



ORIENT OVERSEAS (INTERNATIONAL) LIMITED

東方海外(國際)有限公司*

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號: 316)

NOTIFICATION LETTER 通知信函

24th March 2016

Dear Non-registered Shareholder⁽¹⁾,

**Orient Overseas (International) Limited (the “Company”)
– Circular and Notice of Annual General Meeting of the Company (the “Current Corporate Communication”)**

The bilingual version (English and Chinese) of the Current Corporate Communication is available (i) under Newsroom (Information to Shareholders) section of the Company’s website (www.oilgroup.com); and (ii) on the HKExnews website (www.hkexnews.hk).

If you want to receive a printed version of the Current Corporate Communication, please complete the Request Form on the reverse side and return it by post (using the mailing label in the Request Form) 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.

Please note that by completing and returning the Request Form to request for the printed version of the Company’s Corporate Communication⁽²⁾ implies that you have expressly indicated that your instruction to receive printed version applies to the Current Corporate Communication and the future Corporate Communication of the Company until you notify the Branch Share Registrar to the contrary by post or by email to ooil@computershare.com.hk or you cease to have holdings in the shares of the Company.

Should you have any query relating to any of the above matters, please call our Branch Share Registrar’s enquiry hotline 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 send an 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 and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communication.
- (2) Corporate Communication includes but 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」)
– 本公司通函及股東週年大會通告 (「本次公司通訊」)**

本次公司通訊之雙語版本(英文及中文)已上載於(i)本公司網站(www.oilgroup.com)「公告(股東通函)」一欄；及(ii)香港交易所披露易網站(www.hkexnews.hk)。

如閣下欲收取本次公司通訊之印刷本，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一八三號合和中心十七M樓；或電郵至 ooil@computershare.com.hk。

請注意，當閣下填寫及寄回申請表格以索取本公司之公司通訊⁽²⁾之印刷本後，即表示閣下確認收取印刷本之指示適用於本次公司通訊及本公司日後之公司通訊，直至閣下以郵寄方式或電郵至 ooil@computershare.com.hk 通知股份登記分處另作安排或閣下停止持有本公司的股份為止。

如對本函內容有任何疑問，請於辦公時間內(星期一至五上午九時至下午六時，香港公眾假期除外)致電我們的股份登記分處查詢熱線(852) 2862 8688或電郵至 ooil@computershare.com.hk。

東方海外(國際)有限公司
謹啟

二零一六年三月二十四日

- 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、通函及委任代表表格。

* 僅供識別

English Name(s) and Address of Non-registered Shareholder(s):
非登記股東英文姓名及地址：

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一八三號
合和中心十七M樓

I/We would like to receive the Corporate Communication[#] of the Company in the manner as indicated below:
本人/我們希望以下列方式收取本公司之公司通訊[#]：

(Please mark **ONLY ONE** (✓) of the following boxes 請從下列選擇中，僅在其中一個空格內劃上「✓」號)

- to receive the **printed English version** of the Corporate Communication ONLY; OR
僅收取公司通訊之英文印刷本；或
- to receive the **printed Chinese version** of the Corporate Communication ONLY; OR
僅收取公司通訊之中文印刷本；或
- to receive **both printed English and Chinese versions** of the Corporate Communication.
同時收取公司通訊之英文及中文印刷本。

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 more than one box marked (✓), or with no box marked (✓), or with no signature, or incorrectly completed will be void.
本申請表格上作出超過一項選擇、或沒有作出選擇、或沒有簽署、或填寫不正確，即告作廢。
 - The above instruction will apply to the current Corporate Communication and all future Corporate Communication to be sent to you until you notify to the Company’s Branch Share Registrar to the contrary or you cease to have holdings in the shares of the Company.
上述指示適用於本次公司通訊及將來寄發予閣下之所有公司通訊，直至閣下通知本公司之股份登記分處另作安排或閣下停止持有本公司的股份為止。
 - 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 Communication includes but 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、通函及委任代表表格。
- * 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 processing your request for obtaining printed copy of the relevant Corporate Communication(s). 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以處理閣下要求索取相關公司通訊印刷本之指示。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, for example, in response to a court order or a law enforcement agency’s request, and will be retained for such period as may be necessary for our verification and record purpose.

本公司可就上述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(例如應法庭命令或執法機關的要求)作出披露或轉移，並將在適當期間內保留該等個人資料作核實及記錄用途。

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/或更正閣下的個人資料。任何查閱及/或更正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一八三號合和中心十七M樓
香港中央證券登記有限公司
個人資料私隱主任

By email to: hkinfo@computershare.com.hk

電郵：hkinfo@computershare.com.hk



郵寄標籤 MAILING LABEL

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。

To return this Request Form to us,
please cut the mailing label and stick this on the envelope.
No postage stamp is necessary if posted in Hong Kong.

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