



中油燃氣集團有限公司
CHINA OIL AND GAS GROUP LIMITED

(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: 603)

22 April 2022

Dear Non-registered Holder(s) ^(Note),

**China Oil And Gas Group Limited (the “Company”)
- Annual General Meeting (“AGM”) of the Company to be held on Wednesday, 25 May 2022**

The AGM of the Company will be held at Suite 1518, 15th Floor, Xinhai International Business Centre, No. 9 Qianshan Road, Xiangzhou District, Zhuhai City, Guangdong Province, China on Wednesday, 25 May 2022 at 10:30 a.m.. Shareholders have the option of viewing and listening to the AGM through the live webcast.

To access the live webcast at the AGM

As a Non-registered Holder whose shares are held in the Central Clearing and Settlement System through banks, brokers, custodians, nominees or HKSCC Nominees Limited (together, the “Intermediary”), may opt to view and listen at the AGM through the live webcast. From 10:00 a.m. on Wednesday, 25 May 2022, you can log in to the AGM online platform by visiting http://meetings.computershare.com/ChinaOilAndGas_AGM.

In order to view and listen the live webcast online, you need to (i) contact your Intermediary to appoint the chairman of the AGM as the proxy to attend and vote on your behalf at the AGM and (ii) provide your e-mail address to your Intermediary, before the deadline required by your Intermediary. Details regarding the AGM arrangements including the login details to access the AGM online platform will be sent by Computershare Hong Kong Investor Services Limited, the Company’s branch share registrar and transfer office in Hong Kong, to the e-mail address provided by you.

By Order of the Board
China Oil And Gas Group Limited
Chan Yuen Ying, Stella
Company Secretary

Note: This Letter is addressed to Non-registered Holder(s) of the shares in the Company (“Non-registered Holder” means such person or company whose shares are held in the Central Clearing and Settlement System and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that he/she/it wishes to receive the Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this Letter.

* For identification purposes only

各位非登記持有人 ^(附註) :

**中油燃氣集團有限公司 (「公司」)
- 於 2022 年 5 月 25 日 (星期三) 舉行之本公司股東週年大會 (「股東週年大會」)**

公司之股東週年大會將於 2022 年 5 月 25 日 (星期三) 上午 10 時 30 分假座中國廣東省珠海市香洲區前山路 9 號心海州中央商務中心 15 樓 1518 室舉行。股東可選擇透過網絡直播觀看及參與股東週年大會。

以網絡直播觀看及參與股東週年大會

如閣下為通過銀行、經紀、託管商、代理人或香港中央結算 (代理人) 有限公司 (統稱「中介公司」) 於中央結算及交收系統持有股份的非登記持有人，閣下可選擇以使用網絡直播觀看及參與股東週年大會。由 2022 年 5 月 25 日 (星期三) 上午 10 時開始，閣下可瀏覽 http://meetings.computershare.com/ChinaOilAndGas_AGM 以登入股東週年大會網上平台。

閣下須 (i) 聯絡閣下之中介公司以委任股東週年大會主席作為閣下出席及投票；及 (ii) 於閣下之中介公司所規定之期限前向該中介公司提供閣下之電郵地址，以便以網絡直播觀看及參與股東週年大會。有關股東週年大會安排之詳情 (包括進入股東週年大會網上平台之登入資料)，將會由公司之香港股份過戶登記分處香港中央證券登記有限公司發送至閣下所提供之電郵地址。

承董事會命
中油燃氣集團有限公司
公司秘書
陳婉瑩

2022 年 4 月 22 日

附註：此為致公司股份非登記持有人 (「非登記持有人」指所持有的公司股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向公司發出通知，表示欲收取公司通訊)。倘閣下已出售或轉讓所持有的公司股份，則毋須理會本函件。

* 僅供識別