



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)

30 June 2025

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 www.hkexnews.hk and in the “Investor Relations” section on the Company’s website at www.cnooltd.com.

The Company supplies 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 www.hkexnews.hk and the Company’s website at www.cnooltd.com (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 further election regarding the means of receipt and the language of Actionable Corporate Communications** or Corporate Communications of the Company to be published in the future:

- **If you elect to receive Electronic Version of Actionable Corporate Communications 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 the 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 and Actionable 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 for one year starting from the receipt date of your instruction 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 functional email address in your reply, until such time that the functional email address is provided to the Share Registrar, the Company will send the Actionable Corporate Communications in printed form to you by post at your address as it appears in the Company’s register of members.

Contact details of the Share Registrar:

Postal address: 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong

Email address: cnooltd.com@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.

** “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.cnooc.com「投資者關係」一欄上提供。

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,本公司透過聯交所網站www.hkexnews.hk及本公司網站www.cnooc.com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」)。

本公司特此致函閣下就本公司日後刊發之可供採取行動的公司通訊**或公司通訊之收取方式及語言版本作進一步選擇:

- 若閣下選擇日後收取可供採取行動的公司通訊的電子版本,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。
- 若閣下選擇日後收取公司通訊、可供採取行動的公司通訊的印刷本,請填妥隨附之回條並郵寄或電郵至股份過戶處。請注意,此項選擇自收悉閣下指示當日起計一年內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。

如果本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,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
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、年度帳目連同核數師報告以及(如適用)財務摘要報告;(b)中期報告及(如適用)中期摘要報告;(c)會議通告;(d)上市文件;(e)通函;和(f)代表委任表格。

** 「可供採取行動的公司通訊」指任何涉及要求本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。

2025年6月30日

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