



# 遠洋集團 Sino-Ocean Group Holding Limited

(Incorporated in Hong Kong with limited liability under the Hong Kong Companies Ordinance)  
(根據香港公司條例在香港註冊成立的有限公司)  
(Stock Code 股份代號: 03377)

## NOTIFICATION LETTER 通知信函

24 April 2025

Dear non-registered holder\*,

**Sino-Ocean Group Holding Limited (the “Company”)**

**– Notice of publication of 2024 Annual Report, Circular, Notice of Annual General Meeting (the “Current Corporate Communication(s)”) and Sustainable Development Report 2024**

The Company’s Annual General Meeting will be held at 9:30 a.m. on Friday, 23 May 2025 at Meeting Room, 31st Floor, Tower A, Ocean International Center, 56 Dongsihuanzhonglu, Chaoyang District, Beijing, PRC. The English and Chinese versions of the Current Corporate Communications of the Company are now available on the Company’s website at [www.sinooceangroup.com](http://www.sinooceangroup.com) (the “Company’s website”) and The Stock Exchange of Hong Kong Limited’s website at [www.hkexnews.hk](http://www.hkexnews.hk) (the “SEHK’s website”). You may click the “Investor Relations” section on the home page of the Company’s website to access the Current Corporate Communications in the “Announcements” subsection or browse through the SEHK’s website. If you have elected to receive printed version(s) of the Corporate Communications\*\* of the Company, the printed version(s) of your choice of language(s) of the Current Corporate Communications are enclosed herewith.

If you want to receive all future Corporate Communications in printed form, in English and/or Chinese, please complete and sign on the enclosed reply form (the “Reply Form”) and return it to the Company’s 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 by using the mailing label in the Reply Form (a stamp is not needed if posted in Hong Kong) or by hand. You may also send your request (specifying your name, address and request) via email to [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk) or write to the Share Registrar. The Reply Form may also be downloaded from the Company’s website or the SEHK’s website.

**If the Company does not receive your functional email address from the intermediaries, until such time that a functional email address is received by the Company, you will (i) be unable to receive any notifications regarding the publication of Corporate Communications; and (ii) need to proactively check the Company’s website and the SEHK’s website to keep up with the publication of Corporate Communications.**

The Company’s sustainable development report 2024 is published in electronic form only under the section headed “Sustainable Development” on the Company’s website and the SEHK’s website. If you wish to receive a printed copy of the Company’s sustainable development report 2024, you may send your request to the Share Registrar by post at the above address or by email to [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk).

Should you have any queries in relation to this letter, please call the Share Registrar’s service hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays or send your query by email to [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk).

Yours faithfully,  
By order of the Board  
**Sino-Ocean Group Holding Limited**  
**SUM Pui Ying**  
Company Secretary

\* This letter is sent to the Company’s non-registered holders (each, a “non-registered holder”). 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 that it/he/she wishes to receive Corporate Communications. If you have sold or transferred your shares in the Company, please disregard this letter and the Reply Form on the reverse side.

\*\* Corporate Communications mean any document(s) 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 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 proxy form.

各位非登記持有人\*：

遠洋集團控股有限公司（「本公司」）

– 2024 年度報告、通函、股東周年大會通告（「本次公司通訊」）及 2024 年度可持續發展報告之發佈通知

本公司之股東周年大會將於 2025 年 5 月 23 日（星期五）上午 9 時 30 分假座中國北京朝陽區東四環中路 56 號遠洋國際中心 A 座 31 層會議室舉行。本公司本次公司通訊之英文及中文版現載於本公司網站 [www.sinooceangroup.com](http://www.sinooceangroup.com)（「本公司網站」）及香港聯合交易所有限公司的網站 [www.hkexnews.hk](http://www.hkexnews.hk)（「聯交所網站」）。閣下可在本公司網頁主頁按「投資者關係」在「公司公告」分項下瀏覽本次公司通訊，或可於聯交所網站瀏覽。如閣下已選擇收取本公司的公司通訊\*\*印刷本，現附上閣下所選擇的語言版本的本次公司通訊之印刷本。

如閣下欲收取所有日後公司通訊以英文及／或中文印製之印刷本，請填妥及簽署隨本函附上的回條（「回條」），並使用隨附之郵寄標籤（如在香港投寄則毋須貼上郵票）將回條寄回，或親手交回本公司股份過戶登記處（「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。閣下同時亦可將要求（請註明閣下的姓名、地址及要求）以電郵方式發送至 [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk) 或以書面方式通知股份過戶處。回條亦可於本公司網站或聯交所網站下載。

如果本公司沒有從中介公司收到閣下的有效電子郵件地址，直至本公司收到閣下有效的電子郵件地址前，閣下將(i)無法收到任何有關發佈公司通訊的通知；及(ii)需要主動查看本公司網站和聯交所網站以留意公司通訊的發佈。

本公司 2024 年度可持續發展報告僅以電子形式上載於本公司網站「可持續發展」項下一節及聯交所網站。如閣下欲收取本公司 2024 年度可持續發展報告之印刷本，閣下可向股份過戶處（郵寄至上述地址或電郵至 [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk)）提出有關要求。

