



China Aviation Oil (Singapore) Corporation Ltd
中国航油（新加坡）股份有限公司

Incorporated in the Republic of Singapore
Company Registration Number: 199303293Z

Important Note to Shareholders:

Due to the constantly evolving Covid-19 situation in Singapore, the Company reserves the right to take any such precautionary measures as may be appropriate at its Annual General Meeting, including any precautionary measures as may be required or recommended by government agencies, in order to minimise the risk of community spread of Covid-19. The Company may also be required to change arrangements for its Annual General Meeting at short notice. Any updates on the status of the Annual General Meeting will be provided at the Company's website, www.caosco.com under "Investor Relations" or via SGXNet announcements. The Company seeks the understanding and patience of all shareholders.

14 April 2020

Dear Shareholder,

We are pleased to enclose printed copies of the Notice of Annual General Meeting and Proxy Form for the 26th Annual General Meeting of China Aviation Oil (Singapore) Corporation Ltd ("**CAO**") to be held on Thursday, 4 June 2020 (the "**26th AGM**").

Annual Report 2019 and Letter to Shareholders

The Annual Report for the financial year ended 31 December 2019 (the "**Annual Report 2019**") and the Letter to Shareholders dated 14 April 2020 in relation to: (i) the Proposed Renewal of the General Mandate for Interested Person Transactions; and (ii) the Proposed Renewal of the Share Purchase Mandate (the "**Letter to Shareholders dated 14 April 2020**"), will be available for download from CAO's corporate website from the date of this letter, and may be accessed at the URL, www.caosco.com under "Investor Relations".

1. To access the Annual Report 2019, go to "Annual Reports page" and click on "Annual Report 2019".
2. To access the Letter to Shareholders dated 14 April 2020, go to "Letter to Shareholders" and click on "Letter to Shareholders dated 14 April 2020".

You will need an internet browser and PDF reader to view these documents.

If you wish to receive printed copies of the Annual Report 2019 and the Letter to Shareholders dated 14 April 2020 for this year as well as the printed copies of the Annual Report and the Letter to Shareholders for subsequent financial years for as long as you are a shareholder, please complete the Request Form below by ticking the appropriate box and returning it to CAO c/o The Central Depository (Pte) Limited, 11 North Buona Vista Drive, #06-07 The Metropolis Tower 2, Singapore 138589 by **30 April 2020**. If we do not receive your request form by such date, it would indicate that you do not wish to receive the printed copies of the Annual Report 2019 and Letter to Shareholders dated 14 April 2020 as well as the printed copies of the Annual Report and the Letter to Shareholders for future financial years.

Please note that you may change your request for printed copies of the Annual Report and Letter to Shareholders for future financial years by ticking the appropriate box in the request form below and returning it to us at the aforesaid specified address, no later than **30 April 2020**. Your latest request will supersede the earlier requests received by us.

By completing, signing and returning the Request Form to us, you agree and acknowledge that we may collect, use and disclose your personal data, as contained in your submitted Request Form or which is otherwise collected from you or your authorised representatives for the purpose of processing and effecting your request.

Measures to Minimise Risk of Community Spread of 2019 Novel Coronavirus ("Covid-19**")**

In view of the constantly evolving Covid-19 situation, we wish to advise shareholders that it is **not essential** for you to attend the 26th AGM **in person**. Following the Ministry of Health's stricter measures announced on 24 March 2020, gatherings outside work and school are to be limited to 10 persons or fewer. These stricter measures will be in place until 30 April 2020 unless otherwise announced by the Ministry of Health.

In the event that the Ministry of Health announces an extension of the validity period of the aforesaid stricter measures by a further period of 2 months, CAO will **suspend registrations for in-person attendance** at the 26th AGM. Shareholders who wish to vote on any or all of the resolutions at the 26th AGM, are advised to submit their Proxy Form in advance and appoint the "**Chairman of the Meeting**" as their proxy and direct their votes accordingly. Such Proxy Forms must be deposited with CAO at its registered office address at 8 Temasek Boulevard, #31-02 Suntec Tower Three, Singapore 038988, no later than **1 June 2020 at 3:00 p.m.**, being 72 hours before the time set for holding the 26th AGM.

Shareholders may submit questions relating to the resolutions to be tabled for approval at the 26th AGM via email to: agm2020_questions@caosco.com. All questions must be submitted on or before **28 May 2020**. CAO will endeavour to address these questions before or during the 26th AGM proceedings.

Yours faithfully,
For and on behalf of
China Aviation Oil (Singapore) Corporation Ltd

Doreen Nah
Company Secretary

