



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: 00702)

NOTIFICATION LETTER 通知信函

12 July 2016

Dear Non-registered holder ⁽¹⁾,

Sino Oil and Gas Holdings Limited (the “Company”)

- **Notice of publication of (i) Circular in relation to (1) Issue of Convertible Bonds under Specific Mandate (2) Possible Connected Transaction under Put and Call Option (3) Appointment of Non-Executive Director and (4) Notice of Special General Meeting and (ii) Proxy Form (the “Current Corporate Communications”)**

The English and Chinese versions of the Company’s Current Corporate Communication are now available on the Company’s website at www.sino-oilgas.hk and the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at www.hkexnews.hk. You may access the Current Corporate Communication on our website or by browsing through the Stock Exchange’s website.

If you want to receive a printed version of the Current Corporate Communication, please complete the request form on the reverse side and return it to the Company c/o Computershare Hong Kong Investor Services Limited (the “Hong Kong Share Registrar”) by using the mailing label at the bottom of the request form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix appropriate postage). The address of the Hong Kong Share Registrar is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong.

Should you have any queries relating to any of the above matters, please call the Hong Kong Share Registrar’s telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays.

By order of the Board
Sino Oil and Gas Holdings Limited
Yim Siu Hung
Company Secretary

Note : (1) This letter is addressed to the Non- registered holders of the Company (“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 to receive corporate communications). If you have sold or transferred your shares in the Company, please disregard this letter and the request form on the reverse side.

各位非登記持有人⁽¹⁾：

中國油氣控股有限公司（「本公司」）

- 有關 (i) (1)根據特別授權發行可換股債券(2)認沽及認購期權之可能關連交易(3)委任非執行董事及(4)股東特別大會通告之通函及 (ii) 代表委任表格（「本次公司通訊」）之發佈通知

本公司的本次公司通訊的中、英文版本已上載於本公司網站(www.sino-oilgas.hk)及香港聯合交易所有限公司（「聯交所」）之網站（www.hkexnews.hk），歡迎瀏覽。閣下可於本公司網站或透過瀏覽聯交所網站存取本次公司通訊文件。

如閣下欲收取本次公司通訊之印刷本，請填妥在本函背面的申請表格，並使用隨附之郵寄標籤寄回本公司之香港證券登記處——香港中央證券登記有限公司（「香港證券登記處」）（如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票）。香港證券登記處地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。

如對本函內容有任何疑問，請致電香港證券登記處的電話熱線(852) 2862 8688，辦公時間為星期一至五（公眾假期除外）上午 9 時正至下午 6 時正。

承董事局命
中國油氣控股有限公司
公司秘書
嚴筱虹

2016 年 7 月 12 日

附註：(1) 此函件乃向本公司之非登記持有人（「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，而他們透過香港中央結算有限公司不時向本公司發出通知，希望收到本公司的公司通訊）發出。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及所附申請表格。

GMHH-12072016-1(0)

Request Form 申請表格

To: Sino Oil and Gas Holdings Limited (the "Company")
(Stock Code: 702)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wanchai, Hong Kong

致: 中國油氣控股有限公司 (「本公司」)
(股份代號: 702)
經香港中央證券登記有限公司
香港灣仔皇后大道東 183 號
合和中心 17M 樓

I/We would like to receive the corporate communication* of the Company ("Corporate Communication") in the manner as indicated below:

本人/吾等欲以下列方式收取 貴公司之公司通訊* (「公司通訊」):

(Please mark (X) in **ONLY ONE** of the following boxes) (請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- to receive the **printed English version** of all Corporate Communication **ONLY**; **OR**
僅收取公司通訊文件之**英文印刷本**; 或
- to receive the **printed Chinese version** of all Corporate Communication **ONLY**; **OR**
僅收取公司通訊文件之**中文印刷本**; 或
- to receive both **printed English and Chinese versions** of all Corporate Communication.
同時收取公司通訊文件之**英文及中文印刷本**。

Name(s) of Non-registered holder(s)[#]
非登記持有人姓名[#]

Date
日期

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

Non-registered holder(s) registered address
非登記持有人的登記地址

Contact telephone number
聯絡電話號碼

Signature(s)
簽署

[#] You are required to fill in the details if you download this request form from the Company's website.
假如閣下從本公司網站下載本申請表格, 請必須填上有關資料。

Notes 附註:

- Please complete all your details clearly.
請閣下清楚填妥所有資料。
- This letter is addressed to non-registered holders ("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 to receive Corporate Communication).
此函件乃向本公司之非登記持有人(「非登記持有人」指股份存放於中央結算及交收系統的人士或公司, 及透過香港中央結算有限公司不時向本公司發出通知, 希望收到公司通訊)發出。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本表格將會作廢。
- The above instruction will apply to the Corporate Communication to be sent to you until you notify the Company's share registrar, Computershare Hong Kong Investor Services Limited to the contrary or unless you have at any time ceased to have holdings in the Company.
上述指示適用於發送予閣下之所有公司通訊, 直至閣下通知本公司股份登記處「香港中央證券登記有限公司」另外之安排或任何時候停止持有本公司的股份。
- For the avoidance of doubt, we do not accept any special instructions written on this request form.
為免存疑, 任何在本申請表格上的額外手寫指示, 本公司將不予處理。

*Corporate Communication means any document(s) including, but not limited to, (a) the annual report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

公司通訊包括但不限於: (a) 年度報告; (b) 中期報告; (c) 會議通告; (d) 上市文件; (e) 通函; 及 (f) 委任代表表格。

郵寄標籤 MAILING LABEL

閣下寄回此申請表格時, 請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

Please cut the mailing label and stick this on the envelope to return this request form to us.

No postage stamp necessary if posted in Hong Kong.

香港中央證券登記有限公司
Computershare Hong Kong Investor Services Limited
簡便回郵號碼 Freepost No. 37
香港 Hong Kong

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