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**ELECTION OF LANGUAGE AND MEANS OF RECEIPT OF CORPORATE COMMUNICATIONS**

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12 September 2018

Dear Shareholders,

**Election of Language and Means of Receipt of Corporate Communications**

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, the Company is making available to you certain options for receipt of future corporate communications of the Company (“Corporate Communications”), which means any document(s) issued or to be issued by the Company for the information or action of any holders of its securities, including but not limited to: (a) 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. The options are:

- (1) to read all future Corporate Communications published on the Company’s website at <http://ports.coscoshipping.com> (“Website Version”) instead of receiving printed copies, and receive notification letters (in printed form or in electronic version) of the publication of the Corporate Communications on the Company’s website; or
- (2) to receive the printed English version of all future Corporate Communications only; or
- (3) to receive the printed Chinese version of all future Corporate Communications only; or
- (4) to receive both the printed English and Chinese versions of all future Corporate Communications.

In support of environmental protection, the Company recommends you to elect for the Website Version option. To make your election, please mark a “✓” in the appropriate box on the enclosed reply form (the “Reply Form”) and sign and return it by post or by hand delivery to the Company’s registrar and transfer office in Hong Kong, Tricor Secretaries Limited (the “Branch Share Registrar”), at Level 22, Hopewell Centre, 183 Queen’s Road East, Hong Kong. If your registered address is within Hong Kong, please use the mailing label on the Reply Form to return to the Branch Share Registrar. Otherwise, please affix an appropriate stamp.

**If the Company does not receive the enclosed Reply Form or receive a response indicating the objection from you by 12 October 2018 and until you inform the Branch Share Registrar by prior notice of not less than five clear business days in writing or by email to [coscoshipport-ecom@hk.tricorglobal.com](mailto:coscoshipport-ecom@hk.tricorglobal.com), you will be deemed to have consented to receiving the Website Version for all future Corporate Communications, and printed notification letters of the publication of the Corporate Communications on the Company’s website will be sent to you in the future. If an email address is provided in the Reply Form, the electronic version of notification letters of the publication of the Corporate Communications on the website will be sent to you.**

You have the right at any time by prior notice of not less than five clear business days in writing or by email to [coscoshipport-ecom@hk.tricorglobal.com](mailto:coscoshipport-ecom@hk.tricorglobal.com) to the Branch Share Registrar to change the choice of language and/or means of receipt of the Corporate Communications. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications using electronic means (i.e. the Website Version) but for any reason have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company will upon your request in writing or by email promptly send the Corporate Communications to you in printed form free of charge.

Please note that: (a) printed copies of the English and/or Chinese versions of all future Corporate Communications will be available from the Company or the Branch Share Registrar on request; and (b) the Website Version of the English and Chinese versions of all future Corporate Communications will also be available on the Company’s website at <http://ports.coscoshipping.com> and the website of The Stock Exchange of Hong Kong Limited at <http://www.hkexnews.hk>.

Should you have any queries in relation to this letter, please call the telephone 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*



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)

## REPLY FORM 回條

To: COSCO SHIPPING Ports Limited (the "Company")  
(Stock Code: 1199)  
c/o Tricor Secretaries Limited  
Level 22, 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 22樓

I/We would like to receive all future corporate communications\* of the Company ("Corporate Communications") in the manner as indicated below:  
本人/吾等希望以下列方式收取日後所有 貴公司的公司通訊\*(「公司通訊」):

(Please mark a (✓) in ONLY ONE of the following boxes)

(請僅在下列其中一個空格內劃上「✓」號)

