



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 non-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; and (iii) 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 and the Company’s website at 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 and the HKEXnews website at 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 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 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, the Share Registrar and /or the Intermediaries 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

各位非登記股東：

**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；及（iii）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）及公司網站（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向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 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郵地址。

若閣下希望收取公司通訊之印刷本，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、股份過戶處及/或中介公司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

**REPLY FORM 回條**

To: Computershare Hong Kong Investor Services Limited
(The "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
(「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 shareholder, if you wish to receive Corporate Communications* from the Company using 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.

作為非登記股東，如有意以電子形式收取公司通訊*，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郵地址。

Request for Corporate Communications* in printed form / 要求收取公司通訊*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"): **Sino Oil and Gas Holdings Limited**

上市公司（「公司」）名稱：

中國油氣控股有限公司

I/we would like to receive future Corporate Communications* in printed form.
本人/我們欲收取未來公司通訊*的印刷版。

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

非登記股東姓名：

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

Signature(s): (Note 3)

簽名： (附註 3)

Contact number:

聯絡電話號碼：

Date:

日期：

Notes:

附註：

1. This Reply Form is addressed to non-registered holder(s) ("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 Corporate Communications*).

此回條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。

2. Please complete all your details clearly.

請閣下清楚填妥所有資料。

3. 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。

4. 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，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 the annual report, interim report, notice of meeting, circular and proxy form.

除非另有註明，公司通訊乃指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，其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT

收集個人資料聲明

(i) "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。

(ii) 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。

(iii) 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。

(iv) 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, Wanchai, 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。