SINO-OCEAN SERVICE HOLDING LIMITED
遠洋服務控股有限公司
(Incorporated in the Cayman Islands with limited liability)
(Stock Code: 06677)

28 April 2026

Dear Shareholders,

Letter to New Registered Shareholders –
Election of Means of Receipt and Language of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the articles of association of Sino-Ocean Service Holding Limited (遠洋服務控股有限公司) (the "**Company**"), the Company writes to ascertain how you wish to receive future Corporate Communications* of the Company.

You may choose:

(1) to read all future Corporate Communications on the Company's website at www.sinooceanservice.com (the "**Company's website**") instead of receiving printed copies (the "**Online Version**"), and to receive by email (i) notices of publication of the Online Version of the Corporate Communications (the "**Notices of Publication**") and (ii) all future Actionable Corporate Communications** in electronic form (collectively, the "**Electronic Option**"); or

(2) to receive the printed English version of all future Corporate Communications only; or

(3) to receive the printed Chinese version of all future Corporate Communications only; or

(4) to receive both the printed English and Chinese versions of all future Corporate Communications.

For the purpose of environmental protection, the Company encourages you to select the Electronic Option. If you select the Electronic Option, you are required to provide your email address in the enclosed reply form (the "**Reply Form**") for the purpose of receiving (i) the Notices of Publication and (ii) all future Actionable Corporate Communications in electronic form by email. To make your election, please complete, sign and return the Reply Form to the Company's Hong Kong branch share registrar, Tricor Investor Services Limited (the "**Share Registrar**") by using the enclosed mailing label (a stamp is not required if posted in Hong Kong), or by delivering it to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. The scanned copy of the duly completed and signed Reply Form may also be returned to the Share Registrar by email to sinooceanservice-ecom@vistra.com. The Reply Form may be downloaded from the Company's website and the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk (the "**Stock Exchange's website**"). It is the responsibility of shareholders to provide a functional email address. 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 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.

If the Company does not receive a duly completed and signed Reply Form from you or a response from you indicating your objection to receiving the Online Version of the Corporate Communications on or before 27 May 2026 and until you inform the Company otherwise by reasonable notice in writing at the office of the Share Registrar at the above address or by email to sinooceanservice-ecom@vistra.com, you are deemed to have elected the Electronic Option to access all future Corporate Communications on the Company's website instead of receiving them in printed form, and to receive by post (i) only the Notices of Publication and (ii) all future Actionable Corporate Communications in printed form at your registered address.

You may at any time by reasonable notice in writing to the Share Registrar at the above address or by email to sinooceanservice-ecom@vistra.com change your means of receipt and choice of language of the Corporate Communications. Even if you have elected (or are deemed to have elected) the Electronic Option but for any reason have any difficulty in receiving or accessing to the Online Version of the Corporate Communications, the Company will, upon your request in writing to the Share Registrar by mail at the above address or by email to sinooceanservice-ecom@vistra.com, send the requested Corporate Communications to you in printed form free of charge.

Please note that (a) printed copies of the English and Chinese versions of all future Corporate Communications will be available from the Company or the Share Registrar on request; and (b) the Online Version of both the English and Chinese versions of all future Corporate Communications will also be available on the Company's website and the Stock Exchange's website.

Should you have any queries relating to this letter, please contact 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@vistra.com.

Yours faithfully,
By order of the Board
Sino-Ocean Service Holding Limited
CHAN Ka Man
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) a 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.*

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

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

I/We would like to receive the future Corporate Communications* of the Company in the manner as indicated below:
本人／吾等希望以下列方式收取本公司日後公司通訊*：
(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 instead 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 **ONLY**; OR
僅收取所有日後公司通訊之**英文印刷本**；或

☐ to receive the **printed Chinese version** of all future Corporate Communications **ONLY**; OR
僅收取所有日後公司通訊之**中文印刷本**；或

☐ to receive **both the printed English and Chinese versions** of all future Corporate Communications.
同時收取所有日後公司通訊之**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 at sinooceanservice-ecom@vistra.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@vistra.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 more than one box marked (✓), with no indicated choice, with no signature or otherwise incorrectly completed will be void.
請清楚填寫本回條。回條上若作出超過一項選擇、或未有作出選擇、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 above will apply to all future 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).
上述指示將適用於日後向　閣下發出的所有公司通訊，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。

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「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。

** *"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