



**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 No.: 199303293Z

1 April 2025

Dear Shareholder,

We are pleased to enclose printed copies of the Notice and Proxy Form for the 31<sup>st</sup> Annual General Meeting of China Aviation Oil (Singapore) Corporation Ltd ("**CAO**") to be held on Thursday, 24 April 2025.

The Annual Report for the financial year ended 31 December 2024 ("**Annual Report 2024**") and the Letter to Shareholders dated 1 April 2025 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 1 April 2025**"), will be available for download from CAO's corporate website from the date of this letter-

1. To access the Annual Report 2024, go to URL: <https://www.caosco.com/financial-information/annual-reports> and click "Annual Report 2024";
2. To access the Letter to Shareholders dated 1 April 2025, go to URL: <https://www.caosco.com/circulars> and click "Letter to Shareholders dated 1 April 2025".

The Annual Report 2024 and the Letter to Shareholders dated 1 April 2025 are also made available on SGXNet at the URL, <https://www.sgx.com/securities/company-announcements>.

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

If you wish to receive a printed copy of each of the Annual Report 2024 and the Letter to Shareholders dated 1 April 2025, please complete and sign the Request Form below and return it to CAO c/o Boardroom Corporate & Advisory Services Pte. Ltd. at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632 by **11 April 2025**.

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.

The Sustainability Report for the financial year 2024 will also be published on the CAO's corporate website at the URL, <https://www.caosco.com/financial-information/annual-reports> from the date of this letter.

Yours faithfully,

For and on behalf of

China Aviation Oil (Singapore) Corporation Ltd

Doreen Nah

Company Secretary

## REQUEST FORM

To : **China Aviation Oil (Singapore) Corporation Ltd**  
**c/o Boardroom Corporate & Advisory Services Pte. Ltd.**  
**1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632**

Name(s) of Shareholder(s): \_\_\_\_\_

Address: \_\_\_\_\_

The shares are held by me/us under or through (please tick):

- ☐ CDP Securities Account Number
- ☐ CPF Investment Scheme ("**CPFIS**")/Supplementary Retirement Scheme ("**SRS**") Account
- ☐ Physical Scrip(s)

\_\_\_\_\_  
Signature(s) and Date (dd/mm/yyyy)

Should you need any clarifications, please do not hesitate to contact Boardroom Corporate & Advisory Services Pte. Ltd. at +65 6536 5355.

1<sup>st</sup> fold here

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**The Company Secretary**  
China Aviation Oil (Singapore) Corporation Ltd  
c/o Boardroom Corporate & Advisory Services Pte. Ltd.  
1 Harbourfront Avenue  
#14-07 Keppel Bay Tower  
Singapore 098632

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