

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) ed company incorporated in the People's Republic of China with limited liability

(a joint stock limited company incorporated in the People's Republic of China with limited liability)
(股份代碼: 00386)
(Stock Code: 00386)

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上市機制及以電子方式發布公司通訊規定下經修訂的《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,中國石油化工股份有限公司(「本公司」)謹此通知 閣下,本公司已採用以電子方式發布公司通訊(「公司通訊」)之安排,「公司通訊」是指本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;及(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本公司網站 <u>www.sinopec.com</u> 和披露易網站 <u>www.hkexnews.hk</u> 上提供,以代替印刷本。除非收到 閣下明確書面指示要求本公司提供印刷本的公司通訊,否則本公司自本信函發出之日起將不再向 閣下寄發任何印刷本公司通訊,或就發布該等公司通訊而寄發相關通知信函。

徵集電子聯絡資料

根據上市規則第 2.07A 條,本公司須向 閣下以電子方式或者郵寄方式寄送可供採取行動的公司通訊^{(附註)。}為確保未來 及時收到可供採取行動的公司通訊,本公司建議 閣下透過掃描隨附之回條(「回條」)上列印的 閣下專屬二維碼來 提供 閣下的電子郵件地址。 或者, 閣下亦可以簽署回條並交回本公司的 H 股股份過戶登記處(「H 股股份過戶登記處」)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。 如果本公司沒有收到 閣下的有效電子郵件地址,直至 H 股股份過戶登記處收到 閣下有效的電子郵件地址前,本公司未來將以印刷本形式發送可供採取行動的公司通訊^{(附註)。}

若 閣下希望收取公司通訊及/或可供採取行動的公司通訊之印刷版,請填妥隨附之回條並交回 H 股股份過戶登記處,或發送電子郵件至 <u>sinopec.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及/或可供採取行動的公司通訊的要求。請注意,除非 閣下提前撤回或修改了指示,否則收取未來公司通訊及/或可供採取行動的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。

閣下如有任何與本函有關的疑問,請致電服務熱線(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。

此致

列位股東台照

承董事會命 中國石油化工股份有限公司 黃文生 副總裁、董事會秘書

二零二四年一月三十一日

附註:根據上市規則第1.01條,「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 ("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」)

CCS7526

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)

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

選項1:

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:		lame of the listed company 上市公司名稱:	
	China Petroleum & 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) 透明 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) ^(Note 1) : 簽名 ^{##1} :	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.

4. 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)

吹集個人資料専明"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)(「**《私膳休**外》」)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無戶的包括但不限於方屬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 閣下在本回條上所述的指示及攻要求。

Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, 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、並將在遵當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</u> 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</u> 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</u> 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</u> of the Hope Replace of the Privacy Officer of the Hope Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by e

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.

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