



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,

24 April 2024

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

- Notice of Publication of 2023 Annual Report, Circular, Notice of Annual General Meeting and Form of Proxy (the "Current Corporate Communication(s)") and 2023 Environmental, Social and Governance Report (the "2023 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 Thursday, 30 May 2024 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 (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"), 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.

Even if you have chosen (or are deemed to have consented) to read all the Corporate Communications* via the Company's website or the Stock Exchange's website (the "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 of the Current Corporate Communication(s), please complete Part A of the reply form on the reverse side of this letter (the "Reply Form") 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 or by email to sinooceanservice-ecom@hk.tricorglobal.com. The Company will promptly upon your request send the Current Corporate Communication(s) to you in printed form free of charge. Nonetheless, such request does not constitute a change in your choice of means of receipt of future Corporate Communications.

If you would like to change the means of receipt of all future Corporate Communications, please complete Part B of the Reply 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) or by email to sinooceanservice-ecom@hk.tricorglobal.com. You may also, at any time, send your request in writing to the Share Registrar by mail at the above address or by email to sinooceanservice-ecom@hk.tricorglobal.com.

It is the responsibility of registered holders to provide a functional email address. To ensure timely receipt of future Corporate Communications and Actionable Corporate Communications**, if you have not provided your email address to the Company or need to update your email address, the Company recommends you to provide your email address by completing Part B of the Reply Form, and signing and returning 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) or by email to sinooceanservice-ecom@hk.tricorglobal.com. If the Company does not possess your functional email address, until such time that the functional email address is provided to the Share Registrar, you will be unable to receive via email notices of publication of the Online Version of Corporate Communications (the "Notices of Publication") and Actionable Corporate Communications in electronic form. As such, the Company would only be able to send you the Notices of Publication and the Actionable Corporate Communications in printed form.

The Company's 2023 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 2023 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 2023 ESG Report, you may send your request in writing to the Share Registrar by mail at the above address or by email to 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 5:00 p.m. from Monday to Friday, excluding Hong Kong 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

* "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.

** "Actionable Corporate Communications" refer to any Corporate Communications that seek instructions from holders of any of the Company's securities on how they wish to exercise their rights or make elections as holders of the Company's securities.

各位登記持有人：

遠洋服務控股有限公司（「本公司」）

- 二零二三年年報、通函、股東周年大會通告及代表委任表格（「本次公司通訊」）及二零二三年環境、社會及管治報告（「二零二三年 ESG 報告」）之發佈通知

本公司之股東周年大會將於二零二四年五月三十日（星期四）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)（「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」），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。

儘管閣下已選擇（或被視為已同意）通過本公司網站或聯交所網站閱覽所有公司通訊*（「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，請填妥本函背面的回條（「回條」）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），或電郵至 sinooceanservice-ecom@hk.tricorglobal.com。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。儘管如此，該要求不會構成更改閣下收取日後公司通訊的收取方式之選擇。

閣下如欲更改日後收取所有公司通訊的收取方式，請填妥回條的乙部，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）或電郵至 sinooceanservice-ecom@hk.tricorglobal.com。閣下亦可隨時經股份過戶登記處以書面方式（地址如上）或電郵至 sinooceanservice-ecom@hk.tricorglobal.com 提出有關要求。

登記持有人有責任提供有效的電郵地址。為確保及時收到日後公司通訊及可供採取行動的公司通訊**，如閣下尚未提供閣下之電郵地址予本公司或需更新閣下之電郵地址，本公司建議閣下填妥回條的乙部，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）或電郵至 sinooceanservice-ecom@hk.tricorglobal.com，以提供閣下之電郵地址予本公司。倘本公司沒有閣下的有效電郵地址，閣下將無法透過電郵收取以電子方式發送的公司通訊網上版本的發佈通知（「發佈通知」）及可供採取行動的公司通訊。本公司只能以印刷本形式向閣下發送發佈通知及可供採取行動的公司通訊，直至股份過戶登記處收到閣下的有效電郵地址為止。

本公司二零二三年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二零二三年ESG報告。如閣下欲收取二零二三年ESG報告的印刷本，閣下可經股份過戶登記處以書面方式（地址如上）或電郵至 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（香港公眾假期除外）上午九時正至下午五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
謹啓

