



**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)

28 June 2024

Dear registered holder(s) of the Hong Kong Shares (as defined below),

**Arrangement of Electronic Dissemination of Corporate Communications**

The English and Chinese versions of all Corporate Communications\* of CNOOC Limited (the “Company”) are available electronically on the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at [www.hkexnews.hk](http://www.hkexnews.hk) and the Company’s website at [www.cnooc.com](http://www.cnooc.com).

The Company will supply Corporate Communications to holders of the shares of the Company listed on the The Stock Exchange of Hong Kong Limited (the “Hong Kong Shares”) by electronic means through the Stock Exchange’s website at [www.hkexnews.hk](http://www.hkexnews.hk) the Company’s website at [www.cnooc.com](http://www.cnooc.com) (the “Electronic Version”), provided that the relevant holders of Hong Kong Shares have consented to receiving the Electronic Version in accordance with the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited, the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), and the Articles of Association of the Company.

The Company is writing to seek your election regarding the means of receipt and the language of Corporate Communications of the Company to be published in the future:

- **If you elect to receive Electronic Version in the future**, please provide your email address by (i) scanning your personalized QR code printed on the enclosed reply form (the “Reply Form”) or (ii) completing the Reply Form and returning it by post or by email to the Company’s Hong Kong share registrar (the “Share Registrar”), for the purposes of receiving (a) email notifications for publication of Corporate Communications on the Stock Exchange’s website and the Company’s website and (b) Actionable Corporate Communications\*\* in electronic form from the Company. However, certain Actionable Corporate Communications, because of their nature, can only be sent in printed form. Registered holders of Hong Kong Shares should note that such documents will therefore be sent to their registered addresses by post, even they may have provided email addresses to the Share Registrar.
- **If you elect to receive printed version of all Corporate Communications in the future**, please complete the enclosed Reply Form and return it by post or by email to the Share Registrar. Please note that such instruction shall be valid from the date on which such request form is received until the next time when the Company seeks consent from its registered holders of Hong Kong Shares to receiving the Electronic Version of all future Corporate Communications or until it is revoked or replaced or you cease to be a holder of Hong Kong Shares, whichever is the earliest.

**If the Company does not receive a duly completed Reply Form or any response in writing indicating any objection from you by 26 July 2024, you are deemed to have elected the Electronic Version instead of printed version for all future Corporate Communications, until you inform the Share Registrar otherwise.** If you elect (or are deemed to have elected) the Electronic Version but do not provide a functional email address, the Company will send to you by post at your address as it appears in the Company’s register of members (i) a notification letter for publication of Corporate Communications on the Stock Exchange’s website and the Company’s website and (ii) Actionable Corporate Communications in printed form.

**Contact details of the Share Registrar:**

Postal address : 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong  
Email address : [cnooc.ecom@computershare.com.hk](mailto:cnooc.ecom@computershare.com.hk)

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

\* “Corporate Communications” means 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.

\*\* “Actionable Corporate Communications” means any corporate communication that seeks instructions from the Company’s securities holders on how they wish to exercise their rights or make an election as the Company’s securities holder. For the avoidance of doubt, Actionable Corporate Communications do not include notices of general meetings and proxy forms.



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各位香港股份（定義如下）登記持有人：

## 以電子方式發布公司通訊之安排

中國海洋石油有限公司（「本公司」）之所有公司通訊的英文版和中文版會在香港聯合交易所有限公司（「聯交所」）網站[www.hkexnews.hk](http://www.hkexnews.hk)和本公司網站[www.cnooc.com](http://www.cnooc.com)上提供。

本公司透過聯交所網站[www.hkexnews.hk](http://www.hkexnews.hk)及本公司網站[www.cnooc.com](http://www.cnooc.com)以電子方式向本公司在香港聯合交易所有限公司上市股份（「香港股份」）登記持有人提供公司通訊\*（「電子版本」），前提是根據香港聯合交易所有限公司證券上市規則、公司條例（香港法例第 622 章）及本公司組織章程細則，相關香港股份持有人已同意收取電子版本。

本公司特此致函閣下就本公司日後刊發之公司通訊之收取方式及語言版本作出選擇：

- **若閣下選擇日後收取電子版本**，請掃描回條上列印的閣下專屬二維碼，或填妥隨附之回條並郵寄或電郵至本公司之香港股份過戶處（「股份過戶處」），提供閣下的電郵地址以便收取有關已在聯交所網站及本公司網站上發布公司通訊的電郵通知，以及本公司以電子方式發布的可供採取行動的公司通訊\*\*。然而，若干可供採取行動的公司通訊因其性質只能以印刷本形式發送，故香港股份持有人謹請注意，即使彼等已向本公司之香港股份過戶處提供電郵地址，該等公司通訊仍將郵寄至彼等之登記地址。
- **若閣下選擇日後收取印刷本**，請填妥隨附之回條並郵寄或電郵至股份過戶處。請注意該指示自收悉閣下指示之日起至本公司下一次向香港股份登記持有人尋求其同意以電子版本形式收取日後所有公司通訊之時有效，或直至該指示被撤回或取代或閣下不再是香港股份持有人為止（以較早者為準）。

若本公司於**2024年7月26日之前**尚無收到閣下已填妥之回條或表示反對之任何書面回覆，閣下將被視作已選擇日後收取所有公司通訊的電子版本（而非收取印刷本），直至閣下另行通知股份過戶處為止。如閣下選擇（或被視作選擇）收取電子版本但沒有提供有效的電郵地址，本公司將根據本公司股東名冊所示的地址透過郵寄方式向閣下發送有關已在本公司網站及聯交所網站上發布公司通訊的通知函件及可供採取行動的公司通訊的印刷本。

## 股份過戶處聯絡資料

郵寄地址：香港灣仔皇后大道東 183 號合和中心 17M 樓

電郵地址：[cnooc.ecom@computershare.com.hk](mailto:cnooc.ecom@computershare.com.hk)

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

\* 「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。

\*\* 「可供採取行動的公司通訊」指任何涉及要求本公司的證券持有人指示其擬如何行使其證券持有人權利或作出選擇的公司通訊。為免生疑問，可供採取行動的公司通訊不包括股東大會的通告及代表委任表格。

2024年6月28日

