

## 中國石油化工股份有限公司 CHINA PETROLEUM & CHEMICAL CORPORATION

(在中華人民共和國註冊成立的股份有限公司)
(a joint stock limited company incorporated in the People's Republic of China with limited liability)
(股份代碼:00386)
(Stock Code: 00386)

31 January 2024

Dear registered shareholder(s),

## **Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to the amended 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, China Petroleum & Chemical Corporation (the "Company") is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which mean 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 <a href="www.sinopec.com">www.sinopec.com</a> and the HKExnews website at <a href="www.hkexnews.hk">www.hkexnews.hk</a> in place of printed copies. Unless the Company receives expressed written instructions from you, with effect from the date of this letter, the Company will not despatch to you any printed copy of the Corporate Communications, or any notification letter in relation to the publication of such Corporate Communications.

## Solicitation of electronic contact details

Pursuant to Rule 2.07A of the Listing Rules, the Company shall despatch to you by electronic means or by post the Actionable Corporate Communications (Note). To ensure timely receipt of future Actionable Corporate Communications, the Company recommends you to provide your email address by scanning your personalized QR code printed on the enclosed reply form (the "Reply Form"). Alternatively, you may sign and return the Reply Form to the Company's H share registrar (the "H 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 H 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 and/or Actionable Corporate Communications in printed form, please complete and return the enclosed Reply Form to the H Share Registrar or send an email to <a href="mailto:sinopec.ecom@computershare.com.hk">sinopec.ecom@computershare.com.hk</a> specifying your name, address and request to receive the Corporate Communications and/or Actionable 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, unless it is revoked or superseded before its expiry.

Should you have any queries in relation to this letter, please call the service hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays.

By order of the Board

China Petroleum & Chemical Corporation

Huang Wensheng

Vice President and Secretary to the Board of Directors

Note: Pursuant to Rule 1.01 of the Listing Rules, an "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.

**CPCH** 

REPLY FORM 回	條
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Hong Kong Registrars Limited ("H Share Registrar")

17M Floor, Hopewell Centre

183 Queen's Road East, Wan Chai, Hong Kong

致: 香港證券登記有限公司(「H股股份過戶登記處」)

香港灣仔皇后大道東 183 號 合和中心 17M 樓

(Please choose ONLY ONE of the options below)

(請從以下選項中只選擇其中一項)

選項1:

Option 1: I/we hereby provide my/our email address for receipt of future Actionable Corporate Communications (Note 3) of the Company via electronic dissemination by scanning your personalized OR code

本人/吾等現掃瞄專屬二維碼以提供本人/吾等之電子郵件地址,以接收本公司未來通過電子方式發布的可供採取

行動的公司通訊(###3

You are NOT required to return this Reply Form if you choose Option 1.

如選擇了選項1, 閣下無須交回本回條。

Personalized QR Code 專屬二維碼

Option 2: 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				
Name of Securities holder(s) 證券持有人姓名:	Name of th	e listed company 上市公司名稱:		
	China Petr	oleum & Chemical Corporation 中國石油	化工股份有限公司	
Email address 電郵地址: (Note 3 / 附註3)				
Option 3:   I/we hereby request for receipt of future Corporate Communications* and/or Actionable Corporate Communications (Note 3) in printed form (Please mark "✓" in any ONE of the below box if applicable)   透頂3: 本人/吾等現要求收取未來公司通訊*及/或可供採取行動的公司通訊印刷版 (如適用,請在以下其中一個方格內劃上「✓」號)   printed English version				
Signature(s) <sup>(Note 1)</sup> : 簽名 <sup>##1</sup> :	Contact number: 聯絡電話號碼:	Date: 日期:		

Notes 解註:

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.

清清楚海炎 間下之所有資料。如靈聯名股東,則本回縣須由所有聯名股東聯合簽署,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,則本回緣獨由所有聯名股東聯合簽署,方為有效。

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 Corporate Communications\* and/or Actionable Corporate Communications. As defined in Rule 1.01 of the Listing Rules, an "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 holders on how they wish to exercise their rights or make an election as the issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holders.

4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered.

4. If you provide more than one email address to QR code, email, reply form and/or address on the email address provided will be registered.

5. If you mark "" in the box in Option 3, no email address will be registered and only Corporate Communications\* and/or Actionable Corporate Communications in printed form will be received. This instruction will be valid for one year from the date of receively of this instruction, unless it is revoked or s

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 (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 and, where applicable, its summary interim report and, where applicable, its summary interim report and where applicable, its summary financial report; (b) the interim report and, where applicable, its summary financial report; (c) a law for and (f) a proxy form.

[2] \*\*Applicable\*\* (c) \*\*Applicable\*\* (

## PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

(iii)

**吹集個人資料等明**"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").

本聲明中所指的「個人資料」與香港法例第 486章(個人資料(私隠)條例)(「《私**康休**例)」)中「個人資料」的涵養相同。

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 to the Company is on 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.

图下於本回條所提供的個人資料等用於内容關本公司以電子方式發布公司通訊及就 閣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 閣下在本回條上所進的指示及攻要求。
Your Personal Data may be disclosed or transferred by the Company to its subsidaries, the H 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.

本公司可強任何所說明的用途或在法例規定的情况下,將 閣下的個人資料政策或轉移給本公司的附屬公司、H 股股份過戶登記處、及成其他公司或團體、並將在遵循期間保留該等個人資料作核實及紀錄用途。 You have the right to request access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the H Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at <u>Privacy Officer of the H Share Registrar at 17M Floor, Hopewell Centre</u>, 183 Queen's Road East, Wan Chai, Hong Kong or by email at <u>Privacy Officer of the H Share Registrar at 17M Floor, Hopewell Centre</u>, 183 Queen's Road East, Wan Chai, Hong Kong or by email at <u>Privacy Officer of the H Share Registrar at 17M Floor, Hopewell Centre</u>, 183 Queen's Road East, Wan Chai, Hong Kong or by email at <u>Privacy Officer of the Hope Road Registrary Regis</u>

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.

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。