



中石化煉化工程（集團）股份有限公司
SINOPEC Engineering (Group) Co., Ltd.*

（於中華人民共和國註冊成立的股份有限公司）
（A joint stock limited liability company incorporated in the People's Republic of China）
（股份代碼：02386）
（Stock Code: 02386）

5 March 2024

Dear non-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, SINOPEC Engineering (Group) Co., Ltd. (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 www.segroup.cn and the HKExnews website at www.hkexnews.hk 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

As a non-registered shareholder, if you wish to receive Actionable Corporate Communications^(Note) pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the “**Intermediaries**”) and provide your email address to your Intermediaries. If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, 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 reply form on the reverse side to the Company’s H share registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or send an email to SINOPECSEG.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications and/or Actionable Corporate Communications in printed form.

Should you have any queries relating to any of the above matters, please call the service 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
SINOPEC ENGINEERING (GROUP) CO., LTD.
YIN Fengbing
Chief Financial Officer & Secretary to the Board

* For identification purposes only

Note: 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 holder.

各非登記股東：

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，中石化煉化工程（集團）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，該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 www.segroup.cn 和披露易網站 www.hkexnews.hk 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

作為非登記股東，如有意根據上市規則收取可供採取行動的公司通訊^(附註)， 閣下應聯絡代 閣下持有股份的銀行、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**」），並向 閣下的中介公司提供 閣下的電子郵件地址。如果本公司沒有從中介公司收到 閣下的有效電子郵件地址，直至中介公司收到 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^(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，請填妥本函背頁之回條並交回本公司的 H 股股份過戶登記處香港中央證券登記有限公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓或發送電子郵件至 SINOPECSEG.ecom@computershare.com.hk，並註明 閣下的姓名、地址以及收取公司通訊及/或可供採取行動的公司通訊印刷版的要求。

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。

承董事會命
中石化煉化工程（集團）股份有限公司
尹鳳兵
財務總監、董事會秘書

2024 年 3 月 5 日

* 僅供識別

附註：根據上市規則第 1.01 條定義，「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或作出選擇的公司通訊。

REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited ("H Share Registrar")
17M Floor, Hopewell Centre
183 Queen's Road East, Wan Chai, Hong Kong

致：香港中央證券登記有限公司（「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

REMINDER 提示

As a non-registered shareholder, if you wish to receive future Corporate Communications[#] and/or Actionable Corporate Communications^(Note 1) pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如未來有意根據《上市規則》收取公司通訊[#]及/或可供採取行動的公司通訊^(附註1)，閣下應聯絡代閣下持有股份的銀行、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」），並向閣下的中介公司提供閣下的電子郵件地址。

Request for future Corporate Communications[#] and/or Actionable Corporate Communications in printed form
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

(Please mark "✓" in any ONE of the below box if applicable) (如適用，請在以下其中一個方格內劃上「✓」號)

Name of the listed company (the "Company"): SINOPEC Engineering (Group) Co., Ltd.

上市公司（「本公司」）名稱：中石化煉化工程（集團）股份有限公司

printed English version
英文印刷本

printed Chinese version
中文印刷本

both printed English and Chinese versions
英文及中文印刷本各一份

Name(s) of Non-registered holder(s):

非登記股東姓名：

Signature(s):

簽名：

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

Contact number:

聯絡電話號碼：

Date:

日期：

Notes:

附註：

- 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 holder.
根據上市規則第 1.01 條定義，「可供採取行動的公司通訊」指任何涉及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或作出選擇的公司通訊。
 - This letter is addressed to non-registered shareholder(s) of the Company ("Non-registered shareholder" 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 that such person or company wishes to receive Corporate Communications[#]). 此函件乃向本公司之非登記股東（「非登記股東」指股份存放於中央結算及交收系統的人士或公司，已透過香港中央結算有限公司不時向本公司發出通知，表示欲收取公司通訊[#]）發出。
 - Please complete all your details clearly.
請閣下清楚填寫所有資料。
 - Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void.
如在本表格未有在方格內劃上「✓」號、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
 - 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，本公司將不予處理。
- # 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 (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.
除非另有註明，「公司通訊」乃指本公司已發出或將予發出以供其任何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(a) 董事報告、年度賬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。

PERSONAL INFORMATION COLLECTION STATEMENT
收集個人資料聲明

- "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 the Company's electronic dissemination of Corporate Communications. Your supply of Personal Data to 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 instructions and/or requests as stated in this Reply Form.
閣下於本回條所提供的個人資料將用於有關本公司以電子方式發布公司通訊的事宜上。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指示及/或要求。
- 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.
本公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給公司的附屬公司、H 股股份過戶登記處、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途。
- 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 H Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email 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 H 股股份過戶登記處（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 PrivacyOfficer@computershare.com.hk。

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。