



# SINO-OCEAN SERVICE HOLDING LIMITED

遠洋服務控股有限公司  
(Incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立的有限公司)  
(Stock Code 股份代號: 06677)

## NOTIFICATION LETTER 通知信函

Dear registered holder,

14 January 2026

### Sino-Ocean Service Holding Limited (the "Company")

#### - Notice of Publication of Circular, Notice of Extraordinary General Meeting and Form of Proxy (the "Current Corporate Communication(s)")

The Company's Extraordinary General Meeting will be held at Meeting Room, 3rd Floor, Tower A, Ocean International Center, 56 Dongsihuanzhonglu, Chaoyang District, Beijing, PRC on Friday, 30 January 2026 at 9:00 a.m.. The English and Chinese versions of the Company's Current Corporate Communication(s) are available on the website of the Company at [www.sinoceanservice.com](http://www.sinoceanservice.com) (the "Company's website") (click "Investor Relations", then "Announcements") and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (the "Stock Exchange's website"), or the printed form(s) of the Current Corporate Communication(s) is/are enclosed according to our agreed arrangement (if applicable). You may access the Current Corporate Communication(s) on the Company's website or browsing through the Stock Exchange's website.

Even if you have chosen (or are deemed to have consented) to read all the Corporate Communications\* via the Company's website or the Stock Exchange's website (the "Online Version") but for any reason you cannot access the Online Version of the Current Corporate Communication(s) or would like to receive a printed copy of the Current Corporate Communication(s), please complete Part A of the reply form on the reverse side of this letter (the "Reply Form") and sign and return it by using the enclosed mailing label (a stamp is not required if posted in Hong Kong) to the Company's Hong Kong branch share registrar, Tricor Investor Services Limited (the "Share Registrar"), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to [sinoceanservice-ecom@vistra.com](mailto:sinoceanservice-ecom@vistra.com). The Company will promptly upon your request send the Current Corporate Communication(s) to you in printed form free of charge. Nonetheless, such request does not constitute a change in your choice of means of receipt of future Corporate Communications.

If you would like to change the means of receipt of all future Corporate Communications, please complete Part B of the Reply Form and sign and return it to the Share Registrar at the above address by using the enclosed mailing label (a stamp is not required if posted in Hong Kong) or by email to [sinoceanservice-ecom@vistra.com](mailto:sinoceanservice-ecom@vistra.com). You may also, at any time, send your request in writing to the Share Registrar by mail at the above address or by email to [sinoceanservice-ecom@vistra.com](mailto:sinoceanservice-ecom@vistra.com).

It is the responsibility of registered holders to provide a functional email address. To ensure timely receipt of future Corporate Communications and Actionable Corporate Communications\*\*, if you have not provided your email address to the Company or need to update your email address, the Company recommends you to provide your email address by completing Part B of the Reply Form, and signing and returning it to the Share Registrar at the above address by using the enclosed mailing label (a stamp is not required if posted in Hong Kong) or by email to [sinoceanservice-ecom@vistra.com](mailto:sinoceanservice-ecom@vistra.com). 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 notices of publication of the Online Version of Corporate Communications (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.

Should you have any queries relating to the content of this letter, please call the telephone hotline of 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 [sinoceanservice-ecom@vistra.com](mailto:sinoceanservice-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.

各位登記持有人：

### 遠洋服務控股有限公司（「本公司」） - 通函、股東特別大會通告及代表委任表格（「本次公司通訊」）之發佈通知

本公司之股東特別大會將於二零二六年一月三十日（星期五）上午九時正假座中國北京市朝陽區東四環中路56號遠洋國際中心A座3層會議室舉行。本公司的本次公司通訊的中、英文版本已上載於本公司網站([www.sinoceanservice.com](http://www.sinoceanservice.com))（「本公司網站」）（按「投資者關係」一項，再按「公司公告」）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」），或本公司已按閣下同意的安排附上本次公司通訊的印刷本（如適用）。閣下可在本公司網站或在聯交所網站瀏覽本次公司通訊。

儘管閣下已選擇（或被視為已同意）通過本公司網站或聯交所網站閱覽所有公司通訊\*（「網上版本」），但如果因任何理由閣下未能閱覽本次公司通訊的網上版本或欲收取本次公司通訊的印刷本，請填妥本函背面的回條（「回條」）的甲部，並於簽署後使用隨附的郵寄標籤（如在香港投寄則毋須貼上郵票）寄回本公司之香港股份過戶登記處卓佳證券登記有限公司（「股份過戶登記處」）（地址為香港夏慤道16號遠東金融中心17樓），或電郵至 [sinoceanservice-ecom@vistra.com](mailto:sinoceanservice-ecom@vistra.com)。本公司將應閣下的要求盡快向閣下發送本次公司通訊的印刷本，費用全免。儘管如此，該要求不會構成更改閣下收取日後公司通訊的收取方式之選擇。

閣下如欲更改日後收取所有公司通訊的收取方式，請填妥回條的乙部，並於簽署後使用隨附的郵寄標籤（如在香港投寄則毋須貼上郵票）寄回股份過戶登記處（地址如上）或電郵至 [sinoceanservice-ecom@vistra.com](mailto:sinoceanservice-ecom@vistra.com)。閣下亦可隨時經股份過戶登記處以書面方式（地址如上）或電郵至 [sinoceanservice-ecom@vistra.com](mailto:sinoceanservice-ecom@vistra.com) 提出有關要求。

登記持有人有責任提供有效的電郵地址。為確保及時收到日後公司通訊及可供採取行動的公司通訊\*\*，如閣下尚未提供閣下之電郵地址予本公司或需更新閣下之電郵地址，本公司建議閣下填妥回條的乙部，並於簽署後使用隨附的郵寄標籤（如在香港投寄則毋須貼上郵票）寄回股份過戶登記處（地址如上）或電郵至 [sinoceanservice-ecom@vistra.com](mailto:sinoceanservice-ecom@vistra.com)，以提供閣下之電郵地址予本公司。倘本公司沒有閣下的有效電郵地址，閣下將無法透過電郵收取以電子方式發送的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。本公司只能以印刷本形式向閣下發送發佈通知及可供採取行動的公司通訊，直至股份過戶登記處收到閣下的有效電郵地址為止。

閣下如對本函內容有任何疑問，請於辦公時間星期一至星期五（香港公眾假期除外）上午九時正至下午五時正期間致電股份過戶登記處熱線電話(852) 2980 1333，或發送電郵至 [sinoceanservice-ecom@vistra.com](mailto:sinoceanservice-ecom@vistra.com)。

承董事局命  
遠洋服務控股有限公司  
公司秘書  
陳嘉敏  
謹啓

二零二六年一月十四日

\* 「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。

\*\* 「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。

