

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, 20 September 2023

Sino-Ocean Service Holding Limited (the "Company")
Notice of Publication of 2023 Interim Report (the "Current Corporate Communication(s)")

The English and Chinese versions of the Company's Current Corporate Communication(s) are available on the Company's website at www.sinooceanservice.com (the "Company's website") (click "Investor Relations", then "Financial Reports") and the website of The Stock Exchange of Hong Kong Limited at 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.

You may at any time choose to receive Corporate Communications^(Note) free of charge either in printed form (English language version only, Chinese language version only or both language versions) or via the Company's website or the Stock Exchange's website (the "Online Version").

Even if you have chosen (or are deemed to have consented) to receive all the Corporate Communications in 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 (English language version only, Chinese language version only or both language versions) of the Current Corporate Communication(s), please complete Part A of the Change Request Form on the reverse side of this letter 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. The Change Request Form may also be downloaded from the Company's website or the Stock Exchange's website. The Company will promptly upon your request send the Current Corporate Communication(s) to you in printed form free of charge.

If you would like to change the means of receipt of all future Corporate Communications, please complete Part B of the Change Request Form and sign and return it to the Share Registrar at the abovementioned address by using the enclosed mailing label (a stamp is not required if posted in Hong Kong).

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 6:00 p.m. from Monday to Friday, excluding public holidays) or send an email to sinooceanservice-ecom@hk.tricorglobal.com.

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

Note: "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) form of proxy.

各位登記持有人:

遠洋服務控股有限公司(「本公司」) 2023年中期報告(「本次公司通訊」)之發佈通知

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.sinooceanservice.com)(「本公司網站」)(按「投資者關係」一項,再按「財務報告」)及香港聯合交易所有限公司的網站(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。

閣下可隨時選擇收取公司通訊^(開註)的印刷本(只收取英文印刷本、只收取中文印刷本或同時收取中、英文印刷本)或通過本公司網站或聯交所網站收取公司通訊(「**網上版本**」),費用全免。

儘管 閣下已選擇(或被視為已同意)收取所有公司通訊的網上版本,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(只收取英文印刷本、只收取中文印刷本或同時收取中、英文印刷本),請填妥本函背面的更改指示表格的甲部,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分處卓佳證券登記有限公司(「**股份過戶登記處**」)(地址為香港夏懟道16號遠東金融中心17樓)。更改指示表格亦可於本公司網站或聯交所網站內下載。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。

閣下如欲更改日後收取所有公司通訊的收取方式,請填妥更改指示表格的乙部,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。

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(公眾假期除外)上午九時正至下午六時正期間致電股份過戶登記處熱線電話(852)29801333,或發送電郵至sinooceanservice-ecom@hk.tricorglobal.com。

承董事局命 **遠洋服務控股有限公司** 公司秘書 沈培英 ^{謹段}

2023年9月20日



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)

CHANGE REQUEST FORM 再改指示表核

	CIIII	GE REQUE	JI I OKNI	文以沿	71148	11111							
To:	Sino-Ocean Service Holding Limited (the "Company") (Stock Code: 06677) c/o Tricor Investor Services Limited 17/F, Far East Finance Centre,		致:	遠洋服務 (股份代 經卓佳證 香港夏慤	號:066 券登記7	577)		司」)					
	16 Harcourt Road, Hong Kong			遠東金融	中心17村	婁							
甲部 一	I/We would like to receive the Current Corporate Commu 本人/吾等希望以下列方式收取本公司本次公司通訊: rk (イ) in the following box 請於下列空格内劃上「イ,號)	unication(s) of the Con	npany as indicated	l below:									
	to receive printed copies of the Current Corporate Communi 收取本次公司通訊之 印刷本 。	cation(s).											
Part B –	I/We would like to change the choice of language or mean	s of receipt of future C	Corporate Commu	nications of	the Cor	npany as	s indica	ted below	/:				
乙部 —	本人/吾等希望更改收取本公司日後公司通訊之語言版本												
(Please ma	ark (✔) in ONLY ONE of the following boxes 請從下列各空村												
	to read the Online Version of all future Corporate Communic		y's website in lieu	of receiving p	printed c	opies; an	d to rec	eive an en	nail no	tification	n or a no	tification	n letter
	of the availability of the Corporate Communications on the Company's website; 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,並收取公司通訊在本公司網站已發佈之電郵通知或通知信函:或												
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	可網站已發佈時,僅發出通知信函子 to receive the printed English version of all future Corporate 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 Corporat 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 o 同時收取所有日後公司通訊之英文及中文印刷本。	e Communications ONI e Communications ON	LY; OR LY; OR	,而該電郵	<i>地址僅</i>	<i>(供用作</i>	發送有	<i>「關公司」</i>	通訊日	∃ <i>發佈</i> ∑	之通知	。)	
Name(s) o	f Shareholder(s):		Signature	e:									
股東姓名			簽署:										
Registered 登記地址	(Please use ENGLISH BLOCK LETTERS 請用 英文正 I Address: [- :												
	elephone Number: 5號碼:		Date: 日期:										
2. Any in 如在: 3. The in 上述: 4. If you 如屬: 5. For the interval in the interval	e complete, sign and return this Change Request Form to the Share Registra 妥及簽署此更改指示表格,並經郵應(按下述之指示使用斯寄標籤)iform with more than one box marked (//), with no box marked (//), with no kox marked (//)	或電郵至 sinooceanservice-osignature or otherwise inconfinities for incomplete for the sinooper of the sinooper of the sinooper of the sinooper of the register of members of 分而其姓名列首位的股東資	ecom@hk.tricorglobal rrectly completed will 各將會作廢。 you inform us otherw the Company in respe	com 交回股份 be void. se.	過戶登記	處卓佳證差	券登記有	限公司。				orglobal.c	om.

PERSONAL INFORMATION COLLECTION STATEMENT (THE "PICS") 收象個人資料幾明

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 Request 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/Tircor Investor Services Limited at the above address.

(埃姆恩人育科學明所指的個人資料(「個人資料」)與香港法的資料金倉 (個人資料(私房)條例)所界定程具有相同涵義。

順下是自顧向本公司提供個人資料、以用於確望 關下在本申請表格上所適有酬收取公司编码间的指示。我們可能會向為本公司提供同议。會職及其他服务的代理人、亲包商或第三方服务师晚商,以及其他依法獲授權而要求取得有關資料の人士或其他與上途所列出的該等用途有限。

《查替》、為進行該等用途,本公司將在所需時間內保留 關下的個人資料。有關查閱及/或更正相關個人資料的要求可按照(個人資料(私房)提供)提出,而有關要求須以書面作出並都寄至本公司/卓建證券包含有限公司,地址已在上文载列。

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

閣下寄回此申請表格時,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

Sino-Ocean Service Holding Limited 遠洋服務控股有限公司 (06677)

(Please cut along the dotted line 請沿虛線剪下)