



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

13 December 2017

Dear non-registered holder ^(Note 1),

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

– Notice of publication of Circular and Notice of Extraordinary General Meeting (the “Current Corporate Communication(s)”)

The Company’s Extraordinary General Meeting will be held at 10:00 a.m. on Saturday, 30 December 2017 at Workshop 1, 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 and Hong Kong Exchanges and Clearing Limited’s website at www.hkexnews.hk (the “HKEXnews’ website”). You may access the Current Corporate Communication(s) on the Company’s website or browsing through the HKEXnews’ website.

If you want to receive a printed version of the Current Corporate Communication(s) and all future Corporate Communication(s) ^(Note 2), please complete the Request Form on the reverse side and return it to the Company’s Share Registrar, Computershare Hong Kong Investor Services Limited by using the mailing label at the bottom of the Request Form (a stamp is not required if posted in Hong Kong). The address of the Share Registrar is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. The Request Form may also be downloaded from the Company’s website or HKEXnews’ website.

Should you have any queries relating to this letter, 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 or send an email to sinooceangroup.com@computershare.com.hk.

Yours faithfully,
By order of the Board
Sino-Ocean Group Holding Limited
Chung Kai Cheong
Company Secretary

Note: (1) This letter is addressed to non-registered holders (“non-registered holder” means such person or company whose shares 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 to receive Corporate Communication(s)). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.

(2) Corporate Communication(s) means any document issued or to be issued by the Company for the information or action of holders of any of Company’s 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.

各位非登記持有人 ^(附註1)：

遠洋集團控股有限公司（「本公司」） – 通函及股東特別大會通告（「本次公司通訊」）之發佈通知

本公司之股東特別大會將於 2017 年 12 月 30 日（星期六）上午 10 時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 1。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 及香港交易及結算所有限公司的網站 www.hkexnews.hk（「披露易網站」），歡迎瀏覽。閣下可在本公司網站或在披露易網站瀏覽本次公司通訊。

如閣下欲收取本次公司通訊及日後之公司通訊 ^(附註2) 的印刷本，請填妥在本函背面的申請表格，並使用隨附之郵寄標籤寄回本公司股份過戶登記處香港中央證券登記有限公司（如在香港投寄則無須貼上郵票）。股份過戶登記處地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。申請表格亦可於本公司網站或披露易網站內下載。

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 時正或電郵至 sinooceangroup.com@computershare.com.hk。

承董事局命
遠洋集團控股有限公司
公司秘書
鍾啟昌
謹啟

二零一七年十二月十三日

附註： (1) 此函件乃向本公司之非登記持有人（「非登記持有人」指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向本公司發出通知，希望收到公司通訊）發出。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的申請表格。

(2) 公司通訊乃指本公司發出或將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：(a)董事局報告、年度財務報表連同核數師報告以及（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 would like to receive the current and all future Corporate Communication(s)* of the Company (the “Corporate Communication(s)”) in the manner as indicated below:

本人／我們希望以下列方式收取公司本次及日後的公司通訊*（「公司通訊」）：

(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. This letter is addressed to non-registered holders (“non-registered holder” means such person or company whose shares 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 to receive Corporate Communication(s)).

此函件乃向公司之非登記持有人（「非登記持有人」指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向公司發出通知，希望收到公司通訊）發出。

3. 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。

4. The above instruction will apply to the Corporate Communication(s) to be sent to you until you notify to the Company’s Share Registrar, Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have holdings in the Company.

上述指示適用於發送予閣下之所有公司通訊，直至閣下通知公司之股份過戶登記處香港中央證券登記有限公司另外之安排或任何時候停止持有公司的股份。

5. For the avoidance of doubt, we do not accept any other instruction given on this form.

為免存疑，任何在本表格上的額外指示，公司將不予處理。

* Corporate Communication(s) means any document issued or to be issued by the Company for the information or action of holders of any of Company’s 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.

* 公司通訊乃指公司發出或將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：(a)董事局報告、年度財務報表連同核數師報告以及（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。

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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.

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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

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