



**Sinopec Shanghai Petrochemical Company Limited**  
**中國石化上海石油化工股份有限公司**

(A joint stock limited company incorporated in the People's Republic of China)  
(在中華人民共和國註冊成立之股份有限公司)  
(Stock Code 股份代號：00338)

28 April 2026

Dear registered shareholder(s),

**Reminder letter regarding the Arrangement of Electronic Dissemination of Corporate Communications**

With reference to the notification letter dated 29 August 2024 titled “Arrangement of Electronic Dissemination of Corporate Communications”, Sinopec Shanghai Petrochemical Company Limited (the “**Company**”) is writing to remind 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) 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.

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 [www.spc.com.cn](http://www.spc.com.cn) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies.

**Solicitation of electronic contact details**

To ensure timely receipt of the Actionable Corporate Communications<sup>(Note)</sup>, the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the “**Reply Form**”). Alternatively, you may complete, sign and return the Reply Form to the Company’s H share registrar (the “**H Share Registrar**”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, 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 H Share Registrar, the Company will send the Actionable Corporate Communications<sup>(Note)</sup> in printed form in the future.**

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form to the H Share Registrar or send an email to [spc.ecom@computershare.com.hk](mailto:spc.ecom@computershare.com.hk) 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 call the telephone hotline of the H Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays, or send an email to [spc.ecom@computershare.com.hk](mailto:spc.ecom@computershare.com.hk).

By order of the Board  
**Sinopec Shanghai Petrochemical Company Limited**  
**Liu Gang**  
Joint Company Secretary

*Note: Actionable Corporate Communication is 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 issuer’s securities holder.*

各位登記股東：

**以電子方式發布公司通訊安排的提示信函**

根據日期為 2024 年 8 月 29 日有關「以電子方式發布公司通訊之安排」之通知信函所述，中國石化上海石油化工股份有限公司（「**本公司**」）謹此提醒閣下，本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) 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（如適用）其中期報告摘要；(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本公司網站 [www.spc.com.cn](http://www.spc.com.cn) 和披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 上提供，以代替印刷本。

**徵集電子聯絡資料**

為確保及時收到可供採取行動的公司通訊<sup>(附註)</sup>，本公司建議閣下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、簽署回條並交回本公司的 H 股股份過戶登記處（「**H 股證券登記處**」）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。

**如果本公司沒有收到閣下的有效電子郵件地址，直至 H 股證券登記處收到閣下有效的電子郵件地址前，本公司未來將以印刷本形式發送可供採取行動的公司通訊<sup>(附註)</sup>。**

若閣下希望收取公司通訊之印刷版，請填妥回條並交回 H 股證券登記處，或發送電子郵件至 [spc.ecom@computershare.com.hk](mailto:spc.ecom@computershare.com.hk)，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由收悉閣下指示當日起計一年內有效，此後將過期。

如對本函內容有任何疑問，請致電 H 股證券登記處電話熱線(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 時正或電郵至 [spc.ecom@computershare.com.hk](mailto:spc.ecom@computershare.com.hk)。

承本公司董事會命  
**中國石化上海石油化工股份有限公司**  
聯席公司秘書  
**劉剛**

2026 年 4 月 28 日

附註：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有關證券持有人的權利的公司通訊。

