

## REQUEST FORM 申請表格

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 Request Form with no box marked “✓”, with no signature or otherwise incorrectly completed will be void.

如在本申請表格未有在方格內劃上「✓」號，或未有簽署，或在其他方面填寫不正確，則本申請表格將會作廢。

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

為免存疑，在本申請表格上的任何額外指示，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 Request 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 Request Form.

閣下於本申請表格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申請表格上所述的指示及/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 Request Form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回此申請表格時，請將郵寄標籤剪貼於信封上。

如在本港寄寄，閣下無需支付郵費或貼上郵票。