



遠洋集團  
SINO-OCEAN GROUP  
遠洋集團控股有限公司  
Sino-Ocean Group Holding Limited

(Incorporated in Hong Kong with limited liability under the Hong Kong Companies Ordinance)  
(根據香港公司條例在香港註冊成立的有限公司)  
(Stock Code 股份代號: 03377)

NOTIFICATION LETTER 通知信函

10 April 2024

Dear registered Shareholder,

**Sino-Ocean Group Holding Limited (the "Company")**  
**– Notice of publication of Circular, Notice of Annual General Meeting and Form of Proxy (the "Current Corporate Communication(s)")**

We are pleased to inform you that the English and Chinese versions of the Current Corporate Communications of the Company are now available on the Company's website at [www.sinooceangroup.com](http://www.sinooceangroup.com) (the "Company's website") and The Stock Exchange of Hong Kong Limited's website at [www.hkexnews.hk](http://www.hkexnews.hk) (the "SEHK's website"). If you have elected to receive printed version(s) of the Corporate Communications\* of the Company, the printed versions of your choice of language(s) of the Current Corporate Communications are enclosed herewith.

Please note that the Company's Annual General Meeting will be held at 9:30 a.m. on Friday, 24 May 2024 at Meeting Room, 31st Floor, Tower A, Ocean International Center, 56 Dongshuanzhonglu, Chaoyang District, Beijing, PRC.

If you have elected (or deemed to have elected) to read the Corporate Communications by electronic means through the Company's website in place of printed versions, you may click the "Investor Relations" section on the home page of the Company's website to access Current Corporate Communications in the "Announcements" subsection or browse through the SEHK's website. If for any reason, you have difficulty in receiving or gaining access to the Current Corporate Communications, the Company will, upon receiving your request in writing to the Company's share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email to [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk), send the Current Corporate Communications to you in printed form free of charge. Nonetheless, such request does not constitute a change in your election.

With respect to all future Corporate Communications, please note that you are entitled, at any time by sending a notice in writing or by email to [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk) to the Share Registrar, to change your choice of language and/or means of receipt of Corporate Communications in accordance with the relevant laws and regulations. Your request for the printed form will remain valid until the instruction has been revoked, superseded, or expired, or for one year from the date of receiving your instruction (whichever is earlier).

To ensure timely receipt of future Corporate Communications and Actionable Corporate Communications\*\*, the Company recommends you to provide your email address by scanning your personalized QR code printed on the enclosed reply form (the "Reply Form"). To make your election, please fill in the Reply Form and sign and return it by post or by hand to the Share Registrar. If you post the Reply Form in Hong Kong, you may use the mailing label in the Reply Form and need not to affix a stamp when returning your Reply Form. Otherwise, please affix an appropriate stamp.

Should you have any queries relating to this letter, please call the Share Registrar's service hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays or send your query by email to [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk).

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

\* Corporate Communications mean any document(s) issued or to be issued by the Company for the information or action of holders of any of its 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) a proxy form.

\*\* Actionable Corporate Communications means any corporate communications issued or to be issued by the Company that seek instructions from its securities holders on how they wish to exercise their rights or make an election as the securities holders of the Company but exclude notices of general meeting and proxy forms.

各位登記股東：

**遠洋集團控股有限公司（「本公司」）**  
**– 通函、股東周年大會通告及代表委任表格（「本次公司通訊」）之發佈通知**

謹此通知 閣下本公司本次公司通訊之英文及中文現載於本公司網站 [www.sinooceangroup.com](http://www.sinooceangroup.com)（「本公司網站」）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」）。如閣下已選擇收取本公司的公司通訊印刷本，現附上 閣下所選擇的語言版本的本次公司通訊之印刷本。

本公司之股東周年大會將於 2024 年 5 月 24 日（星期五）上午 9 時 30 分假座中國北京朝陽區東四環中路 56 號遠洋國際中心 A 座 31 層會議室舉行。

如 閣下已選擇（或被視為已選擇）透過電子方式經本公司網站瀏覽公司通訊，以代替印刷本，請在本公司網頁主頁按「投資者關係」在「公司公告」分項下瀏覽本次公司通訊，或可於聯交所網站瀏覽。如因任何理由以致收取或接收本次公司通訊時出現困難，只要經本公司股份過戶登記處（「股份過戶處」）香港中央證券登記有限公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓，給予本公司書面要求，或電郵至 [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk) 提出要求，收到要求後均可獲免費發送公司通訊的印刷本。儘管如此，該要求不會構成變更 閣下之選擇。

