



ORIENT OVERSEAS (INTERNATIONAL) LIMITED

東方海外(國際)有限公司*

(Incorporated in Bermuda with members' limited liability)

(於百慕達註冊成立之成員有限責任公司)

(Stock Code 股份代號: 316)

NOTIFICATION LETTER 通知信函

25th April 2024

Dear Non-registered Shareholder⁽¹⁾,

Orient Overseas (International) Limited (the "Company")

– 2023 Annual Report, Circular and Notice of Annual General Meeting (collectively, the "Current Corporate Communications"), and 2023 Sustainability Report

The English and Chinese versions of the Current Corporate Communications and 2023 Sustainability Report are available on the Company's website (<https://www.ooilgroup.com>) and you can access the documents under the respective sub-sections titled "Financials (Interim & Annual Reports)", "Newsroom (Information to Shareholders)" and "Corporate (Environmental Protection)" thereof. The documents are also available on the website of The Stock Exchange of Hong Kong Limited (<https://www.hkexnews.hk>). If you have elected to receive the Corporate Communications⁽²⁾ in printed form, printed copies of the Current Corporate Communications are enclosed herewith.

In support of electronic dissemination of the Company's Corporate Communications⁽²⁾, as a non-registered shareholder, the Company recommends you to liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

If you want to receive a printed copy of the Current and/or future Corporate Communications⁽²⁾, please complete the Request Form on the reverse side and return it by post (using the mailing label provided) to the Company's Hong Kong branch share registrar, Computershare Hong Kong Investor Services Limited (the "Branch Share Registrar") at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong; or by email to ooil@computershare.com.hk.

If you have provided your email address to receive the Corporate Communications⁽²⁾ by electronic means but for any reason have any difficulty in gaining access to the Current Corporate Communications, the Branch Share Registrar will promptly upon your request send the printed copy of the same to you free of charge.

2023 Sustainability Report is published in electronic form only. You may request for a printed copy by writing to the Branch Share Registrar at the above address; or by email to ooil@computershare.com.hk.

Details of the arrangements for dissemination of the Company's Corporate Communications⁽²⁾, including the arrangements by which shareholders can make hardcopy requests, are posted on the Company's website under "Investor Relations" section thereof. Should you have any query, please contact our Branch Share Registrar by telephone at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays), or by email to ooil@computershare.com.hk.

Yours faithfully,
Orient Overseas (International) Limited

Notes: (1) This notification letter is addressed to "Non-registered Shareholder" of the Company, which 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 Communications.

(2) Corporate Communications include but are not limited to annual reports, interim reports, notices of meetings, listing documents, circulars and proxy forms.

* For identification purpose only

各位非登記股東⁽¹⁾：

東方海外(國際)有限公司* (「本公司」)

– 2023年年報、通函及股東週年大會通告(統稱「本次公司通訊」)以及2023年可持續發展報告

本次公司通訊及2023年可持續發展報告之英文版及中文版已上載於本公司網站(<https://www.ooilgroup.com>)，閣下可分別於「公告(中期報告/年報)」、「公告(股東資訊)」及「公告(可持續發展報告)」項下閱覽該等文件。該等文件亦載於香港聯合交易所有限公司網站(<https://www.hkexnews.hk>)。倘閣下已選擇收取公司通訊⁽²⁾之印刷本，隨函附上本次公司通訊的印刷本。

為支持以電子方式發佈本公司的公司通訊⁽²⁾，作為非登記股東，本公司建議閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電郵地址。

如閣下欲收取本次及/或日後公司通訊⁽²⁾之印刷本，請填妥本函背面的申請表格，並使用申請表格內的郵寄標籤寄回本公司之香港股份登記分處香港中央證券登記有限公司(「股份登記分處」)，地址為香港灣仔皇后大道東183號合和中心17M樓；或電郵至ooil@computershare.com.hk。

如閣下已提供電郵地址以電子方式收取公司通訊⁽²⁾，但因任何原因以致閱覽本次公司通訊時遇到任何困難，股份登記分處於接到閣下通知後，將儘快向閣下免費發送本次公司通訊的印刷本。

2023年可持續發展報告僅以電子形式刊發。閣下可致函至股份登記分處上述地址索取印刷本；或電郵至ooil@computershare.com.hk。

有關本公司的公司通訊⁽²⁾之詳細發佈安排(包括股東可索取印刷本的安排)已載於本公司網站的「公告」部分。如有任何疑問，請於辦公時間內(星期一至五上午9時至下午6時，香港公眾假期除外)聯絡我們的股份登記分處(電話：(852) 2862 8688)或電郵至ooil@computershare.com.hk。