二零二四年四月二十四日

* 「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。
** 「可供採取行動的公司通訊」指涉及要求本公司任何證券的持有人指示其擬如何行使其證券持有人的權利或作出選擇的任何公司通訊。

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

REPLY FORM 回條

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 a printed copy of 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之印刷本：

(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 receive the **printed English version** of the Current Corporate Communication(s) ONLY; OR
僅收取本次公司通訊之**英文印刷本**；或
- to receive the **printed Chinese version** of the Current Corporate Communication(s) ONLY; OR
僅收取本次公司通訊之**中文印刷本**；或
- to receive **both the printed English and Chinese versions** of the Current Corporate Communication(s).
同時收取本次公司通訊之**英文及中文印刷本**。

Part B – I/We would like to change the choice of language or means of receipt of future Corporate Communications and Actionable 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及可供採取行動的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 the notices of publication of the Online Version of the Corporate Communications (the "Notices of Publication") and Actionable Corporate Communications in electronic form via the email address below; 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，並透過以下電郵地址以電子方式收取公司通訊網上版本的發佈通知（「**發佈通知**」）及可供採取行動的公司通訊；或

Email Address
電郵地址

(Please provide the email address in **BLOCK LETTERS**. It is the responsibility of the shareholders to provide an email address that is functional. If the Company does not possess the email address of a shareholder or the email address provided is not functional, such shareholder will be deemed, until such time when such shareholder has provided a functional email address to the Share Registrar, to have elected to receive the Notices of Publication and Actionable Corporate Communications by post.)

（請以**正楷填寫電郵地址**。股東有責任提供有效的電郵地址。倘若本公司並無股東的電郵地址或所提供的電郵地址無效，則該股東將被視為已選擇以郵寄方式收取發佈通知及可供採取行動的公司通訊，直至該股東向股份過戶登記處提供有效的電郵地址為止。）

- to receive the **printed English version** of all future Corporate Communications and Actionable Corporate Communications ONLY; OR
僅收取所有日後公司通訊及可供採取行動的公司通訊之**英文印刷本**；或
- to receive the **printed Chinese version** of all future Corporate Communications and Actionable Corporate Communications ONLY; OR
僅收取所有日後公司通訊及可供採取行動的公司通訊之**中文印刷本**；或
- to receive **both the printed English and Chinese versions** of all future Corporate Communications and Actionable Corporate Communications.
同時收取所有日後公司通訊及可供採取行動的公司通訊之**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：

1. Please complete, sign and return this Reply Form to the Share Registrar, Tricor Investor Services Limited, by post (using the mailing label as indicated below) or by email to sinooceanservice-ecom@hk.tricorglobal.com.
請填妥及簽署此回條，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。
2. Please complete this Reply Form clearly. Any Reply Form with no indicated choice, with no signature or otherwise incorrectly completed will be void.
請清楚填寫本回條。回條上若未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本回條將屬無效。
3. The instruction under Part B above will apply to all future Corporate Communications and Actionable Corporate Communications to be sent to you until you inform us otherwise. Your request for the printed version will remain valid until the instruction has been revoked, superseded, or until expired on the last day of the Company's financial year commencing on or after the date of receiving your instruction (whichever is earlier).
上述乙部的指示將適用於日後向閣下發出的所有公司通訊及可供採取行動的公司通訊，直至閣下另行通知為止。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、或直至收到閣下指示之日或之後開始的本公司財政年度的結束日屆滿（以較早者為準）。
4. 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 Reply Form in order to be valid.
如屬聯名股東，則此回條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。
5. For the avoidance of doubt, we do not accept any special instruction written on this Reply Form.
為免存疑，任何在此回條上手寫的額外指示，將不獲處理。
6. "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.
「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。
7. "Actionable Corporate Communications" refer to any Corporate Communications that seek instructions from holders of any of the Company's securities on how they wish to exercise their rights or make elections as holders of the Company's securities.
「可供採取行動的公司通訊」指涉及要求本公司任何證券的持有人指示其擬如何行使其證券持有人的權利或作出選擇的任何公司通訊。

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 Reply 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回條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 Reply Form to us.

閣下寄回此回條時，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
Freepost No. 簡便回郵號碼：10 GPO
Hong Kong 香港

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