊(「公司通訊」)，包括但不限於(a)年報；(b)中期報告；(c)會議通知；(d)上市文件；(e)通函；及(f)代表委任表格(定義見香港聯合交易所有限公司證券上市規則)。

所有日後公司通訊的英文版及中文版將載於本公司網站(<https://www.ooilgroup.com>)及披露易網站(<https://www.hkexnews.hk>)。刊發公司通訊後，本公司將電郵通知閣下。我們亦鼓勵閣下登記該等網站的訊息提示服務，以於日後公司通訊刊發時收到即時通知。倘閣下以電子方式閱覽公司通訊時遇到任何困難，本公司的香港股份過戶登記分處香港中央證券登記有限公司(「股份登記分處」)將於接到閣下通知後，儘快向閣下免費發送該公司通訊的印刷本。

作為非登記股東，為透過電郵收取本公司的公司通訊，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電郵地址。

若閣下希望日後收取公司通訊之印刷本，請填妥本函背頁之回條並使用回條內的郵寄標籤寄回股份登記分處，地址為香港灣仔皇后大道東183號合和中心17M樓或電郵至 [ooil@computershare.com.hk](mailto:ooil@computershare.com.hk)。請注意，該指示的有效期限直至該指示被撤銷或取代，或直至本公司於翌年刊發下一份年報為止(以較早者為準)。

如本公司沒有收到閣下的有效電郵地址或索取印刷本要求，直至收到閣下有效的電郵地址前，閣下將於公司通訊刊發後，僅以郵寄方式收取通知信函。

有關本公司的公司通訊之詳細發佈安排(包括股東提出索取印刷本要求的安排)已載於本公司網站的「公告」部分。如有任何疑問，請於辦公時間內(星期一至五上午9時正至下午6時正，香港公眾假期除外)致電我們的股份登記分處查詢熱線(852) 2862 8688或電郵至 [ooil@computershare.com.hk](mailto:ooil@computershare.com.hk)。

東方海外(國際)有限公司  
謹啟

2024年3月27日

附註：此通知信函乃向本公司之「非登記股東」發出。非登記股東指某人士或公司，其股份存放於中央結算及交收系統，並透過香港中央結算有限公司不時向本公司發出通知希望收取公司通訊。

\* 僅供識別

**REPLY FORM 回條**

To: **Orient Overseas (International) Limited (the "Company")**  
(Stock Code: 316)  
c/o Computershare Hong Kong Investor Services Limited  
(the "Branch Share Registrar")  
17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

致: **東方海外(國際)有限公司(「本公司」)**  
(股份代號: 316)  
經香港中央證券登記有限公司  
(「股份登記分處」)  
香港灣仔皇后大道東 183 號合和中心 17M 樓

**REMINDER 提示**

As a non-registered shareholder, to receive the Company's Corporate Communications<sup>#</sup> via email, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，為透過電郵收取本公司的公司通訊<sup>#</sup>，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電郵地址。

**Request for Corporate Communications<sup>#</sup> in printed form 要求收取公司通訊<sup>#</sup>印刷本**

I/We hereby request for receipt of the Company's future Corporate Communications<sup>#</sup> in printed form and have noted that this instruction is valid until the instruction has been revoked or superseded, or until publication of the Company's next annual report in the following year (whichever is earlier) (Please mark "✓" in ONLY ONE of the following boxes)

本人/吾等現要求收取本公司日後的公司通訊<sup>#</sup>印刷本，並已知悉本指示的有效期限直至該指示被撤銷或取代，或直至本公司於翌年刊發下一份年報為止(以較早者為準)(請僅在以下其中一個空格內劃上「✓」號)

- printed copies in English only  
僅收取英文印刷本
- printed copies in Chinese only  
僅收取中文印刷本
- printed copies in both English and Chinese  
收取英文和中文印刷本各一份

Name(s) of Non-registered Shareholder(s)

非登記股東姓名

Signature(s)

簽名

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

Address

地址

Contact telephone number

聯絡電話號碼

Date

日期

**Notes 附註:**

1. Please complete all your details clearly. This Reply Form with no signature or otherwise incorrectly completed will be void.

請閣下清楚填寫所有資料。本回條若沒有簽署或在其他方面填寫不正確，即告作廢。

2. For avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.

為免存疑，在本回條上的任何額外指示，本公司將不予處理。

<sup>#</sup> Corporate Communications include but not limited to annual reports, interim reports, notice of meetings, circulars and proxy forms.

公司通訊包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

\* For identification purpose only

僅供識別

**PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明**

"Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Cap. 486 ("PDPO"), which includes your name, mailing address, email address and contact telephone number.

本聲明中所指的「個人資料」具有《個人資料(私隱)條例》(第486章)(「《私隱條例》」)賦予「個人資料」之相同涵義，當中包括閣下的姓名、郵寄地址、電郵地址及聯絡電話號碼。

Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the dissemination of the Company's Corporate Communications<sup>#</sup>. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於(包括但不限於)有關本公司的公司通訊<sup>#</sup>發佈的事宜上。閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料，本公司可能無法處理閣下在本回條上所述的指示及/或要求。

Your Personal Data will be disclosed or transferred to the Company's Branch Share Registrar and/or other companies or bodies for the purpose stated above, or when it is required to do so by law, and will be retained for such period as may be necessary for our verification and record purposes.

本公司可就上述用途將閣下的個人資料披露或轉移給本公司股份登記分處及/或其他公司或團體，或按法例規定作出披露或轉移，並將在適當期間內保留該等個人資料作核實及紀錄用途。

You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Personal Data Privacy Officer of the Branch Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at PrivacyOfficer@computershare.com.hk.

閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份登記分處(地址為香港灣仔皇后大道東183號合和中心17M樓)向個人資料私隱主任提出，或發送電郵至 PrivacyOfficer@computershare.com.hk。

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited  
香港中央證券登記有限公司  
Freeport No. 簡便回郵號碼: 37  
Hong Kong 香港

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

No postage is necessary if posted in Hong Kong.

當閣下寄回此回條時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無需支付郵費或貼上郵票。