



# 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 non-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 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 ltd.com](http://www.cnooc ltd.com).

**As a non-registered holder of Hong Kong Shares, if you are interested in receiving the Company's future Corporate Communications, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Hong Kong Shares are held (the "Intermediaries"), and provide your email address to the Intermediaries.**

The Company will send to you notifications for publication of Corporate Communications on the Stock Exchange's website and the Company's website by email if the Company has received your functional email address from the Intermediaries, or by post if no functional email address is provided and the Company has obtained your postal address.

If you wish to receive future Corporate Communications in printed form, please complete the enclosed reply form and return it by post or by email to the Company's Hong Kong share registrar (the "Share Registrar"). Please note that such instruction shall be valid from the date on which such instruction 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.

## 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.

各位香港股份（定義如下）非登記持有人：

## 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\*之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 ltd.com](http://www.cnooc ltd.com) 上提供。

作為本公司在香港聯合交易所有限公司上市股份（「香港股份」）之非登記持有人，如閣下有意收取本公司日後的公司通訊，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介機構」），並向中介機構提供閣下的電郵地址。

本公司會將有關公司通訊已在聯交所網站及本公司網站上發佈的通知電郵至閣下的電郵地址（如本公司已從收中介機構到閣下有效的電郵地址）或郵寄至閣下的郵寄地址（如未提供有效的電郵地址且本公司已獲得閣下的郵寄地址）方式發送。

若閣下希望日後收取公司通訊之印刷本，請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」）。請注意該指示自收取指示日期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，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）有效。

## 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。

2024 年 6 月 28 日

## REPLY FORM 回條

To: Hong Kong Registrars Limited (The "Share Registrar")  
17M Floor, Hopewell Centre  
183 Queen's Road East, Wan Chai, Hong Kong

致: 香港證券登記有限公司 (「股份過戶處」)  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

## REMINDER (Note 1) 提示 (附註 1)

As a non-registered holder of the Company's shares listed on The Stock Exchange of Hong Kong Limited (the "Hong Kong Shares"), if you wish to receive all future Corporate Communications\* from the Company, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Hong Kong Shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為公司在香港聯合交易所有限公司上市股份 (「香港股份」) 之非登記持有人, 如閣下有意收取公司日後的公司通訊, 閣下應聯絡代閣下持有香港股份的銀行、經紀、託管商、代理人或香港中央結算 (代理人) 有限公司 (統稱「中介機構」), 並向中介機構提供閣下的電郵地址。

## Request for Corporate Communications in printed form / 要求收取公司通訊文件印刷版

(Please mark "✓" in the below box if applicable) (Notes 2, 3 & 4) (如適用, 請在以下方格內劃上「✓」號) (附註 2, 3 及 4)

Name of the listed company (the "Company"): CNOOC Limited  
上市公司 (「公司」) 名稱: 中國海洋石油有限公司

I/we would like to receive the Corporate Communications in printed form. This instruction is valid from the date on which such instruction 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 I/we cease to be a holder of Hong Kong Shares, whichever is the earliest.

本人/我們欲收取公司通訊文件的印刷版。本指示自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, 或直至該指示被撤回或取代或本人/我們不再是香港股份持有人為止 (以較早者為準) 有效。

Printed English version 英文印刷本  Printed Chinese version 中文印刷本  Printed English and Chinese versions 中、英文印刷本

Name(s) of non-registered holder(s):

非登記股東姓名:

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

Signature(s): (Note 3)

簽名: (附註 3)

Contact number:

聯絡電話號碼:

Date:

日期:

## Notes:

## 附註:

1. This letter is addressed to non-registered holder(s) of the Hong Kong Shares ("Non-registered holder" means such person or company whose Hong Kong Shares are held in The Central Clearing and Settlement System (CCASS)).

此函件乃向公司香港股份之非登記持有人 (「非登記持有人」指香港股份存放於中央結算及交收系統的人士或公司) 發出。

2. Please complete all your details clearly.

請閣下清楚填寫所有資料。

3. Any form with no box marked "✓", with no signature or otherwise incorrectly completed will be void.

如在本回條未有在方格內劃上「✓」號, 或未有簽署, 或在其他方面填寫不正確, 則本回條將會作廢。

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

為免存疑, 在本回條上的任何額外指示, 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 (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.

除非另有註明, 公司通訊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, 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。

## PERSONAL INFORMATION COLLECTION STATEMENT

## 收集個人資料聲明

(i) "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。

(ii) Your Personal Data provided in this Reply Form will be used in connection with the Company's electronic dissemination of Corporate Communications. 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 instructions and/or requests as stated in this Reply Form.

閣下於本回條所提供的個人資料將用於有關公司以電子方式發布公司通訊的事宜上。閣下是自願向公司提供個人資料。若閣下未能提供足夠資料, 公司可能無法處理閣下在本回條上所述的指示及/或要求。

(iii) 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規定的情況下, 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/或其他公司或團體, 並將在適當期間保留該等個人資料作核實及紀錄用途。

(iv) 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 should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk).

閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份過戶處 (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.hk](mailto:PrivacyOfficer@computershare.com.hk)。

## 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。