



**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

31 March 2022

Dear Shareholder,

We are pleased to enclose printed copies of the Notice and Proxy Form for the 28<sup>th</sup> Annual General Meeting of China Aviation Oil (Singapore) Corporation Ltd (“**CAO**”) to be held by way of electronic means (via live audio-visual webcast or live audio-only livestream) on Wednesday, 27 April 2022.

The Annual Report for the financial year ended 31 December 2021 (the “**Annual Report 2021**”) and the Letter to Shareholders dated 31 March 2022 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 31 March 2022**”), 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](http://www.caosco.com) under “Investor Relations”.

1. To access the Annual Report 2021, go to “Annual Reports page” and click on “Annual Report 2021”.
2. To access the Letter to Shareholders dated 31 March 2022, go to “Letter to Shareholders” and click on “Letter to Shareholders dated 31 March 2022”.

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

If you wish to receive printed copies of the Annual Report 2021 and the Letter to Shareholders dated 31 March 2022 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 return it to CAO c/o The Central Depository (Pte) Limited, 11 North Buona Vista Drive, #06-07 The Metropolis Tower 2, Singapore 138589 by **8 April 2022**. 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 2021 and Letter to Shareholders dated 31 March 2022 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, by no later than **8 April 2022**. 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.

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 The Central Depository (Pte) Limited**

**Note:** Please tick accordingly. Incomplete or incorrectly completed forms will not be processed.

- Please send me/us a printed copy of the Annual Report 2021 and the Letter to Shareholders dated 31 March 2022 as well as the printed copies of the Annual Report and the Letter to Shareholders for future financial years.
- I/We wish to withdraw my/our election for a printed copy of the Annual Report and the Letter to Shareholders for future financial years.

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

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

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

- CDP Securities Account Number 

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- CPF Investment Scheme (“**CPFIS**”)/Supplementary Retirement Scheme (“**SRS**”) Account\*
- Physical Scrip(s)

Date: \_\_\_\_\_

\* Please note that if your shares are held under CPFIS/SRS, your election is valid for the current financial year only.

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**The Company Secretary**  
China Aviation Oil (Singapore) Corporation Ltd  
c/o The Central Depository (Pte) Limited  
11 North Buona Vista Drive  
#06-07 The Metropolis Tower 2  
Singapore 138589

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