如閣下對本函內容有任何疑問，請致電股份過戶處服務熱線(852) 2862 8688，辦公時間為星期一至五（香港公眾假期除外）上午 9 時正至下午 6 時正或電郵至 [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk) 查詢。

承董事局命  
遠洋集團控股有限公司  
公司秘書  
沈培英  
謹啓

二零二五年四月二十四日

\* 本函件乃向本公司之非登記持有人（「非登記持有人」）發出。非登記持有人指將本公司股份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知會本公司，希望收到公司通訊。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及背面之申請表格。

\*\* 公司通訊即本公司刊發或將予刊發以供其任何證券持有人參照或採取行動的任何文件，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 Group Holding Limited (the "Company")  
(Stock Code: 03377)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre,  
183 Queen's Road East, Wan Chai, Hong Kong

致: 遠洋集團控股有限公司 (「本公司」)  
(股份代號: 03377)  
經香港中央證券登記有限公司  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

### REMINDER 提示

As a non-registered holder, if you wish to receive Corporate Communications\*, you should contact your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited (collectively, the "Intermediaries") through which your shares are held and provide your email address to your Intermediaries.

作為非登記持有人, 如有意收取公司通訊\*, 閣下應聯絡 閣下持有股份的銀行、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 閣下的電子郵件地址。

I/We would like to receive all future Corporate Communications of the Company in printed form as indicated below: 本人/我們欲按以下  
方式收取本公司所有日後公司通訊之印刷本:

(Please mark "✓" in ONLY ONE of the following boxes) (請僅從下列其中一個空格內劃上「✓」號)

Name of the Listed Company 上市公司名稱:

Sino-Ocean Group Holding Limited 遠洋集團控股有限公司

- ☐ to receive the **printed English version** of all future Corporate Communications ONLY; 僅收取所有日後公司通訊之英文印刷本;
- ☐ 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 non-registered holder(s):

非登記持有人姓名:

Signature(s): (附註 1)

簽名: (附註 1)

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact number:

聯絡電話號碼:

Date:

日期:

### Notes 附註:

- Please complete all your details clearly. 請 閣下清楚填寫所有資料。
- This Reply Form is sent to the Company's non-registered holders (each, a "non-registered holder"). A non-registered holder means such person or company whose shares in the Company are held in the Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that it/he/she wishes to receive Corporate Communications. 本回條乃向本公司之非登記持有人(「非登記持有人」)發出。非登記持有人指將本公司股份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知會本公司, 希望收到公司通訊。
- Any Reply Form with no indicated choice, with no signature or otherwise incorrectly completed will be void. 如在本回條上未有作出任何選擇、或未有簽署、或在其他方面填寫不正確, 則本回條將會作廢。
- For the avoidance of doubt, we do not accept any additional instructions written on this Reply Form. 為免存疑, 任何在本回條上的額外手寫指示, 本公司將不予處理。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

1. "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) ("PDPO"). 2. Your supply of Personal Data to Computershare Hong Kong Investor Services Limited (the "Share Registrar") is on a voluntary basis for the purpose of verifying and recording your choice of language and means of receipt of Corporate Communications of the Company and the delivery of those Corporate Communications, and failure to provide sufficient Personal Data may result in such purposes not being achieved. 3. We may transfer or disclose your Personal Data to the Company, its associated companies, the Share Registrar's associated companies and/or other companies or bodies for the purpose stated above, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes. 4. You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, made in accordance with the PDPO and by either of the following means: 1. 本聲明中所指的「個人資料」具有香港法例第 486 章《個人資料(私隱)條例》(「私隱條例」)中「個人資料」的涵義。 2. 閣下是自願向香港中央證券登記有限公司(「股份過戶處」)提供個人資料以用於核實及記錄。閣下收取本公司公司通訊的語言版本和收取方式的選擇, 以及傳送公司通訊, 若 閣下未能提供足夠個人資料, 可能導致無法處理所述要求。 3. 我們可就上述用途將 閣下的個人資料轉移或披露給本公司、本公司的有聯繫公司、股份過戶處的有聯繫公司及/或其他公司或團體, 或按法例規定作出轉移或披露, 並將在適當期間內保留該等個人資料作核實及記錄用途。 4. 閣下有權根據《私隱條例》的條文查閱及/或修改 閣下的個人資料。任何相關查閱及/或修改個人資料之要求均須根據《私隱條例》及以書面方式透過以下途徑提出:

By mail 郵寄至: HK Privacy Officer 香港隱私主任  
Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司  
17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong 香港灣仔皇后大道東 183 號合和中心 17M 樓

By email 電郵至: [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)

\* Corporate Communications mean all 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 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 proxy form. 公司通訊乃指本公司發出或將予發出以供其任何證券持有者人參照或採取行動的所有文件, 包括但不限於: (a)董事局報告、年度財務報表連同核數師報告及(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。

### 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 the envelope  
to return this Reply Form to us.

No postage stamp necessary if posted in Hong Kong.

閣下寄回此回條時, 請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。