就有關所有日後公司通訊，閣下可以隨時根據有關法例及規例經股份過戶處給予本公司書面通知，或電郵至 [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk)，以更改 閣下收取公司通訊語言版本及/或收取方式之選擇。閣下收取印刷本之有關要求將一直維持有效，直至該指示被撤銷、取代、或逾期，或直至收取到 閣下之指示日期一年內（以較早者為準）。

為確保及時收到最新的公司通訊及可供採取行動的公司通訊\*\*，本公司建議 閣下透過掃描隨本函附上的回條（「回條」）上列印的專屬二維碼以提供 閣下的電子郵件地址。在行使上述選擇權時，請 閣下填妥回條，並在回條上簽名，然後把回條寄回或親手交回股份過戶處。倘 閣下在香港投寄回條，可使用回條上的郵寄標籤寄回，而毋須貼上郵票；否則，請貼上適當的郵票。

如 閣下對本函內容有任何疑問，請致電股份過戶處服務熱線(852) 2862 8688，辦公時間為星期一至五（香港公眾假期除外）上午 9 時正至下午 6 時正或電郵至 [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk) 查詢。

承董事局命  
遠洋集團控股有限公司  
公司秘書  
沈培英  
謹啓

二零二四年四月十日

\* 公司通訊即本公司刊發或將予刊發以供其任何證券持有人參照或採取行動的任何文件，包括但不限於：(a)董事會報告、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)代表委任書。

\*\* 可供採取行動的公司通訊即本公司為尋求證券持有人指示其擬如何行使其證券持有人權利或以證券持有人身份作出選擇而發出之任何公司通訊（股東大會通告及代表委任表格除外）。



## REPLY FORM 回條

**To: Sino-Ocean Group Holding Limited (the “Company”) (Stock Code: 03377) 致: 遠洋集團控股有限公司 (「本公司」) (股份代號: 03377)**  
**c/o Computershare Hong Kong Investor Services Limited 經: 香港中央證券登記有限公司**  
**17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong**

(Please choose **ONLY ONE** of the following options) (請僅從下列選項中選擇其中一項)

<b>Option 1:</b> 選項 1:	<p><b>Provide email address by scanning the personalized QR code for receipt of future Corporate Communications* of the Company via electronic dissemination</b></p> <p><b>掃描專屬二維碼提供電子郵件地址，以接收本公司通過電子方式發佈的日後公司通訊*</b></p> <p>Returning this Reply Form is NOT required if choosing Option 1. 如選擇選項 1，則無須交回本回條。</p>	<b>Personalized QR Code</b> 專屬二維碼
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<b>Option 2:</b> 選項 2:	<p><b>Provide email address in writing for receipt of future Corporate Communications* of the Company via electronic dissemination</b></p> <p><b>書面提供電子郵件地址，以接收本公司通過電子方式發佈的日後公司通訊*</b></p> <p>Name of Securities Holder(s) 證券持有人姓名: _____ Name of the Listed Company 上市公司名稱:  <b>Sino-Ocean Group Holding Limited 遠洋集團控股有限公司</b></p>																				
Email address <sup>(Note 5)</sup> 電郵地址 <sup>附註 5)</sup>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				

<b>Option 3:</b> 選項 3:	<p><b>Request for receipt of future Corporate Communications* of the Company in printed copies and noted that this instruction is only valid for one year starting from the Company’s receipt date of instruction.</b> (Note 7) (Please mark “✓” in one of the boxes below, if applicable)</p> <p><b>要求收取本公司日後公司通訊*印刷本，並已知悉本指示由本公司收取指示日期起計一年內有效。</b>(附註 7) (如適用，請在以下一個方格內劃上「✓」號)</p>
	<p><input type="checkbox"/> <b>Printed English version</b> 英文印刷本      <input type="checkbox"/> <b>Printed Chinese version</b> 中文印刷本      <input type="checkbox"/> <b>Printed English and Chinese versions</b> 英文及中文印刷本</p>

