(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 registered shareholder(s),

Sino Oil and Gas Holdings Limited (the "Company")

<u>Notice of publication of (i) Annual Report 2023; (ii) Circular and Notice of Annual General Meeting; (iii) Proxy Form; and (iv) ESG Report 2023 (the "Current Corporate Communications")</u>

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 provide your email address by scanning your personalized QR code printed on the reply form on the reverse side (the "Reply Form"). Alternatively, you may provide your email address in writing, sign and return the Reply Form to the Share Registrar. 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, the Company will send you Actionable Corporate Communications (Note) in printed form in the future.

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 and/or the Share Registrar 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

Note: As defined in Rule 1.01 of the Listing Rules, "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.

各位登記股東:

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;(iii)代表委任表格;及(iv)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(<u>www.hkexnews.hk</u>)及公司網站(<u>www.sino-oilgas.hk</u>), 歡迎瀏覽。 関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, 関下可將要求(註明 関下的姓名、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强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為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,閣下應透過掃描本函背頁之回條(「**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, 閣下也可以填妥及簽署回條,並交回股份過戶處。**如果公司沒有收到 閣下的有效電郵地址,直至股份過戶處收到 閣下有效的電郵地址前,公司未來將以印刷本形式發送可供採取行動的公司通訊《^{meto}。**

若 閣下希望收取公司通訊之印刷版,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,向公司及/或股份過戶處提供 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

Personalized QR Code 專屬二維碼

REPLY	FORM	回條
KEPLY	rukm	川川

Computershare Hong Kong Investor Services Limited

(The "Share Registrar") 17M Floor, Hopewell Centre

183 Queen's Road East, Wan Chai, Hong Kong

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

(Please <u>choose ONLY ONE</u> of the options below) (請從以下選項中只**選擇其中一項**)

Option 1: Provide your email address for receipt of future Corporate Communications* of the Company via electronic dissemination by scanning your personalized QR code

選項1:

掃描 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司未來通過電子方式 發布的公司通訊*

You are **NOT required** to return this Reply Form if you choose Option 1. 如選擇了選項1 帮下無須交回本回條。

Option 2: I/we hereby provide my/our email address in writing for receipt of future Corporate Communications* of the following listed company (the "Company") via electronic dissemination 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・以確保收到以下上市公司(「公司」)未來通過電子方式發布的公司通訊*				
Name of Securities holder(s) 證券持有人姓名:	Name of the listed company 上市公司名稱:			
Sino Oil and Gas Holdings Limited				
	中國油氣控股有限公司			
OT 2 (8/4±+ 2)	<u> </u>			
Email address 電郵地址: (Note 3 / 附註3)				
Option 3: I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "✓" in the below box if applicable) 選項 3: 本人/吾等現要求收取公司通訊*印刷版 (如適用・請在以下方格內劃上「✓」號) receive future Corporate Communications* in printed copy and noted that this instruction is valid until it is revoked or superseded by me/us. (Note 5)				
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Signature(s): (Note 1)	Contact number:	Date:		
/ MLL +1 - a - 1	聯絡電話號碼:	日期:		
•	·	-		

- Notes 附註:

 1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請請整填受 图下之所有資料。如屬聯名股東,則本回縣須由所有聯名股東聯合簽署,方為有效。

 2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回條若未有養實金在其他方面實易不止極,則本回條為會積緩。

 3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications* via email. 如公司教育教到 图下的有效要子每件中性地址。图下將無法聽過報子每件方式收到有關教育公司通訊的過報。

 4. 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. 如 图下通缓发射等子器使力的电子器件地址,只有 图下最缓缓快的第子器件地址解音磁用於登記。

 5. If you mark "》" In the box in Option 3, no email address will be registered and only Corporate Communications* in printed form will be received. 如 图下直接到为格内测比 "》,这,将不含有量子特件地址被登記,只曾收载公司通訊"均即制版。

 6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存技,在本回線上的任何额外指示,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

- 個人資料聲明

 "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 Corporate Communications* and to liaise with you on other matters relating to your holdings in the Company, 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 instruction and/or request as stated in this Reply Form.

 圖下於本色風俗所提供的個人資料新用於(包括但不限於)有關公司以電子方式發布公司通訊*及就 關下持有的公司證券有關的其他事宜上與 關下聯絡。關下是自顧向本公司提供個人資料。若 關下未能提供足夠資料。本公司可能無法處理 關下在本回條上所述的指示及/可要求。

 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.

 公司司就任何所說明的用途或在法例規定的情况下。將 圖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核實及紀錄用途。

 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 in accordance with the provisions of the PDPO. Any such request for 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 in accordance with the provisions of the PDPO. Any such request for 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 in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data in accor
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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。