

## 中國外運股份有限公司

## **Sinotrans Limited**

(A joint stock limited company incorporated in the People's Republic of China with limited liability)

(於中華人民共和國註冊成立的股份有限公司)

Stock Code 股份代號: 00598

16 April 2025

Dear registered shareholder(s),

## Reminder letter regarding the Arrangement of Electronic Dissemination of Corporate Communications (Note 1)

With reference to the notification letter dated 6 March 2024 titled "Arrangement of Electronic Dissemination of Corporate Communications", Sinotrans Limited (the "Company") is writing to remind you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which means any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' 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 proxy form.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at <a href="https://www.sinotrans.com">www.sinotrans.com</a> and the HKEXnews website at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a> in place of printed copies.

Solicitation of electronic contact details

The Company has not received your email address for the electronic dissemination of Corporate Communications. To ensure timely receipt of Actionable Corporate Communications<sup>(Note2)</sup>, the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the "**Reply Form**"). Alternatively, you may sign and return the Reply Form to the Company's Hong Kong share registrar (the "**Share Registrar**"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Share Registrar, the Company will send the Actionable Corporate Communications in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete the enclosed Reply Form and send it to the Share Registrar or send an email to <a href="mailto:sinotrans.ecom@computershare.com.hk">sinotrans.ecom@computershare.com.hk</a> specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please contact the Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

By Order of the Board Sinotrans Limited Li Shichu Company Secretary

- Note 1: This letter is addressed to registered shareholders of the Company who have not yet provided an email address for the timely receipt of actionable corporate communications.

  If you are a new registered shareholder, please read the arrangement for the electronic dissemination of corporate communications below and provide your email address as recommended.
- Note 2: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.

各位登記股東:

## 以電子方式發佈公司通訊安排的提示信函 (關注)

根據日期為2024年3月6日有關「以電子方式發布公司通訊之安排」的通知信函所述,中國外運股份有限公司(「**公司**」)謹此提醒 閣下,公司已採用以電子方式發布公司通訊(「**公司通訊**」)之安排,該公司通訊是指公司為向其任何證券持有人提供資訊或提醒其採取行動而發布或將要發布的任何文件,包括但不限於(a)董事報告、年度帳目以及審計報告副本以及(如適用)財務摘要報告;(b)中期報告及(如適用)中期報告摘要;(c)會議通知;(d)上市文件;(e)通函和(f)委任表格。

請注意,所有未來公司通訊的英文版和中文版將在公司網站 www.sinotrans.com 和披露易網站 www.hkexnews.hk 上提供,以代替印刷本。

徵集電子聯絡資料

公司尚未收到 閣下就接收公司通訊提供電子郵件地址。為確保及時收到可供採取行動的公司通訊<sup>//#2</sup>,公司建議 閣下透過掃描本函隨附之回條(「**回條**」)上列印的 閣下專屬二維碼來提供 閣下的電子郵件地址。或者, 閣下也可以簽署回條並交回公司的香港股份過戶登記處(「**股份過戶處**」)香港中央證券登記有限公司,地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。

如果公司沒有收到 閣下的有效電子郵件地址,直至股份過戶處收到 閣下有效的電子郵件地址前,公司未來將以印刷本形式發送可供採取行動的公司通訊。

若 閣下希望收取日後公司通訊之印刷本,請填妥隨附之回條並交予股份過戶處或發送電子郵件至 <u>sinotrans.ecom@computershare.com.hk</u>,並註明 閣 下的姓名、地址以及收取公司通訊印刷版的要求。請注意,收取日後公司通訊印刷本之指示由收悉 閣下指示當日起計一年內有效,此後將過期。

如 閣下對本函件有任何疑問,請於辦公時間星期一至五(香港公眾假期除外)上午9時正至下午6時正(香港時間)期間致電股份過戶處(852)2862 8688 查詢。

承董事會命 中國外運股份有限公司 公司秘書

李世礎

2025年4月16日

- 附註1: 此函件致尚未提供電子郵件地址以接收可供採取行動的公司通訊之公司登記股東。若 閣下為新登記股東,請閱讀以下以電子方式發佈公司通訊的安排,並按 建議提供閣下的電子郵件地址。
- 附註 2: 可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

Personalized QR Code

<b>REPLY</b>	<b>FORM</b>	回條
--------------	-------------	----

Computershare Hong Kong Investor Services Limited

(The "Share Registrar") 17M Floor, Hopewell Centre

183 Queen's Road East, Wan Chai, Hong Kong

(Please <u>choose ONLY ONE</u> of the options below) (請從以下選項中只**選擇其中一項**)

香港中央證券登記有限公司 (「股份過戶處」)

香港灣仔皇后大道東 183 號 合和中心 17M 樓

Option 1: Provide your email address for receipt of future Corporate Communications\* of the Company via electronic dissemination by scanning your personalized OR code

掃瞄 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式 選項1: 發佈的未來公司通訊\*

> You are **NOT required** to return this Reply Form if you choose Option 1. 如選擇了選項1 帮下無須交回本回條。

Option 2: I/we hereby provide my/our email address in writing for receipt of future Corporate Communications* of the following listed company (the "Company") via electronic dissemination  選項 2: 本人/吾等現以書面提供本人/吾等之的電子郵件地址・以確保收到以下上市公司(「公司」)通過電子方式發佈的未來公司通訊*				
Name of Securities holder(s) 證券持有人姓名: Name of the listed company 上市公司名稱: Sinotrans Limited 中國外運股份有限公司				
Email address 電郵地址: (Notes 3 / 附註 3)				

Option 3: I/we hereby request for receipt of Co 選項 3: 本人/吾等現要求收取公司通訊*印刷版	<b>rporate Communications* in printed form</b> (Please ma : ( 如適用・請在以下方格內劃上「✔」號 )	rk "✓" in the below box if applicable)	
receive future Corporate Communications* in pri 收取未來公司通訊*的印刷本·並已知悉本指示	nted copy and noted that this instruction is valid only for on 由收取指示日期起計一年內有效。 <sup>( 附註 5)</sup>	e year starting from the receipt date of instruction.	Notes 5)
Signature(s): (Notes1 and 2) 簽名: (附註1及2)	Contact number: 聯絡電話號碼:	Date: 日期:	

- Notes 別註.

  1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 諸清楚填受 閣下之所有資料。如屬聯名股東・則本回條須由所有聯名股東聯合簽署・方為有效。

  2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回條若未利養養殖在其他方面與各不上極,則本回條須由所有聯名股東等級。

  3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications®. 如公司没有效到 關下的有效養子學件地址。關下將無法收到角聯發係公司通訊等的通知。

  4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered. 如 關下通過二維碼。電影、回條及/或其他方式提供多於一個的電子郵件地址、只有 關下最後提供的電子郵件地址將會被用於登記。

  5. If you mark \*\*\* in the box in Option 3, no email address will be registered and only Corporate Communications® in printed form will be received. 如 關下在通過了方格內劃上 \*\* 」號、將不會海電子每件地址被登記、只會收取公司通訊\*的印刷版。

  6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 海兔存發,在本回線上的任何翻外指示、公司將不予處理。

- Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form. 餘非另有註明:公司通訊乃格公司已發出經絡予發出以供其任何證券的持有人參照或採取行動的任何文件,其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- (iii)

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司 Freepost No. 簡便回郵號碼:37 Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this form to us.

No postage is necessary if posted in Hong Kong.

當 閣下寄回此回條時·請將郵寄標籤剪貼於信封上 如在本港投寄· 閣下無需支付郵費或貼上郵票。