



CNOOC Limited (中國海洋石油有限公司)

(Incorporated in Hong Kong with limited liability under the Companies Ordinance)

(根據公司條例於香港註冊成立的有限公司)

Stock Codes: 00883 (HKD Counter) and 80883 (RMB Counter)

股票代號: 00883 (港幣櫃台) 及 80883 (人民幣櫃台)

2 April 2024

Dear non-registered holder(s) of the Hong Kong Shares (as defined below) of CNOOC Limited (the "Company"),

1. Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rules 2.07A and 2.07B 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, the Articles of Association of the Company (the "Articles") and the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) (the "Companies Ordinance"), 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 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.

The Company will supply Corporate Communications to the holders of the shares of the Company listed on The Stock Exchange of Hong Kong Limited (the "Hong Kong Shares") through electronic means, provided that the Company has obtained consent from such shareholders in doing so in accordance with the Listing Rules, Companies Ordinance and Articles. Notwithstanding the foregoing, both the English and Chinese versions of all future Corporate Communications will also be available electronically on the website of the Company at www.cnooc.com and the HKEXnews website at www.hkexnews.hk.

2. Notice of publication of the 2023 Annual Report

The English and Chinese versions of the Company's 2023 Annual Report (the "2023 Annual Report") are available on the Company's website at www.cnooc.com and the HKEXnews website at www.hkexnews.hk. You may get access to the 2023 Annual Report by selecting the relevant document title under "Reports" and/or "Announcement" after clicking "Investor Relations" on the home page of our website or browsing through the HKEXnews website.

As a non-registered holder of our Hong Kong Shares, if you wish to receive the 2023 Annual Report through electronic means, 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 consent and email address to your Intermediaries.

If you want to receive the 2023 Annual Report in printed form, please complete and return the enclosed reply form (the "Reply Form") on the reverse side 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 or send an email to Cnooc.ecom@computershare.com.hk specifying your name, address and request to receive the 2023 Annual Report in printed form.

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
CNOOC Limited
Mr. Xu Yugao
Joint Company Secretary

各位中國海洋石油有限公司（「本公司」）的非登記香港股份（定義如下）持有人：

1. 以電子方式發布公司通訊之安排

根據香港聯合交易所有限公司證券上市規則（「上市規則」）第 2.07A 條及第 2.07B 條於 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的規定、本公司的組織章程細則（「章程」）以及公司條例（香港法例第 622 章）（「公司條例」），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，包括但不限於 (a) 董事會報告、年度帳目以及核數師報告副本以及（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) 代表委任表格。

本公司將通過電子方式向本公司在香港聯合交易所有限公司上市之股份（「香港股份」）持有人提供公司通訊，前提是本公司已根據《上市規則》、《公司條例》及章程獲得該等股東的同意。儘管如此，所有未來公司通訊的英文版和中文版亦將在本公司網站 www.cnooc.com 和香港交易所披露易網站 www.hkexnews.hk 上提供。

2. 2023 年度報告之發佈通知

本公司的 2023 年度報告（「2023 年度報告」）的中、英文版本已上載於本公司網站 www.cnooc.com 及香港交易所披露易網站 www.hkexnews.hk。閣下可在本公司網站主頁按「投資者關係」一項中查找「定期報告」和/或「公告」，并在其中選擇相關的文件名稱或在香港交易所披露易網站瀏覽有關文件。

作為本公司香港股份非登記持有人，如有意以電子方式收取 2023 年度報告，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同意的電郵地址。

若閣下希望收取 2023 年度報告之印刷版，請填妥本函背頁之回條（「回條」）並交回本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 樓或發送電子郵件至 Cnooc.ecom@computershare.com.hk，並註明閣下的姓名、地址以及收取 2023 年度報告印刷版的要求。

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
中國海洋石油有限公司
聯席公司秘書
徐玉高
謹啟

2024 年 4 月 2 日

REPLY FORM 回條

To: Hong Kong Registrars Limited (The "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(「股份過戶處」)
香港灣仔皇后大道東 183 號
合和中心 17M 樓

REMINDER 提示

As a non-registered holder of the Company's shares listed on The Stock Exchange of Hong Kong Limited (the "Hong Kong Shares"), if you wish to receive the 2023 Annual Report of the Company (the "Corporate Communications") through electronic means, 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.

作為本公司在香港聯合交易所有限公司上市的股份(「香港股份」)之非登記持有人,如有意以電子方式收取本公司 2023 年度報告(「公司通訊文件」),閣下應聯絡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 Corporate Communications in printed form / 要求收取公司通訊文件印刷版

(Please mark "✓" in the below box if applicable) (如適用,請在以下方格內劃上「✓」號)

Name of the listed company (the "Company"): CNOOC Limited
上市公司(「本公司」)名稱: 中國海洋石油有限公司

I/we would like to receive the Corporate Communications in printed form.
本人/我們欲收取公司通訊文件的印刷版。

Printed English version 英文印刷本 Printed Chinese version 中文印刷本 Printed English and Chinese versions 中、英文印刷本

Name(s) of non-registered holder(s):
非登記股東姓名:

Signature(s): (Notes 1)
簽名: (附註 1)

(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:

- This letter is addressed to non-registered holder(s) of the Hong Kong Shares ("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 that such person or company wishes to receive the Corporate Communications). 此函件乃向本公司香港股份之非登記持有人(「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,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文件)發出。
- Please complete all your details clearly. 請閣下清楚填妥所有資料。
- Any form with no box marked "✓", with no signature or otherwise incorrectly completed will be void. 如在本回條未有在方格內劃上「✓」號,或未有簽署,或在其他方面填寫不正確,則本回條將會作廢。
- 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。

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. 閣下於本回條所提供的個人資料將用於有關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況下,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 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 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。