



中油燃氣集團有限公司*

CHINA OIL AND GAS GROUP 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: 603)

30 April 2024

Dear registered shareholder(s),

China Oil And Gas Group Limited (the “Company”) – Notice of Availability
Notice of publication of Annual Report, Circular and Proxy Form (the “Current Corporate Communications”)

The Current Corporate Communications of the Company have been published in English and Chinese languages and are available on the website of the Company at www.hk603.com and the HKEXnews (the “HKEXnews”) website at www.hkexnews.hk.

For the shareholders who have selected to receive the Company’s corporate communications (the “Corporate Communications”) in printed version, enclosed is the Current Corporate Communications of your choice. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company’s website for any reason, the Company will promptly upon your notice send the printed version of the Current Corporate Communications to you free of charge; please write 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, Wanchai, Hong Kong or by email to ecomm@hk603.com.

You are entitled to change the means of receipt of the future Corporate Communications by completing the enclosed reply form (the “Reply Form”) and return it by hand or by post, using the mailing label at the bottom of the Reply Form to the Company’s Share Registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong (no postage stamp is necessary if posted in Hong Kong; otherwise please affix an appropriate stamp); or you may also send a scanned copy of the Reply Form duly completed and signed to the Share Registrar via email to ecomm@hk603.com.

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, the Company is writing to inform you that the Company has adopted electronic dissemination of 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.

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.hk603.com and the HKEXnews website at www.hkexnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communications, the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed Reply Form. Alternatively, you may sign and return the Reply Form to the Company’s Hong Kong Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong.

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, you will (i) be unable to receive any notifications regarding the publication of Corporate Communications; (ii) need to proactively check the Company’s website and the HKEXnews website to keep up with the publication of Corporate Communications; and (iii) the Company will send the Actionable Corporate Communications^(Note) in printed form in the future.

If you want to receive the future Corporate Communications in printed form, please complete the enclosed Reply Form and send it to the Share Registrar or send an email to ecomm@hk603.com specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please contact the Company at (852) 2200 2222 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
China Oil And Gas Group Limited
Chan Yuen Ying, Stella
Company Secretary

Note: 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.



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各位登記股東:

中油燃氣集團有限公司* (「公司」) - 可供查閱通知
年報、通函及委任表格 (「**本次公司通訊**」) 的刊發通知

公司的本次公司通訊備有中、英文版本, 並已上載於公司網站 www.hk603.com 及香港交易所披露易 (「**披露易**」) 網站 www.hkexnews.hk, 歡迎瀏覽。

若閣下已選擇收取公司的公司通訊 (「**公司通訊**」) 之印刷本, 則隨函附奉閣下所選擇之本次公司通訊印刷本。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, 公司將於接到閣下通知後, 盡快向閣下免費發送有關本次公司通訊的印刷本; 閣下可以書面方式通知本公司的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, 或電郵至 ecomm@hk603.com。

閣下有權要求更改所選擇收取日後公司通訊的語言版本及收取方式, 請填妥隨附之回條 (「**回條**」), 然後以專人交付或使用回條底部隨附的郵寄標籤將回條寄回本公司的股份過戶處, 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 (如在香港投寄, 毋須貼上郵票; 否則, 請貼上適當的郵票); 閣下亦可把已填妥及簽署回條的掃描副本以電郵方式發送至 ecomm@hk603.com。

以電子方式發佈公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化制度及以電子方式發佈公司通訊規定下香港聯合交易所有限公司證券上市規則第 2.07A 條, 公司謹此通知閣下, 公司已採用以電子方式發佈公司通訊之安排, 該公司通訊是指公司向任何證券持有人提供資訊或提醒其採取行動而發佈或將要發佈的任何文件, 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) 通函和 (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公司網站 www.hk603.com 和披露易網站 www.hkexnews.hk 上提供, 以代替印刷本。

徵集電子聯絡資料

為確保及時收到最新的公司通訊, 公司建議閣下透過掃描本函背頁之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, 閣下也可以簽署回條並交回公司的香港股份過戶處, 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。

如果公司沒有收到閣下的有效電子郵件地址, 直至股份過戶處收到閣下有效的電子郵件地址前, 閣下將(i)無法收到任何有關發佈公司通訊的通知; (ii)需要主動查看公司網站和披露易網站以留意公司通訊的發佈; 及(iii)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)。

若閣下希望收取未來公司通訊之印刷本, 請填妥回條或發送電子郵件至 ecomm@hk603.com, 並註明閣下的姓名、地址以及收取公司通訊印刷本的要求。請注意, 收取日後公司通訊印刷本之指示由收悉閣下指示當日起計一年內有效, 此後將過期。

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) 期間致電公司 (電話號碼: (852) 2200 2222) 查詢。

承董事局命
中油燃氣集團有限公司*
陳婉榮
公司秘書
謹啟

2024 年 4 月 30 日

附註: 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。

* 僅供識別

