



# 中國油氣控股有限公司

## SINO OIL AND GAS HOLDINGS 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: 00702)

### NOTIFICATION LETTER 通知信函

24 April 2023

Dear Non-registered holder <sup>(1)</sup>,

**Sino Oil and Gas Holdings Limited (the “Company”)**

– **Notice of publication of (i) Annual Report 2022 (the “Current Corporate Communication”); and (ii) ESG Report 2022**

The English and Chinese versions of the Company’s Current Corporate Communication are now available on the Company’s website at [www.sino-oilgas.hk](http://www.sino-oilgas.hk) and the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communication on our website or by browsing through the Stock Exchange’s website.

If you want to receive a printed version of the Current Corporate Communication, please complete the request form on the reverse side and return it to the Company c/o Computershare Hong Kong Investor Services Limited (the “Hong Kong Share Registrar”) by using the mailing label at the bottom of the request form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix appropriate postage). The address of the Hong Kong Share Registrar is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong.

The Environmental, Social and Governance Report 2022 (“ESG Report 2022”) is published in electronic form and is now available in the “Corporate Culture” section on the Company’s website at [www.sino-oilgas.hk](http://www.sino-oilgas.hk) and the website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk).

Should you have any queries relating to any of the above matters, please call the Hong Kong Share Registrar’s telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays.

By order of the Board  
**Sino Oil and Gas Holdings Limited**  
**Dai Xiaobing**  
Chairman

*Note : (1) This letter is addressed to the Non-registered holders of the Company (“Non-registered holder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive corporate communications). If you have sold or transferred your shares in the Company, please disregard this letter and the request form on the reverse side.*

各位非登記持有人<sup>(1)</sup>：

**中國油氣控股有限公司（「本公司」）**

– **有關 (i) 2022 年報（「本次公司通訊」）；及 (ii) 2022 年 ESG 報告之發佈通知**

本公司的本次公司通訊的中、英文版本已上載於本公司網站（[www.sino-oilgas.hk](http://www.sino-oilgas.hk)）及香港聯合交易所有限公司（「聯交所」）之網站（[www.hkexnews.hk](http://www.hkexnews.hk)），歡迎瀏覽。閣下可於本公司網站或透過瀏覽聯交所網站存取本次公司通訊文件。

如閣下欲收取本次公司通訊之印刷本，請填妥在本函背面的申請表格，並使用隨附之郵寄標籤寄回本公司之香港證券登記處——香港中央證券登記有限公司（「香港證券登記處」）（如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票）。香港證券登記處地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。

2022 年環境、社會及管治報告（「2022 年 ESG 報告」）已以電子形式上載於本公司網站（[www.sino-oilgas.hk](http://www.sino-oilgas.hk)）的「企業文化」部份並登載於聯交所網站（[www.hkexnews.hk](http://www.hkexnews.hk)）。

如對本函內容有任何疑問，請致電香港證券登記處的電話熱線(852) 2862 8688，辦公時間為星期一至五（公眾假期除外）上午 9 時正至下午 6 時正。

承董事會命  
**中國油氣控股有限公司**  
主席  
**戴小兵**

2023 年 4 月 24 日

*附註：(1) 此函件乃向本公司之非登記持有人（「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，而他們透過香港中央結算有限公司不時向本公司發出通知，希望收到本公司的公司通訊）發出。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及所附申請表格。*

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Non-registered holder Name and Address:  
非登記股東之姓名及地址:

## Request Form 申請表格

To: Sino Oil and Gas Holdings Limited (the "Company")  
(Stock Code: 702)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East,  
Wanchai, Hong Kong

致: 中國油氣控股有限公司 (「本公司」)  
(股份代號: 702)  
經香港中央證券登記有限公司  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

I/We would like to receive the corporate communication\* of the Company ("Corporate Communication") in the manner as indicated below:  
本人/吾等欲以下列方式收取 貴公司之公司通訊\* (「公司通訊」):

(Please mark (X) in ONLY ONE of the following boxes) (請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- to receive the **printed English version** of all Corporate Communication ONLY; OR  
僅收取公司通訊文件之**英文印刷本**; 或
- to receive the **printed Chinese version** of all Corporate Communication ONLY; OR  
僅收取公司通訊文件之**中文印刷本**; 或
- to receive both **printed English and Chinese versions** of all Corporate Communication.  
同時收取公司通訊文件之**英文及中文印刷本**。

Name(s) of Non-registered holder(s)<sup>#</sup>  
非登記持有人姓名<sup>#</sup>

Date  
日期

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Non-registered holder(s) registered address  
非登記持有人的登記地址

Contact telephone number  
聯絡電話號碼

Signature(s)  
簽署

<sup>#</sup> You are required to fill in the details if you download this request form from the Company's website.  
假如閣下從本公司網站下載本申請表格, 請必須填上有關資料。

Notes 附註:

- Please complete all your details clearly.  
請閣下清楚填寫所有資料。
- This letter is addressed to non-registered holders ("non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communication).  
此函件乃向本公司之非登記持有人 (「非登記持有人」指股份存放於中央結算及交收系統的人士或公司, 及透過香港中央結算有限公司不時向本公司發出通知, 希望收到公司通訊) 發出。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本表格將會作廢。
- The above instruction will apply to the Corporate Communication to be sent to you until you notify the Company's share registrar, Computershare Hong Kong Investor Services Limited to the contrary or unless you have at any time ceased to have holdings in the Company.  
上述指示適用於發送予閣下之所有公司通訊, 直至閣下通知本公司股份登記處「香港中央證券登記有限公司」另外之安排或任何時候停止持有本公司的股份。
- For the avoidance of doubt, we do not accept any special instructions written on this request form.  
為免存疑, 任何在本申請表格上的額外手寫指示, 本公司將不予處理。

\*Corporate Communication means any document(s) including, but not limited to, (a) the annual report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.  
公司通訊包括但不限於: (a) 年度報告; (b) 中期報告; (c) 會議通告; (d) 上市文件; (e) 通函; 及(f) 委任代表表格。

### Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited  
香港中央證券登記有限公司  
Freepost No. 簡便回郵號碼: 37  
Hong Kong 香港

Please cut the mailing label and stick it on an envelope  
to return this form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回此表格時, 請將郵寄標籤剪貼於信封上。  
如在本港投寄, 閣下無需支付郵費或貼上郵票。

### Get in touch with us 與我們聯繫

Send us an enquiry 垂詢  
Rate our service 評價  
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact