



COSCO SHIPPING Ports Limited

中遠海運港口有限公司

(Incorporated in Bermuda with limited liability)  
(Stock Code: 1199)

## NOTIFICATION LETTER

28 September 2020

Dear Shareholder(s),

### **COSCO SHIPPING Ports Limited (the “Company”) – Notice of Publication of Circular in relation to Scrip Dividend Scheme and Election Form (“Current Corporate Communications”)**

The English and Chinese versions of the Current Corporate Communications of the Company are available on the website of the Company at <https://ports.coscoshipping.com> under the “Announcements & Circulars” section of the “Investors” section and that of Hong Kong Exchanges and Clearing Limited (“HKEx”) at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communications through the website of the Company and that of HKEx.

Shareholders who have chosen (or are deemed to have consented) to access the Company’s Corporate Communications<sup>(Note)</sup> published on the website of the Company in place of receiving printed copies may request for printed copies of the Corporate Communications to be sent to them. Shareholders who for any reason have difficulty in accessing the Current Corporate Communications posted on the website of the Company will, upon request in writing to the Company, be sent promptly the Current Corporate Communications in printed form free of charge.

If you wish to receive printed version(s) of Corporate Communications of the Company, please complete the Request Form on the reverse side of this letter and return it to the Company c/o Tricor Secretaries Limited (the “Branch Share Registrar”) by using the mailing label at the bottom of the Request Form (no stamp needs to be affixed if posted in Hong Kong). The Request Form may also be downloaded from the website of the Company at <https://ports.coscoshipping.com> or that of HKEx at [www.hkexnews.hk](http://www.hkexnews.hk).

You are entitled to change the choice of language and/or means of receipt (i.e. in printed form or by electronic means through the website of the Company) of the Company’s Corporate Communications at any time by providing prior written notice of not less than five clear business days to the Company by email to [coscoshipport-ecom@hk.tricorglobal.com](mailto:coscoshipport-ecom@hk.tricorglobal.com) or to the Branch Share Registrar at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong.

Should you have any queries relating to the above matters, please call the hotline of the Branch Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 5:00 p.m. Monday to Friday, excluding public holidays.

Yours faithfully,

For and on behalf of

**COSCO SHIPPING Ports Limited**

**HUNG Man, Michelle**

*General Counsel & Company Secretary*

*Note: Corporate Communications include but not limited to (a) the directors’ reports, annual financial statements together with the independent auditor’s reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.*



COSCO SHIPPING Ports Limited

中遠海運港口有限公司

(於百慕達註冊成立之有限公司)  
(股份代號：1199)

## 通知信函

各位股東：

### **中遠海運港口有限公司(「本公司」)－關於以股代息計劃的通函及選擇表格(「是次公司通訊文件」)之發佈通知**

本公司是次公司通訊文件的中、英文版本已上載於本公司網站(<https://ports.coscoshipping.com>)「投資者關係」項下的「公告及通函」一欄及香港交易及結算所有限公司(「香港交易所」)網站([www.hkexnews.hk](http://www.hkexnews.hk))。閣下可透過本公司網站及香港交易所網站瀏覽是次公司通訊文件。

凡選擇(或被視為已同意)瀏覽在本公司網站登載之本公司公司通訊<sup>(附註)</sup>以代替收取印刷本之股東,均可要求索取公司通訊之印刷本。股東如因任何理由瀏覽於本公司網站登載之是次公司通訊文件時遇有困難,可向本公司提出書面要求,即可獲免費發送是次公司通訊文件的印刷本。

如閣下欲收取本公司之公司通訊印刷本,請填妥在本函背面的申請表格,並使用申請表格底部之郵寄標籤寄回卓佳秘書商務有限公司(「股份過戶登記分處」)通知本公司(如在香港投寄,毋須貼上郵票)。申請表格亦可於本公司網站(<https://ports.coscoshipping.com>)或香港交易所網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。

閣下可以不少於五個工作日(首尾兩天不包括在內)之通知,隨時電郵至本公司([coscoshipport-ecom@hk.tricorglobal.com](mailto:coscoshipport-ecom@hk.tricorglobal.com))或以書面通知股份過戶登記分處(地址為香港皇后大道東183號合和中心54樓),更改公司通訊之語言版本及/或收取方式(印刷本或透過本公司網站之電子方式)之選擇。

