

Registered shareholder's information (English Name and Address)

登記股份持有人資料 (英文姓名及地址)

Request Form 申請表格

For your special attention 懇請閣下注意:

1. For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form. If you have replied to our company before, you may not have to deal with it.
為免存疑，任何在本變更申請表上的額外手寫指示，公司將不予處理。如閣下之前已回復過本公司，可不用處理。
2. For any change of personal information i.e. *correspondence address*, please contact our share registrar, *Computershare Hong Kong Investor Services Limited* via its hotline at (852) 2862 8555
如閣下欲更改個人信息，如通訊地址等，請致電股份過戶登記處香港中央證券登記有限公司之熱線(852) 2862 8555。
3. For identity purpose, please DO NOT cut off your name and address on top of this form.
為進行身份確認，請不要剪下本表格上方的姓名和地址。

I/We would like to receive Corporate Communications* of the Company ("Corporate Communications") in the manner as indicated below:

本人/我們希望以下列方式收取 貴公司之公司通訊文件* (「公司通訊文件」):

(Please mark **ONLY ONE (X)** of the following boxes)

(請從下列選擇中，僅在其中一個空格內劃上「X」號)

- read the Website Version of all future Corporate Communication published on the Company's website in place of receiving printed copies, and to receive printed notification of the publication of the Corporate Communication; OR
瀏覽在本公司網站發表之日後所有公司通訊網上版本，以代替收取印刷本，並收取公司通訊的刊發通知印刷本；或
- to receive the **printed English version** of all Corporate Communications ONLY; **OR**
僅收取公司通訊文件之英文印刷本；或
- to receive the **printed Chinese version** of all Corporate Communications ONLY; **OR**
僅收取公司通訊文件之中文印刷本；或
- to receive both **printed English and Chinese versions** of all Corporate Communications.
同時收取公司通訊文件之英文及中文印刷本。

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 Communications).
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，希望收到公司通訊文件）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 Communications to be sent to you until you notify to the Company 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 閣下通知本公司另外之安排或任何時候停止持有本公司的股份。
5. For the avoidance of doubt, we do not accept any other instruction given on this Request Form.
為免存疑，任何在本申請表格上的額外指示，本公司將不予處理。

* *Corporate Communication includes 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, summary interim report; (c) a notice of meeting; (d) a listing document; and (e) a circular.*

公司通訊文件包括但不限於：(a) 董事會報告、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) 上市文件及(e) 通函。



郵寄標籤 MAILING LABEL

閣下寄回此變更申請表時，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 Change Request Form to us.*

No postage stamp necessary if posted in Hong Kong.

中外運航運有限公司
SINOTRANS SHIPPING LTD
簡便回郵號碼 Freepost No. 10
香港 Hong Kong