



遠洋集團

# 遠洋集團控股有限公司 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

11 April 2019

Dear registered holder,

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

**– Notice of publication of 2018 Annual Report, Circular, Notice of Annual General Meeting and Form of Proxy (the “Current Corporate Communication(s)”)**

The Company’s Annual General Meeting will be held at 9:30 a.m. on Thursday, 16 May 2019 at Workshop 3-4, 3rd Floor, EAST Beijing, No. 22 Jiuxianqiao Road, Chaoyang District, Beijing, PRC. The English and Chinese versions of the Company’s Current Corporate Communication(s) are available on the Company’s website at [www.sinooceangroup.com](http://www.sinooceangroup.com) and Hong Kong Exchanges and Clearing Limited’s website at [www.hkexnews.hk](http://www.hkexnews.hk) (the “HKEXnews’ website”) and, if you have previously chosen to receive Corporate Communication(s) <sup>(Note)</sup> in printed form, the arranged printed form(s) of Current Corporate Communication(s) are enclosed. You may access the Current Corporate Communication(s) on the Company’s website or browsing through the HKEXnews’ website.

You may at any time choose to receive free of charge Corporate Communication(s) either in printed form (English language version only, Chinese language version only or both language versions) or to read the Company’s Corporate Communication(s) from the Company’s website or HKEXnews’ website (the “Website Version”), notwithstanding any wish to the contrary you have previously conveyed to the Company. If you want to receive a printed version or another language version of the Current Corporate Communication(s), please complete and sign on the request form (the “Request Form”) on the reverse side and send it to the Company’s share registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong, using the postage mailing label at the bottom of the Request Form (a stamp is not required if posted in Hong Kong). 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 Company’s share registrar at the address shown above.

If you would like to change your choice of language or means of receipt of the Company’s future Corporate Communication(s), please 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 Company’s share registrar. Even if you have elected (or are deemed to have consented) to receive the Website Version of all future Corporate Communication(s) but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communication(s), the Company will promptly upon your request send the Current Corporate Communication(s) to you in printed form free of charge.

Should you have any queries relating to any of the above matters, please call the Company’s 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.

Yours faithfully,  
By order of the Board  
**Sino-Ocean Group Holding Limited**  
**LAI Yin Ping**  
Company Secretary

*Note: Corporate Communication(s) mean any document issued or to be issued by the Company for the information and action of holders of any 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 proxy form.*

各位登記持有人：

**遠洋集團控股有限公司（「本公司」）**

**– 2018 年年報、通函、股東週年大會通告及代表委任表格（「本次公司通訊」）之發佈通知**

本公司之股東週年大會將於 2019 年 5 月 16 日（星期四）上午 9 時 30 分正假座中國北京市朝陽區酒仙橋路 22 號東隅酒店三層會議室 3-4。本公司的本次公司通訊中、英文版本已上載於本公司網站 [www.sinooceangroup.com](http://www.sinooceangroup.com) 及香港交易及結算所有限公司的網站 [www.hkexnews.hk](http://www.hkexnews.hk)（「披露易網站」），歡迎瀏覽。此外，若閣下曾選擇以印刷本方式收取公司通訊<sup>(附註)</sup>，謹亦附上本次公司通訊的印刷本。閣下可在本公司網站或在披露易網站瀏覽本次公司通訊。

儘管閣下早前曾向本公司作出公司通訊收取方式或語言版本的選擇，但仍可以隨時更改有關選擇，轉為以印刷本（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披露易網站瀏覽公司通訊（「網上方式」）。如閣下欲收取本次公司通訊的印刷本或另一語言印刷本，請閣下填妥在本函背面的申請表格（「申請表格」），並使用下方的郵寄標籤（如在香港投寄則無需貼上郵票），把填妥及簽署後的申請表格寄回本公司的股份過戶登記處，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。閣下同時亦可以電郵方式把申請（註明閣下的姓名、地址及要求）發送到 [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk) 或以書面方式通知上述地址的本公司股份過戶登記處。

如閣下需要更改公司通訊收取方式或語言版本的選擇，請將申請（註明閣下的姓名、地址及要求）以電郵方式發送到 [sinooceangroup.ecom@computershare.com.hk](mailto:sinooceangroup.ecom@computershare.com.hk) 或以書面方式通知本公司股份過戶登記處，以更改日後收取公司通訊之收取方式及語言版本之選擇。如閣下已選擇以網上方式收取日後公司通訊（或被視為已同意以網上方式收取），但因任何理由未能閱覽載於網站的本次公司通訊，本公司將應閣下要求盡快發送本次公司通訊的印刷版本，費用全免。

如閣下對本函內容有任何疑問，請致電本公司的股份過戶登記處服務熱線(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。

承董事局命  
遠洋集團控股有限公司  
公司秘書  
黎燕萍  
謹啟

二零一九年四月十一日

附註 公司通訊乃指公司發出或將予發出以供其任何證券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)委任代表表格。

**REQUEST FORM 申請表格**

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, Wanchai, Hong Kong

致: **遠洋集團控股有限公司 (「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

I/We have chosen to read the Current Corporate Communication(s) posted on the Company’s website or have already received a printed copy of the Current Corporate Communication(s) in Chinese or in English but would like to receive:

本人／吾等已選擇閱覽刊登於公司網站的本次公司通訊或已收取本次公司通訊的中文或英文印刷本，惟欲收取：

(Please mark “X” in ONLY ONE of the following boxes)

(請從下列選擇中，僅在其中一個空格內劃上「X」號)

☐

a **printed English version** of the Current Corporate Communication(s) ONLY; OR

僅收取本次公司通訊的**英文印刷本**；或

☐

a **printed Chinese version** of the Current Corporate Communication(s) ONLY; OR

僅收取本次公司通訊的**中文印刷本**；或

☐

**both the printed English and Chinese versions** of the Current Corporate Communication(s).

同時收取本次公司通訊的**英文及中文印刷本**。

Signature:

簽名：

Contact telephone number:

聯絡電話號碼：

Date:

日期：

Notes 附註：

1. Please complete all your details clearly.  
請 閣下清楚填妥所有資料。
2. Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
3. For the avoidance of doubt, we do not accept any other special instructions written on this Request Form.  
為免存疑，任何在本申請表格上之其他特定指示，本公司將不予處理。



閣下寄回此申請表格時，請將郵寄標籤剪貼於信封上。

**如在本港投寄毋須貼上郵票。**

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

**No postage stamp necessary if posted in Hong Kong.**

**郵寄標籤 MAILING LABEL**

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