

Registered shareholder's information (English Name and Address)

登記股份持有人資料 (英文姓名及地址)

## Change Request Form

### 變更申請表

**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。

**Part A – To receive printed version of the Current Corporate Communication (2018 Interim Report): (Please tick ONLY ONE of the following boxes)**

甲部 – 收取最新公司通訊 (2018中期報告) 的印刷版本: (請從下列選擇中，僅在其中一個空格內劃上「√」號)

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

本人/吾等已選擇閱覽刊登於本公司網站的最新公司通訊或已收取最新公司通訊的中文或英文版本，惟欲收取：

- a printed copy of the Current Corporate Communication in English; **OR**  
最新公司通訊的英文印刷版本；或
- a printed copy of the Current Corporate Communication in Chinese; **OR**  
最新公司通訊的中文印刷版本；或
- both the printed English and Chinese versions of the Current Corporate Communication.  
最新公司通訊的英文及中文印刷版本。

**Part B – To change choice for future Corporate Communication: (Please tick ONLY ONE of the following boxes)**

乙部 – 閣下選擇更改日後公司通訊: (請從下列選擇中，僅在其中一個空格內劃上「√」號)

I/We would like to change my/our previous choice and request to receive all future Corporate Communication of the Company issued not less than 10 business days after the date hereof in the following manner:

本人/吾等欲更改之前的選擇，並要求通過以下方式，收取日後本公司發出不少於本申請表日期後十個營業日的所有公司通訊：

- 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 future Corporate Communication ONLY; **OR**  
僅收取日後所有公司通訊之英文印刷版本；或
- to receive the printed **Chinese version** of all future Corporate Communication ONLY; **OR**  
僅收取日後所有公司通訊之中文印刷版本；或
- to receive **both the printed English and Chinese versions** of all future Corporate Communication.  
同時收取日後所有公司通訊之英文及中文印刷版本。

Signature

簽名：\_\_\_\_\_

Contact telephone number

聯絡電話號碼：\_\_\_\_\_

Date

日期：\_\_\_\_\_

*Notes:*

1. Please complete all your details clearly.
2. If your shares are held in joint names, all joint holders or the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Change Request Form in order to be valid.
3. The above instruction will apply to all future Corporate Communication to be sent to shareholders of the Company until you notify the Company at 21st Floor, Great Eagle Centre, 23 Harbour Road, Wanchai, Hong Kong, otherwise by reasonable notice in writing. You may also notify the Company by email at [IR@sinotranship.com](mailto:IR@sinotranship.com).
4. All future Corporate Communication in both the English and Chinese languages will be available from the Company upon request.
5. The shareholders are entitled to change the choice of means or language of the Company's Corporate Communication at any time by reasonable notice in writing to the Company at the above address. You may also notify the Company by email at [IR@sinotranship.com](mailto:IR@sinotranship.com).

附註：

1. 請閣下清楚填妥所有資料。
2. 如屬聯名股東，則本變更申請表須由所有聯名股東或由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
3. 上述指示適用於日後所有寄發予本公司股東之所有公司通訊，直至閣下發出合理書面通知予本公司（地址為香港灣仔港灣道 23 號鷹君中心 21 樓）另作選擇為止。閣下亦可以電郵方式（地址為 [IR@sinotranship.com](mailto:IR@sinotranship.com)）通知本公司。
4. 本公司將備有日後所有公司通訊之中、英文印刷本以供索閱。
5. 股東有權隨時根據上述地址發出合理書面通知予本公司，要求更改收取公司通訊之語言選擇或收取方式。閣下亦可以電郵方式（地址為 [IR@sinotranship.com](mailto:IR@sinotranship.com)）通知本公司。



**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