東方海外(國際)有限公司
謹啟

2024年4月25日

附註：(1) 此通知信函乃向本公司之「非登記股東」發出，非登記股東指某人士或公司，其股份存放於中央結算及交收系統，並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取公司通訊。

(2) 公司通訊包括但不限於年報、中期報告、會議通告、上市文件、通函及代表委任表格。

* 僅供識別

OROH-25042024 1(0)

REQUEST FORM 申請表格

To: **Orient Overseas (International) Limited (the "Company")**
(Stock Code: 316)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

致：東方海外(國際)有限公司*(「本公司」)
(股份代號: 316)
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

REMINDER 提示

As a non-registered shareholder, to receive the Company's Corporate Communications[#] via email, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，為透過電郵收取本公司的公司通訊[#]，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電郵地址。

2023 Annual Report, Circular and Notice of Annual General Meeting of the Company (collectively, the "Current Corporate Communications")
本公司2023年年報、通函及股東週年大會通告(統稱「本次公司通訊」)

I/We would like to receive the Current and/or future Corporate Communications[#] of the Company in the manner as indicated below:
本人/吾等希望以下列方式收取本公司之本次及/或日後公司通訊[#]：

- printed copies in English only 僅收取英文印刷本 printed copies in Chinese only 僅收取中文印刷本 printed copies in both English and Chinese 收取英文和中文印刷本各一份
- this instruction is only applicable to the Current Corporate Communications 本指示僅適用於本次公司通訊

I/We have noted that this instruction for printed copies is valid until the instruction has been revoked or superseded, or until publication of the Company's next annual report in the following year (whichever is earlier).
本人/吾等已知悉收取印刷本指示的有效期直至該指示被撤銷或取代，或直至本公司於翌年刊發下一份年報為止(以較早者為準)。

Name(s) of Non-registered Shareholder(s)
非登記股東姓名

Signature(s)
簽名

(Please use ENGLISH CAPITAL LETTERS 請用英文正楷填寫)

Address
地址

Contact telephone number
聯絡電話號碼

Date
日期

Notes 附註：

- This Request Form with no signature or otherwise incorrectly completed will be void.
本申請表格若沒有簽署或在其他方面填寫不正確，即告作廢。
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form.
為免存疑，本公司將不處理任何在本申請表格上的額外手寫指示。
- Corporate Communications include but are not limited to annual reports, interim reports, notices of meetings, listing documents, circulars and proxy forms.
公司通訊包括但不限於年報、中期報告、會議通告、上市文件、通函及代表委任表格。
- For identification purpose only
僅供識別

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO"), which includes your name, mailing address and contact telephone number.

本聲明所指的「個人資料」具有《個人資料(私隱)條例》(第486章)(「私隱條例」)賦予「個人資料」之相同涵義，當中包括閣下的姓名、郵寄地址及聯絡電話號碼。

Your Personal Data provided in this form will be used in connection with, including but not limited to, the dissemination of the Company's Corporate Communications[#]. Your supply of Personal Data is on a voluntary basis. However, we may not be able to process your request unless you provide us with your Personal Data.

閣下於本表格所提供的個人資料將用於(包括但不限於)有關本公司的公司通訊[#]發佈的事宜上。閣下乃基於自願性質提供個人資料，惟倘閣下並無提供個人資料，本公司可能無法處理閣下的指示。

Your Personal Data will be disclosed or transferred to the Company's Branch Share Registrar and/or other companies or bodies for the purpose stated above, or when it is required to do so by law, and will be retained for such period as may be necessary for our verification and record purpose.

本公司可就上用途將閣下的個人資料披露或轉移給本公司的股份登記分處及/或其他公司或團體，或按法例規定作出披露或轉移，並將將在適當期間內保留該等個人資料作核實及記錄用途。

Your personal data shall also be processed in accordance with the Company's Privacy Statement for Shareholders which is available under "Corporate (Shareholder Information)" section of the Company's website (https://www.oilgroup.com).

閣下的個人資料會按照本公司股東私隱聲明處理。股東私隱聲明上載於本公司網站(https://www.oilgroup.com)「Corporate(Shareholder Information)」一欄。

You have the right to request access to and/or correction of your Personal Data respectively 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 by either of the following means:

閣下有權根據私隱條例分別查閱及/或修改閣下的個人資料。任何查閱及/或修改閣下個人資料的要求，均須透過以下其中一項途徑以書面方式提出：

By mail to: Personal Data Privacy Officer
Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

郵寄：香港灣仔皇后大道東183號合和中心17M樓
香港中央證券登記有限公司
個人資料私隱主任

By email to: PrivacyOfficer@computershare.com.hk

電郵：PrivacyOfficer@computershare.com.hk

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited
香港中央證券登記有限公司
Freepost 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 form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回此表格時，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 垂詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact