



# 中國油氣控股有限公司

## SINO OIL AND GAS HOLDINGS LIMITED

(Incorporated in Bermuda with limited liability)  
(於百慕達註冊成立之有限公司)  
(Stock Code 股份代號: 702)

### NOTIFICATION LETTER 通知信函

29 April 2024

Dear registered shareholder(s),

**Sino Oil and Gas Holdings Limited (the “Company”)  
Notice of publication of (i) Annual Report 2023; (ii) Circular and Notice of Annual General Meeting; (iii) Proxy Form; and (iv) ESG Report 2023 (the “Current Corporate Communications”)**

The Current Corporate Communications of the Company has been published in English and Chinese languages and are available on the website of The Stock Exchange of Hong Kong Limited (“HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk) and the Company’s website at [www.sino-oilgas.hk](http://www.sino-oilgas.hk). If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company’s website for any reason, please send your request (specifying your name, address and request) by notice in writing to the Company’s Hong Kong share registrar (the “Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

**Arrangement of Electronic Dissemination of Corporate Communications and Solicitation of electronic contact details**

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”), the expansion of paperless listing regime and mandatory electronic dissemination of corporate communications came into effect on 31 December 2023. 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) annual report; (b) the interim report; (c) a notice of meeting; (d) a circular and (e) a proxy form.

As such, both English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at [www.sino-oilgas.hk](http://www.sino-oilgas.hk) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies. Unless the Company receives expressed written instruction from you, it will not despatch to you any printed copy of the Corporate Communications.

If you wish to receive Corporate Communications from the Company electronically, you should provide your email address by scanning your personalized QR code printed on the reply form on the reverse side (the “Reply Form”). Alternatively, you may provide your email address in writing, sign and return the Reply Form to the Share Registrar. **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 you Actionable Corporate Communications<sup>(Note)</sup> in printed form in the future.**

If you want to receive the Corporate Communications in printed form, please complete, sign and return the Reply Form on the reverse side to the Share Registrar specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid until it is revoked or superseded by you.

Please be reminded that provision of your correct and effective contact details (including email address and mailing address) to the Company and/or the Share Registrar is critically important, and any mistakes in such details may result in failure of delivery of the Company’s Corporate Communications to you timely in the future.

By Order of the Board  
Sino Oil and Gas Holdings Limited  
Dai Xiaobing  
Chairman

*Note: As defined in Rule 1.01 of the Listing Rules, “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：

**中國油氣控股有限公司（「公司」）  
有關（i）2023年報；（ii）通函及股東週年大會通告；（iii）代表委任表格；及（iv）2023年ESG報告（「本次公司通訊」）之發布通知**

本次公司通訊備有中、英文版本，並已上載於香港聯合交易所有限公司（「香港交易所」）網站（[www.hkexnews.hk](http://www.hkexnews.hk)）及公司網站（[www.sino-oilgas.hk](http://www.sino-oilgas.hk)），歡迎瀏覽。閣下若因任何理由以致在收取或接收載於公司網站上的本次公司通訊出現困難，閣下可將要求（註明閣下的姓名、地址及要求）以書面方式郵寄至公司香港股份過戶登記處（「股份過戶處」）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。公司將於收悉閣下通知後，盡快向閣下免費發送有關本次公司通訊的印刷本。

**以電子方式發布公司通訊之安排及徵集電子聯絡資料**

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，擴大無紙化上市機制及強制以電子方式發布公司通訊的規定已自2023年12月31日起生效。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為向其任何證券持有人提供資訊或提醒其採取行動而發布或將要發布的任何文件，包括但不限於(a)年報；(b)中期報告；(c)會議通知；(d)通函和(e)代表委任表格。

據此，所有未來公司通訊的英文版和中文版將在公司網站 [www.sino-oilgas.hk](http://www.sino-oilgas.hk) 和披露易網站 [www.hkexnews.hk](http://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公司提供印刷本的公司通訊，否則公司將不再向閣下寄發任何印刷本的公司通訊。

如閣下希望以電子方式收取公司通訊，閣下應透過掃描本函背頁之回條（「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，閣下也可以填妥及簽署回條，並交回股份過戶處。如果公司沒有收到閣下的有效電郵地址，直至股份過戶處收到閣下有效的電郵地址前，公司未來將以印刷本形式發送可供採取行動的公司通訊<sup>(Note)</sup>。

若閣下希望收取公司通訊之印刷版，請填妥及簽署本函背頁之回條，並交回股份過戶處，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將有效直至被閣下撤銷或取代。

公司謹此提醒閣下，向公司及/或股份過戶處提供閣下正確及有效的聯繫方式（包括電郵地址及郵寄地址）至關重要，任何聯繫方式資料錯誤可能導致閣下無法及時收取未來公司發布的公司通訊。

承董事會命  
中國油氣控股有限公司  
主席  
戴小兵

2024年4月29日

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。

