

# 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 <a href="https://www.nbexnews.hk">www.nbexnews.hk</a> and the Company's website at <a href="https://www.nbexnews.hk">www.nbexnews.hk</a> and the company website at <a href="https://www.nbexnews.hk">www.nbexnews.hk</a> and <a href="https://www.nbexnews.hk">www.nbexnew

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 <a href="www.hkexnews.hk">www.hkexnews.hk</a> the Company's website at <a href="www.cnoocltd.com">www.cnoocltd.com</a> (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

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 lixing document; (e) a circular; and (f) a pray form
- 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和本公司網站 www.cnoocltd.com 上提供。

本公司透過聯交所網站<u>www.hkexnews.hk</u> 及本公司網站<u>www.cnoocltd.com</u> 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佈公司通訊的電郵通知,以及本公司以電子方式發佈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
- 者 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佈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

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

- 「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

2024年6月28日

Printed English and Chinese versions 中、英文印刷本

R	EPLY FORM			
Hong Kong Registrars Limited (The "Share Registrar") 17M Floor, Hopewell Centre 183 Queen's Road East, Wanchai, Hong Kong	致:		「股份過戶處」) 表	
ase <b>choose ONLY ONE</b> of the options below) 從以下選項中 <b>只選擇其中一項</b> )				
			Personalized QR Code	
Option 1: I/we hereby provide my email address for receipt of a	•		專屬二維碼	
actionable Corporate Communications** of the Company via elec	ctronic dissemination by s	scanning my personalized		
<u>DR code.</u> (Note 1)				
選項1: 本人/吾等現掃瞄本人/吾等的專屬二維碼提供本人/	吾等ラ雷子郵件批計。以	接收公司诵调雷子方式發佈		
的所有未來公司通訊*及可供採取行動的公司通訊*				
	·			
Leturn of this Reply Form is <b>NOT required</b> if Option 1 is chosen.				
D選擇了選項1,本回條 <b>無須</b> 交回。				
Deption 2: I/we hereby provide my/our email address in writing for Communications** of the Company via electronic diss 選項2: 本人/吾等現以書面提供本人/吾等之的電子郵件地址,	semination. (Note 1)	•	•	
Jame of registered holder(s) 登記股東姓名:	Name of the listed company 上市公司名稱:			
2000 00 10 10 10 10 10 10 10 10 10 10 10	CNOOC Limited (the "Company")			
	中國海洋石油有限公司(「公司」)			
Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)	I BAIGHT HIM DAY	7 (   7   7   7	<del></del>	
lease use ENGLISH BLOCK LETTERS 前用夹文正值填稿)				
mail address 電郵地址: (Note 2 / 解註2)				
man address 电野地址: ****				
	.			
Option 3: I/we hereby request for receipt of all future Corporate	Communications* and A	actionable Corporate Communic	ations** in printed form. (Note 3) Th	

Kong Shares to receiving the Electronic Version of all future Corporate Communications or until it is revoked or replaced or I/we cease to be a holder of Hong Kong Shares, whichever is the earliest. (Please mark "✓" in the below box if applicable) **選項 3:** 本人/吾等現要求收取未來公司通訊\*及可供採取行動的公司通訊\*\*印刷本 。 <sup>@建划</sup> 本指示由收取指示日期起至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,或直至指示被撤回或取代或本人/吾等不再是香港股份持有人為止(以較早者為準)有效。(如適用,請在以 下方格內劃上「✓」號)

(Notes 4 & 5)			
Signature(s): 簽名: ####################################	Contact number:	Date:	
	聯絡電話號碼:	日期:	

☐ Printed Chinese version 中文印刷本

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

- es 附注.
  Certain Actionable Corporate Communications, because of their nature, can only be sent in printed form. Such documents will therefore be sent to your registered addresses by post, even you may have provided email addresses. 若干可供採取行動的公司通訊因其性質只能以印刷未形式發送,即使被等已提供電郵地址,該等公司通訊仍將郵客至被等之登記地址。
  If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered. If the Company does not receive a functional email address, you will receive a notification letter of the publication of the Corporate Communications\*\* in printed form.
  如 阁下通道:维导、電影、回除及观块电方法操作多定一個的電子郵件地址,阁下最後提供的電子郵件地址的被用设置。如公司沒有收到阁下可用的電子郵件地址,阁下海收取有阁公司通讯\*已在哪交所網站及公司網站登載的通知部印刷的公司通讯\*\*中间外公司通讯\*\*日间标。
  If your mark "人" in one of the boxes in Option 3, no email address will be registered and only Corporate Communications\*\* and Actionable Corporate Communications\*\* in printed form will be received.
  如 阁下在道耳马井中一侧空格方格内到上 [~] 號,然不含有電子等件地址被整定,只有公司通讯及可供採取行動的公司通讯\*\*的印刷本管被规划。
- TO SE VALUE.

  任何回條若未有簽署或在其他方面填寫不正確,則將會作廢。請清楚填妥 閣下之所有資料。如屬聯名股東,則本回條須由所有聯名股東聯合簽署,方為有效。

  持安 For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.

  為免存疑,在本回緣上的任何額外指示,公司將不予處理。

- "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 interim report; (c) a notice of meeting; (d) a listing document; (e) a circular and (f) a proxy form.

  [公司通訊] 是指公司费出或修予费出以供其任何證券的持有人参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) 會議過期。(d) 上市文件; (e) 通畅; 和(f) 代表委任表格。
  "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 evolutions of data Astivated Company Communication.
  - \*\*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.

「**可供採取行動的公司通訊**」指任何涉及要求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。

■ Printed English version 英文印刷本

- U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, including but not limited to, the Company's electronic dissemination of the Corporate Communications and to liaise with you on other matters relating to your boldings in the Company. Your supply of Personal Data to the Company is on a volunty basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.

  Ill 下於本回條所提供的個人資料將用於(包括但不限於)有關公司以電子方式發布公司通訊文件及就 関下持有的公司證券有關的其他事宜上與 関下聯絡。 関下是自願向公司提供個人資料。若 関下未能提供足夠資料,公司可能無法處理 関下在本回條上所述的指示及/或要求。 (ii)
- (iii)
- 公司可能無法處理 閣下在本回條上所述的指示及成要求。
  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规定的情况下,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、及成其他公司或團體,並將在適當期間保留途等個人資料作核實及起錄用途。 Vol have the right to request 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 Hoor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at PrivacyOfficer@computershare.com.ht.
  图下有權限條(表配條例)的條文直閱文或修改 图下的個人資料。 任何該等查閱及或修改例介資料的要求均到以書面方式郵客至股份通戶處(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.ht.

Mailing Label 郵 寄 標 籤 are 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.

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。