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

23rd March 2017

Dear Shareholder,

Orient Overseas (International) Limited (the "Company")
– Circular, Notice of Annual General Meeting and Proxy Form 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.ooilgroup.com); and (ii) on the HKEXnews website (www.hkexnews.hk).

Shareholders who have elected to access the Current Corporate Communication posted on the Company's website using electronic means in lieu of receiving printed copies and would now like to receive a printed copy of the documents, 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.

You are entitled at any time by reasonable notice in writing to the Branch Share Registrar or by email to ooil@computershare.com.hk to change your choice of language or means of receiving the Company's Corporate Communications#. If you have elected to access the Company's Corporate Communications using electronic means but for any reason have any difficulty in receiving or gaining access to the relevant documents, the Branch Share Registrar will promptly upon your request send the printed form of the same to you free of charge.

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

\# *Corporate Communication includes but not limited to annual reports, interim reports, notices of meetings, listing documents, circulars and proxy forms.*
* *For identification purpose only*

各位股東:

東方海外(國際)有限公司*(「本公司」)
－本公司通函、股東週年大會通告及代表委任表格(「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.ooilgroup.com)「公告(股東通函)」一欄;及(ii)香港交易所披露易網站(www.hkexnews.hk)。

股東如已選擇以電子方式閱覽登載在本公司網站的本次公司通訊代替收取印刷本,而現欲收取文件之印刷本,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。

閣下有權隨時向股份登記分處發出合理書面通知或透過電郵至ooil@computershare.com.hk通知更改 閣下所選擇收取本公司的公司通訊#之語言版本或收取方式。倘 閣下已選擇以電子方式閱覽本公司的公司通訊,無論因任何理由以致在收取或閱覽有關文件時遇到任何困難,股份登記分處將於接到 閣下通知後,儘快向 閣下免費發送該等文件的印刷本。

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

二零一七年三月二十三日

\# *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*

English Name(s) and Address of Shareholder(s):
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

Circular, Notice of Annual General Meeting and Proxy Form of the Company (the "Current Corporate Communication")
本公司通函、股東週年大會通告及代表委任表格(「本次公司通訊」)

You do NOT need to complete this form if you have received the documents in the means of receipt you want.
倘 閣下收到的文件所採用的收取方式符合 閣下的意願，則毋須填寫本表格。

I/we would like to receive a printed copy of the bilingual version (English and Chinese) of the Current Corporate Communication.
本人／我們現希望收取本次公司通訊之雙語印刷本(英文及中文)。

Name(s) of Shareholder(s)
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：

1. If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Request Form in order to be valid.
   如屬聯名股東，則本申請表格須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。
2. This Request Form not signed or incorrectly completed will be void.
   本申請表格上沒有簽署或填寫不正確，即告作廢。
3. Please note that printed copies (English/Chinese version) of all the Company's Corporate Communication# sent to our shareholders in the past twelve months are available from the Company on request. Those are also available on the Company's website (www.ooilgroup.com) for five years from the date of first publication.
   請注意，本公司股東可向本公司索取過去12個月曾寄發予本公司股東的所有本公司的公司通訊#的印刷本(英文/中文版本)。該等通訊文件亦由首次刊載日期起計5年內載於本公司網站(www.ooilgroup.com)。

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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」之相同函義，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

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