

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 <u>www.hk603.com</u> and the HKEXnews (the "**HKEXnews**") website at <u>www.hkexnews.hk</u>.

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 <u>ecomm@hk603.com</u>.

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 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 <u>www.hk603.com</u> and the HKEXnews website at <u>www.hkexnews.hk</u> 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 <u>ecomm@hk603.com</u> 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.



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,軟迎瀏覽。

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 <u>ecomm@hk603.com</u>。

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為向其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(^{MED}。

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 <u>ecomm@hk603.com</u>,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* 陳婉縈 公司秘書 講啟

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

	REPLY FORM	回條
To: Computershare Hong Kong Investor Ser (The "Share Registrar") 17M Floor, Hopewell Centre 183 Queen's Road East, Wanchai, Hong (Please <u>choose ONLY ONE of the options below</u>) (請從以下選項中 只選擇其中一項)	vices Limited 致	
		Personalized QR Code
Option 1: Provide your email add	ress for receipt of future Corporate	Communications [#] of
選項1: 掃瞄 閣下專屬二維碼	onic dissemination by scanning <u>vou</u> 提供 閣下之電子郵件地址,以接	
發佈的未來公司通訊 [#]		
You are NOT require d 如選擇了選項 1, 閣	d to return this Reply Form if you 下 無須 交回本回條。	choose Option 1.
Ontion 2. I/we have by provide my/our onei	laddross in writing for respirit of future Corr	porate Communications [#] of the following listed company (the
"Company") via electronic dissem	nination	
選項 2: 本人/吾等現以書面提供本人/吾等 Name of Securities holder(s) 證券持有人姓名:		司(「公司」)通過電子方式發佈的未來公司通訊 [#] mpany 上市公司名稱:
Name of Securities noider(s) 超分持有八姓石.		d Gas Group Limited
	中油燃氣集團	
Email address 電郵地址: (Note 3 / 附註 3)		
		n (Please mark "✓" in the below box if applicable)
Option 3: 1/we hereby request for receipt of	r Corporate Communications [®] in printed for	n (Please mark v in the below box if applicable)
選項3: 本人/吾等現要求收取公司通訊#印/	刷本 (如適用・請在以下方格內劃上「✔」	
選項3: 本人/吾等現要求收取公司通訊 [#] 印/ receive future Corporate Communications [#] ir	n printed copy and noted that this instruction is vali	
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□ receive future Corporate Communications [#] ir 收取未來公司通訊 [#] 的印刷本 · 並已知悉本 Signature(s): ^(Note 1)	n printed copy and noted that this instruction is vali 指示由收取指示日期起計一年內有效。 ^(例註 5) Contact number:	號) d only for one year starting from the receipt date of instruction. (Note 5) Date:
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Proceive future Corporate Communications [#] in 收取未來公司通訊 [#] 的印刷本 · 並已知悉本 Signature(s): ^(Note 1) 簽名 : ^(附註 1) Notes 開註: 1. Please complete all your details clearly. If your shares are h 請清楚模要 闌下之所有資料 · 如屬聯名般東 · 則本回條預 2. Any Reph Form with no signature or otherwise incorrectly co firefolm緣若未有簽署或在其他方面填寫不正確 · 則本回條預 3. If the Company does not receive a functional email address in 成公司沒有毀毀 圖下的有效量子鄧仲地此 · 圖下將式一種多本回條構 4. If you provide more than one email address by OR code,emai 圖 「斯通過一種碼、電郵、回條及項是他方式提供多於一 5. If you mare */→" in the box in Option 3, no email address with add	n printed copy and noted that this instruction is vali 指示由收取指示日期起計一年內有效。(^{附註 5)} Contact number: 聯絡電話號碼: ueld in joint names, all of the joint shareholders should jointly 由所有聯名股東聯合簽署。方為有效。 mpleted 如目的一個一個一個一個一個一個一個一個一個一個一個一個一個一個一個一個一個一個一個	號) d only for one year starting from the receipt date of instruction. ^(Note 5) Date: 日期: sign this Reply Form in order to be valid. Ing the publication of Corporate Communications [#] . hrees provided will be registered. 會被用於意記 *
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□ receive future Corporate Communications [#] in 收取未來公司通訊*的印刷本 · 並已知悉本 Signature(s): (Note 1) 簧名: (附註 1) 第二日、日本、公司通訊*的印刷本 · 並已知悉本 Notes 附註: 1. Please complete all your details clearly. If your shares are h 請清差填安 面下之所有資料 · 如屬器名級東 · 則本回條須 在任何回條若未有養著或在其他方面填著不证確 · 則本回條須 如何有效者:有意要或在其他方面填著不证確 · 動本回條須 如何有效分司沒以到 面下的有效管子如作地址 · 面下將無法 3. If the Company does not receive a functional email address in 如公司沒有毀到 面下的有效管子如作地址 · 面下將無法 4. If you provide more than one email address by QR code, email 如 面下通過二級電· 一個部 一個部 一個部 一個不可以有效是 (少) 或 沙爾方意是 (少) 动 面下在通過 二級商· 靈 (回 版又須以為其他方式建築分析) 5. If you mark "V" in the box in Option 3, no email address ti 如 面下在通過 五條命 一個的人 LCompany does not accept any 海免存疑 · 在本回線上的任何顏外指示、公司將不予處理 · * For identification purposes only 僅供識別 # Unless otherwise specified, Corporate Communications refer	n printed copy and noted that this instruction is vali 指示由收取指示日期起計一年內有效。(^{例送5)} Contact number: 聯絡電話號碼:	號) d only for one year starting from the receipt date of instruction. ^(Note 5) Date: 日期: sign this Reply Form in order to be valid. Ing the publication of Corporate Communications ⁴ . Ires 新用於意記 ⁺ d form will be received. the information or action of holders of any of its securities, including but not limited to the annu-
