中國外運股份有限公司
SINOTRANS LIMITED

(a joint stock limited company incorporated in the People's Republic of China with limited liability)
（於中華人民共和國註冊成立的股份有限公司）
Stock Code 股份代號：0598

NOTIFICATION LETTER 通 知 信 函

6 September 2017

Dear H Shareholder,

Sinotrans Limited (the "Company")
– Notice of Publication of Circular of Extraordinary General Meeting and H Shares Class Meeting (the "Current Corporate Communication")

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at www.sinotrans.com and the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk (the "**HKEX's website**") or the arranged printed version(s) of Current Corporate Communication are enclosed (if applicable). You may access the Current Corporate Communication as appeared on the Company's website, by browsing through the HKEX's website or by referring to the attached printed version(s) (if applicable).

If you have chosen (or deemed to have consented) to receive all the Company's Corporate Communication(Note) via the Company's website ("Website") but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communication, you can request for the printed version of the Current Corporate Communication. Please complete the request form (the "**Request Form**") on the reverse side and send it to the Company c/o its H Share Registrar (the "**H Share Registrar**"), Computershare Hong Kong Investor Services Limited, by using the mailing label at the bottom of the Request Form (no postage stamp is needed if posted on Hong Kong) at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. The Request Form may also be downloaded from the Company's website at www.sinotrans.com or the HKEX's website at www.hkexnews.hk. You may also send your request (specifying your name, address and request) by email to sinotrans.ecom@computershare.com.hk or by notice in writing to the H Share Registrar at the above address. The Company will promptly upon receipt of your request send the Current Corporate Communication to you in printed form free of charge.

You may at any time choose either to receive the Company's Corporate Communication in printed form (in English version only, or in Chinese version only, or in both English and Chinese versions), or the Website Version. If you would like to change your choice of language or means or receipt of the Company's Corporate Communication in future, please send email to sinotrans.ecom@computershare.com.hk or notice in writing (specifying your name, address and request) to the Company c/o its H Share Registrar.

Should you have any queries in relation to this letter, please call the Company's telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays or send an email to sinotrans.ecom@computershare.com.hk.

By Order of the Board
Sinotrans Limited
Li Shichu
Joint Company Secretary

Note: Corporate Communication means any document issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to (a) the annual report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各位 H 股股東：

中國外運股份有限公司（「本公司」）
–臨時股東大會及 H 股類別股東會之會議通函（「本次公司通訊」）之發佈通知

本公司的本次公司通訊的中、英文版本已登載於本公司的網站 www.sinotrans.com 和香港聯合交易所有限公司的網站 www.hkexnews.hk（「**聯交所網站**」）或(如適用)現按　閣下要求附上本次公司通訊之印刷本。　閣下可於本公司網站或在聯交所網站瀏覽有關文件。

如　閣下已選擇(或被視為同意)透過本公司網站收取本公司所有公司通訊(附註)(「網上版本」)，如因任何理由以致　閣下在收取或接收本次公司通訊上出現困難，　閣下可要求收取本次公司通訊之印刷本。請填妥在本函背頁的申請表格（「申請表格」），並使用申請表格下方的郵寄標籤（如在香港投寄則毋須貼上郵票），把申請表格寄回本公司之H股股份過戶登記處（「H股股份過戶登記處」），香港中央證券登記有限公司，地址為香港灣仔皇后大道東183號合和中心17M樓。申請表格亦可於本公司網站www.sinotrans.com或聯交所的網站www.hkexnews.hk內下載。閣下亦可將要求（註明閣下的姓名、地址及要求）以電郵方式發送到電郵地址sinotrans.ecom@computershare.com.hk或以書面方式郵寄至H股股份過戶登記處之上述地址。本公司將因應閣下的要求盡快向閣下發送本次公司通訊的印刷本，費用全免。

閣下可以隨時選擇收取本公司公司通訊的印刷本（只收取英文印刷本，或只收取中文印刷本，或同時收取英文及中文印刷本），或網上版本。如閣下日後需要更改所選擇的本公司公司通訊之語言版本或收取方式，請發送電郵至sinotrans.ecom@computershare.com.hk或以書面方式（註明閣下的姓名、地址及要求）送交H股股份過戶登記處。

如　閣下對本函內容有任何疑問，請於星期一至五(香港公眾假期除外)上午 9 時正至下午 6 時正的辦公時間內致電本公司的電話熱線(852) 2862 8688 或電郵至 sinotrans.ecom@computershare.com.hk。

承董事會命
中國外運股份有限公司
聯席公司秘書
李世礎

2017 年 9 月 6 日

附註：　公司通訊指本公司發出或將予發出以供其任何證券持有人參照或採取行動的任何文件，其中包括但不限於：(a)公司年度報告；(b)公司中期報告；(c)會議通告；(d)上市文件；(e)通函；及(f)委任代表表格。

REQUEST FORM 申 請 表 格

To: **Sinotrans Limited (the "Company")**
(Stock Code: 0598)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre,
183 Queen's Road East, Wanchai, Hong Kong

致： **中國外運股份有限公司（「本公司」）**
（股份代號: 0598）
經香港中央證券登記有限公司
香港灣仔皇后大道東 183 號
合和中心 17M 樓

I/We have already received a printed copy of the Current Corporate Communication in English/Chinese or have chosen (or are deemed to have consented) to read the Current Corporate Communication posted on the Company's website, but I/we would like to receive the printed version of the Current Corporate Communication of the Company as indicated below:
本人／我們已收取本次公司通訊之英文／中文印刷本或已選擇（或被視為已同意）瀏覽在公司網站所登載之本次公司通訊，但現在希望收取以下所列之本次公司通訊的印刷本：

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

☐ to receive a printed English version.
僅收取一份英文印刷本。

☐ to receive a printed Chinese version.
僅收取一份中文印刷本。

☐ to receive both the printed English and Chinese versions.
同時收取英文及中文印刷本各一份。

Signature: **Contact telephone number:** **Date:**
簽名: _____ **聯絡電話號碼:** _____ **日期:** _____

Notes 附註：

1. Please complete all your details clearly.
   請 閣下清楚填妥所有資料。
2. 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. 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. For the avoidance of doubt, the Company does 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。

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閣下寄回此申請表格時，請將郵寄標籤剪貼於信封上。
如在本港投寄無須貼上郵票。
Please cut the mailing label and stick this on the envelope to return this Request Form to us.
No postage stamp necessary if posted in Hong Kong.

郵寄標籤 MAILING LABEL

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