



遠洋服務

SINO-OCEAN SERVICE

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(s)⁽¹⁾,

24 April 2024

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

- Notice of Publication of 2023 Annual Report, Circular and Notice of Annual General Meeting (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"). You may access the Current Corporate Communication(s) on the Company's website or browsing through the Stock Exchange's website. If you have elected to receive Corporate Communications⁽²⁾ of the Company in printed form, the printed version of your choice of language(s) of the Current Corporate Communication(s) is enclosed herewith.

If you wish to receive the Current Corporate Communication(s) and all future Corporate Communications in printed form or in a language version other than your existing choice, please complete the reply form on the reverse side of this letter (the "Reply Form") 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 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. The Company will upon request promptly send the Current Corporate Communication(s) to you in printed form free of charge.

As a Non-registered holder, notices of publication of the Corporate Communications will be sent by the Company to you by email or by post, only if your email address or postal address (as the case may be) are provided to the Company by your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares in the Company are held (collectively, the "Intermediaries"). In support of electronic communication by email, non-registered holders are recommended to provide their functional email addresses to their Intermediaries. If the Company does not receive your functional email address or postal address from your Intermediaries via HKSCC Nominees Limited, no notice of publication of a Corporate Communication will be sent to you and you will need to proactively check the Company's website and the Stock Exchange's website to keep up with the publication of Corporate Communications.

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

Notes:

- 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 Reply Form.
- 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」）

- 二零二三年年報、通函及股東周年大會通告（「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」）。閣下可在本公司網站或在聯交所網站瀏覽本次公司通訊。如閣下已選擇收取本公司公司通訊⁽²⁾之印刷本，隨函附上閣下所選擇的語言版本的本次公司通訊之印刷本。

如閣下欲收取本次公司通訊及所有日後公司通訊之印刷本又或有別於閣下所選擇的另一個語言版本，請填妥本函背面的回條（「回條」），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」）（地址為香港夏愨道16號遠東金融中心17樓），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。本公司將應閣下的要求盡快寄上本次公司通訊的印刷本，費用全免。

作為非登記持有人，本公司將透過電子郵件方式或郵寄方式（僅於閣下存放本公司股份的銀行、經紀人、託管人、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」）向本公司提供閣下的電郵地址或郵寄地址的情況下）向閣下發送發佈公司通訊的通知（「發佈通知」）。為了可透過電郵進行電子通訊，本公司建議非登記持有人向其中介公司提供其有效的電郵地址。如本公司沒有收到閣下的中介公司透過香港中央結算（代理人）有限公司提供閣下有效的電郵地址或郵寄地址，本公司將不會向閣下發送發佈通知，且閣下需要主動查看本公司網站及聯交所網站以留意公司通訊的發佈。

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（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
謹啟

二零二四年四月二十四日

附註：

- 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，則無需理會本函及回條。
- 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。

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: **滙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
香港夏愨道16號
遠東金融中心17樓

REMINDER 提示

As a non-registered holder, if you wish to receive Corporate Communications* from the Company pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, 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.

作為非登記持有人, 如有意根據《香港聯合交易所有限公司證券上市規則》收取本公司之公司通訊, 閣下應聯絡閣下存放股份的銀行、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。

I/We would like to receive the current and future Corporate Communications of the Company in printed form as indicated below:

本人/吾等希望以下列方式收取本公司本次及日後公司通訊之印刷本:

(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 and future Corporate Communications **ONLY**; OR
僅收取本次及日後公司通訊之**英文印刷本**; 或
- to receive the **printed Chinese version** of the current and future Corporate Communications **ONLY**; OR
僅收取本次及日後公司通訊之**中文印刷本**; 或
- to receive **both the printed English and Chinese versions** of the current and future Corporate Communications.
同時收取本次及日後公司通訊之**英文及中文印刷本**。

Signature:

簽署:

Date:

日期:

Name:

姓名:

(English 英文)

Contact Phone Number:

聯絡電話:

(in block letters 請以正楷填寫)

Postal Address:

郵寄地址:

Notes 附註:

- Please complete all your details clearly. Any Reply Form with no indicated choice, with no signature or otherwise incorrectly completed will be void.
請閣下清楚填妥所有資料。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。
- The instruction above will apply to the current Corporate Communication(s) and all future Corporate Communications and will remain valid until the instruction has been revoked, superseded, or until you ceased to hold any shares in the Company, 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).
上述指示將適用於本次公司通訊及所有日後公司通訊並將一直維持有效, 直至該指示被撤銷、取代、或直至閣下不再持有本公司任何股份、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)。
- 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。

* "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.

「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。

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。

Mailing Label 郵寄標籤

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。

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)