

Sinopec Oilfield Service Corporation 中石化石油工程技術服務股份有限公司

(a joint stock limited company established in the People's Republic of China) (在中華人民共和國註冊成立之股份有限公司) (股份代號 Stock code: 1033)

29 December 2023

Dear registered shareholder(s),

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07 of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Sinopec Oilfield Service Corporation (the "Company") is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which means any documents issued or to be issued by the Company, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular and (f) a proxy form.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at http://ssc.sinopec.com and the HKExnews website at www.hkexnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications^(Note), the Company recommends you complete, sign and return the enclosed reply form (the "**Reply Form**") to the Company's Hong Kong share registrar (the "**Share Registrar**"), Hong Kong Registrars Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Share Registrar, the Company will send the Actionable Corporate Communications (Note) in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete the Reply Form on the reverse side and send it to the Share Registrar or send an email to sinopecssc.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please contact the Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully, By order of the Board Sinopec Oilfield Service Corporation Mr. Shen Zehong Company Secretary

Note: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.

各位登記股東:

以電子方式發布公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化制度及以電子方式發布公司通訊規定下香港聯合交易所有限公司證券上市規則(「**上市規則**」) 第 2.07 條,中石化石油工程技術服務股份有限公司(「**公司**」) 謹此通知 閣下,公司已採用以電子方式發布公司通訊(「**公司通訊**」)之安排,該公司通訊是指公司發布或將要發布的任何文件,包括但不限於(a) 董事報告、年度帳目以及審計報告副本以及(如適用)財務摘要報告; (b) 中期報告及其中期報告摘要(如適用); (c) 會議通知; (d) 上市文件; (e) 通函和 (f) 委任表格。

請注意,所有未來公司通訊的英文版和中文版將在公司網站 http://ssc.sinopec.com 和披露易網站 www.hkexnews.hk 上提供,以代替印刷本。

徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊^(附註),公司建議 閣下填妥、簽署本函背頁之回條(「**回條**」)並交回公司的香港股份過戶登記處(「**股份過戶處**」)香港證券登記有限公司,地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。

如果公司沒有收到 閣下的有效電子郵件地址,直至股份過戶處收到 閣下有效的電子郵件地址前,本公司將以印刷本形式發送可供採取行動的未來公司通訊^(REE)。

若 閣下希望收取未來公司通訊之印刷版,請填妥回條或發送電子郵件至 <u>sinopecssc.ecom@computershare.com.hk</u>,並註明 閣下的姓名、地址以及收取公司通訊印刷版的要求。請注意,收取未來公司通訊印刷版之指示由收悉 閣下指示當日起計一年內有效,此後將過期。

如 閣下對本函件有任何疑問,請於辦公時間星期一至五(香港公眾假期除外)上午 9 時正至下午 6 時正(香港時間)其間致電股份過戶處(852)2862 8688 查詢。

承董事會命 中石化石油工程技術服務股份有限公司 **沈澤宏** 公司秘書 謹啟

2023年12月29日

附註:可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利的公司通訊。



REPLY FORM 回條

Hong Kong Registrars Limited (The "Share Registrar") 17M Floor, Hopewell Centre

183 Queen's Road East, Wanchai, Hong Kong

(Please choose ONLY ONE of the options below) (請從以下選項中**只選擇其中一項**)

香港證券登記有限公司 (「股份過戶處」) 香港灣仔皇后大道東 183 號 合和中心 17M 樓

Option 1: I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate						
Communications (Note 3) of the following listed company (the "Company") via electronic dissemination						
選項 1: 本人/吾等現以書面提供本人/吾等之電子郵件地址,以確保收到以下上市公司(「公司」)通過電子方式發佈可供採取行動的未來公司通訊 ^(例註3)						
Name of Securities holder(s) 證券持有人姓名: Name of the listed company 上市公司名稱:						
Sinopec Oilfield Service Corporation						
Email address 電郵地址: (Notes 3 / 附註3)						
Ontion 2: I/we hereby request for receipt of Corporate Communications* in printed form						

ı	Option 2: I/we hereby request for receipt of Corporate Communications* in printed form
	選項2: 本人/吾等現要求收取公司通訊*印刷版
	(Please mark "✔" in the below box if applicable)(如適用.請在以下方格內劃上「✔」號)
	receive future Corporate Communications* in printed copy and noted that this instruction is valid only for one year starting from the receipt date
	of instruction. (Notes 5)
	收取未來公司通訊"的印刷本·並已知悉本指示由收取指示日期起計一年內有效。(^{附註5)}

Contact number:

聯絡電話號碼:

簽名: (附註 1)

Signature(s): (Notes 1)

- Notes 附註:

 1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請清楚填受 阁下之所有資料。如屬總名設東。則本回條須由所有聯名設東總合簽署。方為有效。

 2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回緣若未有簽署或在其他方面填寫不正確。則本回條將會作簽。

 3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder. holder. 如公司沒有收到 關下的有效電子郵件地址· 閣下將無法收到有關發佈可供採取行動的公司通訊*的通知·可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關 證券持有人的權利的公司通訊。
- 4. If you provide more than one email address by reply form and/or other means, only the latest one email address provided will be registered. 如 閣下通過回條及/或其他方式提供多於一個的電子郵件地址,只有 閣下最後提供的電子郵件地址將會被用於登記。
- 3. 情で地域に成分減失能力が変更が、 耐り電子型が形象 パイラ 傷下液を変更が過ぎませれる。 . ff you mark "V" in the box in Option 2, no email address will be registered and only Corporate Communications* in printed form will be received. 如 関下在選項 2 方格内劃上「V」號,將不會有電子動件地址被登記,只有公司通訊*的印刷版會被收取。 6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存疑,在本回條上的任何額外指示,公司將不予處理。

- Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form.
 除并另角註明:公司國那乃指公司已發出或將予發出以供其任因證券的持有人參照或採取行動的任何文件,其中包括但不限於年額、中期報告、會議通告、通函及代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT

- "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
 本贄明中所指的「個人資料」與香港法例第 486 章 《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義相同。
 Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications and to liaise with you on other matters relating to your holdings in the Company, Your supply of Personal Data the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.
 關下於本回條所提供的個人資料制用於包括但不限於为開級公司以電子方式發布公司通訊及就 関下持有的公司證券有關的其他事宜上與 閣下聯絡。 閣下是自願向本公司提供個人資料。若 閣下未能提供足夠資料・本公司可能無法處理 閣下在本回條上所述的指示及/或要求。
 Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.
 公司可就任何所說明的用途或在法例規定的情况下、將 閣下的個人資料披露或轉移給公司的附屬公司、股份過戶處、及/或其他公司或團體・並將在適當期間保留該等個人資料作核實及紀錄用
- You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by resonal at PrivacyOfficer@computershare.com.hk。 閣下有權根據《私隱條例》的條文查閱及/或修改 閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份過戶處(地址為香港灣仔皇后大道東 183 號合和中心 17M 樓)向香港隱私主任提出,或發送電郵至 <u>PrivacyOfficer@computershare.com.hk</u>。

Mailing Label 郵寄標籤

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. 閣下寄回此回條時・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。

Date:

日期:

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