**Signature:** (Note 1) \_\_\_\_\_ **Contact number:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**簽名:** (附註 1) \_\_\_\_\_ **聯絡電話號碼:** \_\_\_\_\_ **日期:** \_\_\_\_\_

**Notes 附註:**

- Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 閣下清楚填妥所有資料。如屬聯名股東，則本回條須由所有聯名股東聯合簽署，方為有效。
- Any Reply Form with no indicated choice, with no signature or otherwise incorrectly completed will be void. 如在任何回條上未有作出選擇，或未有簽署，或在其他方面填寫不正確，則本回條將會作廢。
- By selecting to read all future Corporate Communications published on the websites of the Company and The Stock Exchange of Hong Kong Limited in place of receiving printed copies, you have expressly consented to waive the right to receive Corporate Communications in printed form. 在選擇瀏覽在本公司網站及香港聯合交易所有限公司網站刊發之所有日後公司通訊以代替印刷本後，閣下已明示同意放棄收取公司通訊印刷本的權利。
- If the email address provided in your reply is non-functional, you may be unable to receive notifications regarding the publication of Corporate Communications. 閣下提供之電子郵件地址無效，閣下或無法收到有關發佈公司通訊的通知。
- If you provide more than one email address by QR code, email, reply form and/or other means, only the last email address received will be registered. 如閣下通過二維碼、電郵、回條及/或其他方式提供多於一個的電子郵件地址，僅最後收到的電子郵件地址會被登記。
- If you mark “✓” in the box in Option 3, no email address will be registered and only Corporate Communications in printed form will be received. 如閣下在選項 3 方格內劃上「✓」號，將不會有電子郵件地址被登記，並僅將收取日後公司通訊的印刷本。
- The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by a notice in writing or by email to [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk) to the Company’s share registrar (the “Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong in accordance with the relevant laws and regulations. 上述指示適用於日後發送予本公司股東之所有公司通訊，直至閣下根據有關法例及規則發出書面通知或電郵至 [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk) 予本公司股份過戶登記處(「股份過戶處」)香港中央證券登記有限公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓，另作選擇為止。
- For the 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。

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

1. “Personal Data” in this statement has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) (“PDPO”). 2. Your supply of Personal Data to the Share Registrar is on a voluntary basis for the purpose of verifying and recording your choice of language and means of receipt of Corporate Communications of the Company and the delivery of those Corporate Communications, and failure to provide sufficient Personal Data may result in such purposes not being achieved. 3. We may transfer or disclose your Personal Data to the Company, its associated companies, the Share Registrar’s associated companies 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. 4. 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, made in accordance with the PDPO and by either of the following means: 1. 本聲明中所指的「個人資料」具有香港法例第 486 章《個人資料(私隱)條例》(「**私隱條例**」)中「個人資料」的涵義。 2. 閣下是自願向股份過戶處提供個人資料以用於核實及記錄。閣下收取本公司公司通訊的語言版本和收取方式的選擇，以及傳送公司通訊，若閣下未能提供足夠個人資料，可能導致無法處理所述用途。 3. 我們可就上述用途將閣下的個人資料轉移或披露給本公司、本公司的有聯繫公司、股份過戶處的有聯繫公司及/或其他公司或團體，或按法例規定作出轉移或披露，並將適當時在適當期間內保留該等個人資料作核實及記錄用途。 4. 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。任何相關查閱及/或修改個人資料之要求均須根據《私隱條例》及以書面方式透過以下途徑提出：  
By mail to 郵寄至: **HK Privacy Officer 香港隱私主任**  
Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司  
17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong 香港灣仔皇后大道東 183 號合和中心 17M 樓  
By email to 電郵至: [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)

Corporate Communications mean all documents issued or to be issued by the Company for the information or action of holders of any of its 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) a proxy form. 公司通訊乃指本公司發出或將予發出以供其任何證券持有人參照或採取行動的所有文件，包括但不限於：(a)董事局報告、年度財務報表連同核數師報告及(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)通告；及(f)委任代表表格。

**MAILING LABEL 郵寄標籤**

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

Please cut the mailing label and stick it on the envelope to return this Reply Form to us.  
**No postage stamp necessary if posted in Hong Kong.**  
閣下寄回此回條時，請將郵寄標籤剪貼於信封上。  
**如在本港投寄毋須貼上郵票。**