- to read all future Corporate Communications published on the Company's website ("Website Version") instead of receiving printed copies; and receive email notifications of the publication of Corporate Communications on the Company's website at my/our email address: \_\_\_\_\_; OR  
查閱日後所有在本公司網站登載的公司通訊(「網站版本」), 以代替收取印刷本, 並收取公司通訊已在本公司網站登載的電郵通知; 電郵通知請發送至本人/吾等的電郵地址: \_\_\_\_\_; 或
- to receive the **printed English version** of all future Corporate Communications ONLY; OR  
僅收取日後所有公司通訊的英文印刷本; 或
- to receive the **printed Chinese version** of all future Corporate Communications ONLY; OR  
僅收取日後所有公司通訊的中文印刷本; 或
- to receive both the **printed English and Chinese versions** of all future Corporate Communications.  
同時收取日後所有公司通訊的英文及中文印刷本。

Names 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 Reply Form from the Company's website or the website of The Stock Exchange of Hong Kong Limited.  
假如閣下從本公司或香港聯合交易所有限公司的網站下載本回條, 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 the Company does not receive this Reply Form or receive a response indicating the objection from you by 12 October 2018, you will be deemed to have consented to receiving the Website Version for all future Corporate Communications, and a notification letter of the publication of the Corporate Communications on the Company's website will be sent to you only in the future.  
倘若本公司於2018年10月12日或之前尚未收到閣下的回條或表示反對的回覆, 閣下將被視為已同意收取日後所有公司通訊的網站版本。閣下日後將僅獲寄發有關公司通訊已在本公司網站上登載的通知信函。
- Please provide your email address if you wish to receive notification letter via email. If no email address is provided, a printed copy of notification letter will be sent to you by post when corporate communication(s) is/are posted on the Company's website.  
如果閣下希望通過電郵收取通知信函, 請提供閣下的電郵地址。如果閣下沒有提供電郵地址, 本公司將向閣下寄發有關已在本公司網站刊載公司通訊文件的通知信函印刷本。
- By selecting to read the Website Version of the Corporate Communications published on the Company's website instead of receiving printed copies, you have expressly consented to waive the right to receive all future Corporate Communications in printed form.  
選擇在本公司網站查閱登載的公司通訊網站版本以代替收取印刷本後, 閣下已明示同意放棄收取日後所有公司通訊印刷本的權利。
- 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 Reply Form in order to be valid.  
如屬聯名股東, 則本回條須由該名於本公司股東名冊上就聯名持有股份其姓名列首位的股東簽署, 方為有效。
- The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you inform the Company's registrar and transfer office in Hong Kong, Tricor Secretaries Limited, at Level 22, Hopewell Centre, 183 Queen's Road East, Hong Kong by reasonable prior notice in writing or by email to coscoshipport-ecom@hk.tricorglobal.com.  
上述指示適用於將來寄發予本公司股東的所有公司通訊, 直至閣下透過本公司於香港的股份過戶登記分處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22樓)預先給予本公司合理時間的書面通知, 或電郵至coscoshipport-ecom@hk.tricorglobal.com作出通知為止。
- You have the right at any time by prior notice of not less than five clear business days in writing or by email to coscoshipport-ecom@hk.tricorglobal.com to the Company's registrar and transfer office in Hong Kong to change the choice of language and/or means of receipt of the Corporation Communication.  
閣下可以隨時透過本公司於香港的股份過戶登記分處預先給予本公司不少於五個工作日(首尾兩天不包括在內)的書面通知, 或電郵至coscoshipport-ecom@hk.tricorglobal.com作出通知, 以更改收取公司通訊的語言版本及/或方式的選擇。
- Any Reply Form with more than one box marked (✓), no box marked (✓), no signature or any other errors during completion will be void.  
如在本回條作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本回條將會作廢。
- For the avoidance of doubt, we do not accept any additional instructions on this Reply Form.  
為免存疑, 本公司將不會處理任何在本回條上的額外指示。
- \* Corporate Communications include but not limited to: (a) 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.  
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。

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

Mailing Label 郵寄標籤

Please cut the mailing label and stick it on an envelope to return this Reply Form to us.  
No postage stamp is required if posted in Hong Kong  
閣下寄回此回條時, 請將郵寄標籤剪貼於信封上。  
如在本港投寄毋須貼上郵票

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