



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 2024

Dear Shareholder,

We are pleased to enclose printed copies of the Notice and Proxy Form for the 30th Annual General Meeting of China Aviation Oil (Singapore) Corporation Ltd ("**CAO**") to be held on Thursday, 25 April 2024.

The Annual Report for the financial year ended 31 December 2023 ("**Annual Report 2023**") and the Letter to Shareholders dated 1 April 2024 in relation to: (i) Proposed Renewal of the General Mandate for Interested Person Transactions; (ii) Proposed Renewal of the Share Purchase Mandate; and (iii) Proposed Change of Auditors of the Company from Deloitte & Touche LLP to BDO LLP (the "**Letter to Shareholders dated 1 April 2024**"), will be available for download from CAO's corporate website from the date of this letter, and may be accessed at the URL, <https://www.caosco.com> under "Investor Relations"-

1. To access the Annual Report 2023, go to "Annual Reports" and click on "Annual Report 2023";
2. To access the Letter to Shareholders dated 1 April 2024, go to "Letter to Shareholders" and click on "Letter to Shareholders dated 1 April 2024".

The Annual Report 2023 and the Letter to Shareholders dated 1 April 2024 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 2023 and the Letter to Shareholders dated 1 April 2024, 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 2024**.

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 2023 will also be published on the CAO's corporate website at <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.

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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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