



# 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)

### NOTIFICATION LETTER 通知信函

25th April 2024

Dear Shareholder,

**Orient Overseas (International) Limited (the "Company")**

**– 2023 Annual Report, Circular, Notice of Annual General Meeting and Proxy Form (collectively, the "Current Corporate Communications"), and 2023 Sustainability Report**

The English and Chinese versions of the Current Corporate Communications and 2023 Sustainability Report are available on the Company's website (<https://www.ooilgroup.com>) and you can access the documents under the respective sub-sections titled "Financials (Interim & Annual Reports)", "Newsroom (Information to Shareholders)" and "Corporate (Environmental Protection)" thereof. The documents are also available on the website of The Stock Exchange of Hong Kong Limited (<https://www.hkexnews.hk>). If you are a new shareholder or an existing shareholder who have elected to receive the Corporate Communications<sup>#</sup> in printed form, printed copies of the Current Corporate Communications are enclosed herewith.

If you (i) have not provided a functional email address nor a hardcopy request; or (ii) would like to change the means of receipt (by electronic means or in printed form) and/or choice of language of the Current and/or future Corporate Communications<sup>#</sup>, please complete the Request Form on the reverse side and return it by post (using the mailing label provided) to the Company's Hong Kong branch share registrar, Computershare Hong Kong Investor Services Limited (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).

If you have provided your email address to receive the Corporate Communications<sup>#</sup> by electronic means but for any reason have difficulty in gaining access to the Current Corporate Communications, the Branch Share Registrar will promptly upon your request send the printed copy of the same to you free of charge.

2023 Sustainability Report is published in electronic form only. You may request for a printed copy by writing to the Branch Share Registrar at the above address; or by email to [ooil@computershare.com.hk](mailto:ooil@computershare.com.hk).

Details of the arrangements for dissemination of the Company's Corporate Communications<sup>#</sup>, 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 contact our Branch Share Registrar by telephone 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 by email to [ooil@computershare.com.hk](mailto:ooil@computershare.com.hk).

Yours faithfully,

**Orient Overseas (International) Limited**

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

\* For identification purpose only

各位股東：

東方海外(國際)有限公司\* (「本公司」)

**– 2023年年報、通函、股東週年大會通告及代表委任表格(統稱「本次公司通訊」)以及2023年可持續發展報告**

本次公司通訊及2023年可持續發展報告之英文版及中文版已上載於本公司網站(<https://www.ooilgroup.com>)，閣下可分別於「公告(中期報告/年報)」、「公告(股東資訊)」及「公告(可持續發展報告)」項下閱覽該等文件。該等文件亦載於香港聯合交易所有限公司網站(<https://www.hkexnews.hk>)。倘閣下是新股東或是已選擇收取公司通訊<sup>#</sup>之印刷本的現有股東，隨函附上本次公司通訊的印刷本。

如閣下(i)並未提供有效的電郵地址或索取印刷本；或(ii)欲更改本次及/或日後公司通訊<sup>#</sup>的收取方式(以電子方式或印刷本收取)及/或語言版本，請填妥本函背頁之申請表格，並使用申請表格內的郵寄標籤寄回本公司之香港股份登記分處香港中央證券登記有限公司(「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)。

如閣下已提供電郵地址以電子方式收取公司通訊<sup>#</sup>，但因任何原因以致閱覽本次公司通訊時遇到任何困難，股份登記分處於接到閣下通知後，將儘快向閣下免費發送本次公司通訊的印刷本。

2023年可持續發展報告僅以電子形式刊發。閣下可致函至股份登記分處上述地址索取印刷本；或電郵至[ooil@computershare.com.hk](mailto:ooil@computershare.com.hk)。

有關本公司的公司通訊<sup>#</sup>之詳細發佈安排(包括股東可索取印刷本的安排)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時至下午6時，香港公眾假期除外)聯絡我們的股份登記分處(電話：(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4月25日

<sup>#</sup> 公司通訊包括但不限於年報、中期報告、會議通告、上市文件、通函及代表委任表格。

\* 僅供識別

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