□ receive future Corporate Communications [#] in 收取未來公司通訊*的印刷本 · 並已知悉本 Signature(s): (Note 1) 簧名: (附註 1) 簧名: (附註 2) Notes 開註: 1. Please complete all your details clearly. If your shares are h 請清差填妥 面下之所有資料 · 如屬器名級束 · 則本回線須 在任何回線若未有養著或在其他方面填著不证確 · 動本回線須 如面下總量二維電· 電節 · 回線及這葉他方式建築方式。 3. If the Company does not receive a functional email address in 如公司沒有毀罰 面下總量二維電· 雪節 · 回條及這其他方式建築分子。 4. If you provide more than one email address by QR code, email 如 面下總量二維電· 雪節 · 回條又這其他方式建築分子。 5. If you more 'm' 'm the box in Option 3, no email address to 如 面 面上續過二條面。 雪節 · 回條又這其他方式建築分子。 6. For the avoidance of doubt, the Company does not accept ary 海免存疑 · 在本回線上的任何额外指示、公司將不予處理。 * For identification purposes only 僅供識別 # Unless otherwise specified, Corporate Communications refer report, interim report, notice of meeting, circular and proxy [mk非另有註的 · 公司通訊乃指公司已發出或將予發出以換算 PERSONAL INFORMATION COLLECTION STATEMENT	n printed copy and noted that this instruction is vali 结示由收取指示日期起計一年內有效。(^{附註 5)} Contact number: 聯絡電話號碼: 世目 in joint names, all of the joint shareholders should jointly 世所有聯名股東聯合簽署。方為有效。 mpleted will be void! 世代有影子的理解的是 to receive notifications regard 成到有關發佈公司通訊的通知。 1. reply form and/or other means, only the latest one email add 通知者等和他址。另看 而是最選供的電子對作地址 出版 registered and only Corporate Communications ⁶ in printe 地址被鉴認,只會做收入了關下最後選供的電子對作地址 other instructions given on this Reply Form. to any documents issued or to be issued by the Company for	號) d only for one year starting from the receipt date of instruction. ^(Note 5) Date: 日期: sign this Reply Form in order to be valid. Ing the publication of Corporate Communications ⁴ . Ires 新用於意記 ⁺ d form will be received. the information or action of holders of any of its securities, including but not limited to the annu-
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□ receive future Corporate Communications [#] in 收取未來公司通訊*的印刷本 · 並已知悉本 Signature(s): (Note 1) 簽名: (州註 1) Source (s): (Note 1) 簽名: (州註 1) Notes 所註: 1. Please complete all your details clearly. If your shares are h is 满差填妥 简下之所有資料 · 如屬聯名級東 · 則本回緣須 2. Any Repb Form with no signature or otherwise incorrectly co tHerol MK未有發薑 或在其他方面填密 不证 # 如本回緣第 3. If the Company does not receive a functional enail address in 如公司沒有投過 欄下的有效費 千 愛和什比地 · 圖 下將無法 4. If you provide more than one email address to UR code, email 如圖下證過二確電 靈 一個人又能見如此 · 如 Signature Area 圖 圖 不僅須 3 方格內道上 · 少 . 弟 · 將不會有會 千濟多定 5. If you mark · · · · in the box in Option 3 no ent accept any 高鬼在發 · 在本回緣上的任何證外指示 · 公司將不予選望 · * For identification purposes only 僅供識別 # Unless otherwise specified. Compart does not accept any 高鬼在發 · 在本回緣上的任何證外指示 · 公司將不覺 (公員) # Personal Data in this statement has the same meaning as '' 本賓則中所指的' @ 人資料 具 萬書法例第 46 章 (@ 人 (i) Your Personal Data provided in this Reply Form will be use relating to your holdings in the Company. Your supply of Pe and/or request as stated in this Reply Form will be and/or request as stated in this Reply Form will be use relating to your holdings in the Company. Your supply of Pe and/or request as stated in this Reply Form will be use relating to your holdings in the Company. Your supply of Pe and/or request as stated in this Reply Form will be use relating to your holdings in the Company. Your supply of Pe and/or request as stated in this Reply Form. 圖下於本回條所能到 and perivacy Office of the Share Registra mlox fallemficiton preprivacy office of the Share Registra mlox fal	n printed copy and noted that this instruction is vali 活示由收取指示日期起計一年內有效。(^{附註 5)} Contact number: 聯絡電話號碼: 時常看影子。 時常看影子。 時常看影子。 一 時常看影子。 一 時常子。 時代有影子。 一 時常子。 時代有影子。 一 時常子。 時代一一 時一一 時一一 一 時一一 一 時一一 一 時一一 一 一 一 一 一 一 一 一 一 一 一 一	號) d only for one year starting from the receipt date of instruction. ^(Note 5) Date: 日期: sign this Repty Form in order to be valid. ng the publication of Corporate Communications ⁴ . tress provided will be registered. <i>首遊用於答記</i> . d form will be received. the information or action of holders of any of its securities, including but not limited to the annu arc願於年報、中期報告、會議通告、通過及代表委任表格。 the 486 of the Laws of Hong Kong ("PDPO"). 約93 electronic dissemination of Corporate Communications ⁴ and to liaise with you on other matter a failure to provide sufficient information, the Company may not be able to process your instruction j爾的其他事宜上與 關下聯絡。關下是自願向公司提供個人資料。若 關下未能提供足夠資料
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Hong Kong 香港

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