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CHANGE OF COMPANY SECRETARY, AUTHORISED REPRESENTATIVE AND PROCESS AGENT

The board of directors (the "**Board**") of Sino-Ocean Service Holding Limited (the "**Company**") hereby announces that Mr. SUM Pui Ying ("**Mr. Sum**") has tendered his resignation as the company secretary of the Company and will cease to be an authorised representative of the Company under Rule 3.05 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "**Stock Exchange**") (the "**Listing Rules**") and an authorised representative of the Company to accept service of process and notices in Hong Kong under the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) (the "**Process Agent**") with effect from 13 December 2025 in order to devote more time to focus on his other engagements.

Mr. Sum has confirmed that he has no disagreement with the Board and there is no other matter in respect of his resignation that needs to be brought to the attention of the shareholders of the Company and/or the Stock Exchange.

The Board also announces that Ms. CHAN Ka Man ("**Ms. Chan**") has been appointed as the company secretary of the Company, an authorised representative of the Company under Rule 3.05 of the Listing Rules and the Process Agent with effect from 13 December 2025.

Ms. Chan is currently the financial controller of Sino-Ocean Land (Hong Kong) Limited, a wholly-owned subsidiary of Sino-Ocean Group Holding Limited ("**Sino-Ocean Group Company**"), the controlling shareholder of the Company and the shares of which are listed on the Stock Exchange (Stock Code: 03377). She joined Sino-Ocean Group Company in July 2008. Ms. Chan has over 20 years of experience in accounting and finance, with extensive expertise in areas including financial operations, compliance, and business advisory. Ms. Chan graduated from Bluffton University, Ohio, the United States of America, with a bachelor's degree in accounting and business administration in 1996, and graduated from The University of Hong Kong with a master of business administration in 2016. Ms. Chan serves as honorary treasurer of the China Real Estate Chamber of Commerce Hong Kong and International Chapter Limited. Ms. Chan is a member of the Hong Kong Institute of Certified Public Accountants and a fellow member of the Association of Chartered Certified Accountants.

The Board would like to take this opportunity to express its sincere gratitude to Mr. Sum for his valuable contribution to the Company during his tenure of office, and extend its warm welcome to Ms. Chan on her new appointments.

By order of the Board
Sino-Ocean Service Holding Limited
YANG Deyong
Joint Chairman

Hong Kong, 12 December 2025

As at the date of this announcement, the Board comprises Mr. YANG Deyong, Mr. HOU Min and Ms. ZHU Geyong as executive directors; Mr. CUI Hongjie and Mr. ZHAI Senlin as non-executive directors; and Dr. GUO Jie, Mr. HO Chi Kin Sammy and Mr. LEUNG Wai Hung as independent non-executive directors.