倘閣下對上述事宜有任何疑問,請致電本公司電話熱線(852) 2980 1333查詢,辦公時間為星期一至星期五(公眾假期除外)上午9時正至下午5時正。

代表

中遠海運港口有限公司

總法律顧問兼公司秘書

洪雯

謹啟

2020年9月28日

附註：公司通訊包括但不限於：(a)董事會報告、年度財務報表連同獨立核數師報告及(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；(e)通函；及(f)委任代表表格。



COSCO SHIPPING Ports Limited

中遠海運港口有限公司

(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: 1199)

## REQUEST FORM 申請表格

To: COSCO SHIPPING Ports Limited (the "Company")  
(Stock code: 1199)  
c/o Tricor Secretaries Limited  
Level 54, Hopewell Centre  
183 Queen's Road East, Hong Kong

致: 中遠海運港口有限公司(「本公司」或「貴公司」)  
(股份代號: 1199)  
經卓佳秘書商務有限公司  
香港皇后大道東183號  
合和中心54樓

I/We have already received printed copies of the Current Corporate Communications in English/Chinese or have chosen (or am/are deemed to have consented) to access the Current Corporate Communications posted on the website of the Company. I/We would like to request the following printed version(s) of the Current Corporate Communications of the Company:

本人/吾等已收取是次公司通訊文件之英文/中文版印刷本或已選擇(或被視為已同意)瀏覽在貴公司網站登載之是次公司通訊文件,現要求索取下列所示之貴公司之是次公司通訊文件印刷本:

(Please mark a (✓) in **ONLY ONE** of the following boxes) (請僅在其中一個空格內劃上「✓」號)

- to receive the **printed English** version ONLY; OR 僅收取英文印刷本; 或
- to receive the **printed Chinese** version ONLY; OR 僅收取中文印刷本; 或
- to receive both **printed English and Chinese versions**. 同時收取英文及中文印刷本。

Name(s) of Shareholder(s)<sup>#</sup>  
股東姓名<sup>#</sup>

Signature  
簽名

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

Address<sup>#</sup>  
地址<sup>#</sup>

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

Contact telephone number  
聯絡電話號碼

Date  
日期

<sup>#</sup> You are required to fill in the details if you download this Request Form from the Company's website or the website of Hong Kong Exchanges and Clearing Limited.  
假如閣下從本公司或香港交易及結算所有限公司之網站下載本申請表格,請務必填上有關資料。

### Notes 附註:

- Please complete all your details clearly.  
請閣下清楚填寫所有資料。
- 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 this Request Form in order for your request to be valid.  
如閣下持有之股份屬聯名持有,則本申請表格須由該名於本公司股東名冊上就閣下聯名持有之股份名列首位之股東簽署,閣下之申請方為有效。
- Any form with no signature or otherwise incorrectly completed will be void.  
如本表格未有簽署或填寫不正確,則本表格將會作廢。
- For the avoidance of doubt, we do not accept any other special instructions written on this Request Form.  
為免存疑,本公司概不接受於本申請表格上書寫之任何其他特定指示。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- (i) "Personal Data" in these statements has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").  
本聲明中所指的「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義。
- (ii) The supply of your Personal Data to the Company is on a voluntary basis and such data will be used for processing your instructions and/or requests as stated in this form.  
閣下是自願向本公司提供閣下個人資料,該等資料用以處理閣下在本表格上所述的指示及/或要求。
- (iii) Your Personal Data will not be transferred to any third parties (other than the Branch Share Registrar of the Company) unless it is a requirement 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 purposes.  
除非按法例規定,例如應法庭命令或執法機關的要求,否則閣下的個人資料將不會轉交任何第三方(本公司之股份過戶登記分處除外)及將在適當期間保留作核實及記錄用途。
- (iv) You have the right to request access to and/or correct your Personal Data in accordance with the provisions of the PDPO. Any such request should be in writing addressed to the Personal Data Privacy Officer of Tricor Secretaries Limited at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong.  
閣下有權根據《私隱條例》的條文要求查閱及/或修改閣下的個人資料。任何該等要求均須以書面方式向卓佳秘書商務有限公司(地址為香港皇后大道東183號合和中心54樓)的個人資料私隱主任提出。

(Please cut along the dotted line 請沿虛線剪下)

### Mailing Label 郵寄標籤

Tricor Secretaries Limited

卓佳秘書商務有限公司

Freeport No. 簡便回郵號碼: 37

Hong Kong 香港

Please cut the mailing label and stick it on the envelope to return this Request Form to us.  
**No postage stamp necessary if posted in Hong Kong.**  
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。