REQUEST FORM 申請表格

To: **Computershare Hong Kong Investor Services Limited**
(The "Share Registrar")
17M Floor, Hopewell Centre
183 Queen's Road East, Wanchai, Hong Kong

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

(Please **choose ONLY ONE** of the options below)
(請從以下選項中**只選擇其中一項**)

Option 1: **I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications** of the Company.** *(Note 1)*

選項1： **本人/吾等現以書面提供本人/吾等之的電子郵件地址，以確保收到公司未來發佈的可供採取行動的公司通訊**。** *(附註1)*

Name of registered holder(s) 登記股東姓名:

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

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

Email address 電郵地址: *(Note 2 / 附註2)*

Option 2: **I/we hereby request for receipt of future Corporate Communications* and Actionable Corporate Communications** in printed form.** *(Note 3)* This instruction is valid for one year starting from the receipt date of instruction or until it is revoked or replaced or I/we cease to be a holder of Hong Kong Shares, whichever is the earliest. (Please mark "✓" in the below box if applicable)

選項 2: 本人/吾等現要求收取公司未來發佈的公司通訊*及可供採取行動的公司通訊**印刷本。*(附註3)* 本指示在公司收到指示日期起計一年內或直至指示被撤回或取代或本人/吾等不再是香港股份持有人為止（以較早者為準）有效。（如適用，請在以下方格內劃上「✓」號）

☐ 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

(Notes 4 & 5)

Signature(s):
簽名： *(附註4及5)*

Contact number:
聯絡電話號碼：

Date:
日期：

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

Notes 附註:

1. *Certain Actionable Corporate Communications, because of their nature, can only be sent in printed form. Such documents will therefore be sent to your registered addresses by post, even you may have provided email addresses.*
   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，即使彼等已提供電郵地址，該等公司通訊仍將郵寄至彼等之登記地址。
2. *If you provide more than one email address by QR code, email, reply form, request form and/or other means, only the latest one email address provided will be registered. If the Company does not receive a functional email address, you will receive the Actionable Corporate Communications** in printed form.*
   *如 閣下通過二維碼、電郵、回條、申請表格及/或其他方式提供多於一個的電子郵件地址，閣下最後提供的電子郵件地址將會被用於登記。如公司沒有收到 閣下可用的電子郵件地址， 閣下將收取可供採取行動的公司通訊**印刷本。*
3. *If you mark "✓" in one of the boxes in Option 2, no email address will be registered and only Corporate Communications* and Actionable Corporate Communications** in printed form will be received.*
   *如 閣下在選項2其中一個空格方格內劃上「✓」號，將不會有電子郵件地址被登記，只有公司通訊*及可供採取行動的公司通訊**的印刷本會被收取。*
4. *Any Request Form with no signature or otherwise incorrectly completed will be void. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Request Form in order to be valid.*
   任何申請表格若未有簽署或在其他方面填寫不正確，則將會作廢。請清楚填妥 閣下之所有資料。如屬聯名股東，則本申請表格須由所有聯名股東聯合簽署，方為有效。
5. *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。

* ***"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.*
「公司通訊」*是指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。*

** ***"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.*
「可供採取行動的公司通訊」*指任何涉及要求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。*

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, including but not limited to, the Company's electronic dissemination of the Corporate Communications and to liaise with you on other matters relating to your holdings in the Company. 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 instruction and/or request 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(包括但不限於)有關公司以電子方式發布公司通訊文件及就 閣下持有的公司證券有關的其他事宜上與 閣下聯絡。 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, Wanchai, Hong Kong or by email at 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。

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 閣下寄回此申請表格時，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。