



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

17 April 2020

Dear registered holder,

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

– Notice of publication of 2019 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 Wednesday, 20 May 2020 at Meeting Room, 31st Floor, Tower A, Ocean International Center, 56 Dongsihuanzhonglu, 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.sinoceangroup.com and The Stock Exchange of Hong Kong Limited’s website at www.hkexnews.hk (the “SEHK’s website”) and, if you have previously chosen to receive Corporate Communication(s) ^(Note) 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 SEHK’s 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 SEHK’s 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 sinoceangroup.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 sinoceangroup.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
CHUNG Kai Cheong
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」）
– 2019 年年報、通函、股東周年大會通告及代表委任表格（「本次公司通訊」）之發佈通知**

本公司之股東周年大會將於 2020 年 5 月 20 日（星期三）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。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.sinoceangroup.com 及香港聯合交易所有限公司的網站 www.hkexnews.hk（「聯交所網站」），歡迎瀏覽。此外，若閣下曾選擇以印刷本方式收取公司通訊^(附註)，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聯交所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聯交所網站瀏覽公司通訊（「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 sinoceangroup.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 sinoceangroup.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
鍾啟昌
謹啟

二零二零年四月十七日

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：**滙豐集團控股有限公司（「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); OR
同時收取本次公司通訊的英文及中文印刷本；或

read the Website Version of all future Corporate Communications published on the Company's website and/or the SEHK's website in place of receiving printed copies; and receive an email notification or a notification letter of the publication of the Corporate Communications on the aforesaid websites; 以網上方式瀏覽在本公司網站及／或聯交所網站發表之所有今後公司通訊，以代替收取印刷本，並收取有關公司通訊已在前述網站上刊發之電郵通知或通知信函；

Email Address
電郵地址

Name:
姓名：

Registered Address:
登記地址：

Signature:
簽名：

Contact telephone number:
聯絡電話號碼：

Date:
日期：

Notes 附註：

- Please complete all your details clearly.
請闕下清楚填妥所有資料。
- 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。
- 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。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- (i) "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").
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。
- (ii) Your supply of Personal Data to the Company is on a voluntary basis. Failure to provide sufficient information may result in the Company not being able to process your instructions and/or requests as stated in this request form.
閣下是自願向公司提供個人資料。倘若閣下未能提供足夠資料，本公司可能無法處理閣下在本申請表格上所述的指示及／或要求。
- (iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the share registrar, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for verification and record purposes.
本公司可就任何所說明的用途，將閣下的個人資料披露或轉移給本公司的附屬公司、股份過戶登記處、及／或其他公司或團體，並將在適當期間保留該等個人資料作核實及記錄用途。
- (iv) 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 and sent to the Personal Data Privacy Officer of the Company's share registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.
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。任何該等查閱及／或修改個人資料的要求均須以書面方式向本公司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)的個人資料私隱主任提出。

Mailing Label 郵寄標籤

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

Please cut the mailing label and stick it on an envelope to return this Request Form to us.
No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時，請將郵寄標籤剪貼於信封上。如在本港投寄，閣下無需支付郵費或貼上郵票。

Get in touch with us 與我們聯繫

Send us an enquiry 查詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact