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## **Sinopec Oilfield Service Corporation**

*(a joint stock limited company established in the People's Republic of China)*

**(Stock code: 1033)**

### **Notice of 2022 Annual General Meeting**

**Notice Is Hereby Given** that 2022 Annual General Meeting (the “**AGM**”) of Sinopec Oilfield Service Corporation (the “**Company**”) will be held at Beijing Shengli Hotel, No. 3 Beishatan, Deshengmen Wai, Chaoyang District, Beijing, the People’s Republic of China (the “**PRC**”) on Tuesday, 6 June 2023 at 9:00 a.m. in the form of on-site meeting. The AGM will be convened by the board of the directors of the Company (the “**Board**”). The following resolutions will be considered and approved at the AGM:

#### **By way of ordinary resolutions:**

1. To consider and approve the Report of the Board of the Directors of the Company for the year 2022.
2. To consider and approve the Report of the Supervisory Committee of the Company for the year 2022.
3. To consider and approve the audited financial statements and the auditor’s report of the Company for the year 2022.
4. To consider and approve the profit distribution plan of the Company for the year 2022.
5. To consider and approve the resolution to re-appoint the Company’s external auditor for the year 2023.
6. To consider and approve the annual cap of continuing related transactions between the Company and China Oil & Gas Pipeline Network Corporation for 2023.
7. To consider and approve the remuneration of the directors and supervisors of the Company for the year 2022.

#### **By way of special resolutions:**

8. To consider and approve provision of guarantee for wholly-owned subsidiaries and joint venture.
9. To consider and approve the authorisation to the Board to repurchase domestic shares and/or overseas-listed foreign shares of the Company.

The details regarding the abovementioned resolutions 1, 2, 3 and 4 are available in the annual report of the Company for the year 2022. The details regarding the abovementioned resolutions 5, 6, 7, 8 and 9 are included in the AGM circular issued by the Company to H shareholders. The Board considers that the resolutions hereto are in the interests of the Company and its shareholders as a whole. Accordingly, the Board recommends the shareholders to vote in favour of all the resolutions to be proposed at the AGM as set out in this notice.

By order of the Board  
**Shen Zehong**  
*Company Secretary*

Beijing, 20 April 2023

*Notes:*

**I. ATTENDEE OF AGM**

**1. Eligibility for attending the AGM**

Holders of A shares of the Company whose names appear on the domestic shares register maintained by China Securities Depository & Clearing Corporation Limited, Shanghai Branch and holders of H shares of the Company whose names appear on the register of members maintained by Hong Kong Registrars Limited at the close of business on Friday, 5 May 2023 (Hong Kong time) are eligible to attend the AGM. The H share register of members of the Company will be closed from Friday, 5 May 2023 to Tuesday, 6 June 2023 (both days inclusive), during which period no transfer of H shares will be effected. Holders of H shares who wish to attend the AGM shall lodge their share certificates accompanied by the transfer documents with Hong Kong Registrars Limited at Shops 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong before 4:30 p.m. on Thursday, 4 May 2023 (Hong Kong time).

**2. Proxy**

- (1) A shareholder of the Company (“**Shareholder(s)**”) eligible to attend and vote at the AGM is entitled to appoint, in written form, one or more proxies to attend and vote on its behalf. A proxy need not be a Shareholder.
- (2) A proxy should be appointed by a written instrument signed by the Shareholder or its attorney duly authorised in writing. If the form of proxy is signed by the attorney duly authorised by the Shareholder, the power of attorney authorising that attorney to sign or other authorisation document(s) must be notarised.
- (3) To be valid, the power of attorney or other authorisation document(s) which have been notarised together with the completed form of proxy must be delivered to the business address of the Company or the Share Registrar of H shares of the Company, Hong Kong Registrars Limited, not less than 24 hours before the designated time for holding the AGM (no later than Hong Kong time 9:00 a.m. on 5 June 2023) or any adjournment. Business address of the Company is No. 9 Jishikou Road, Chaoyang District, Beijing, the PRC, the address of Hong Kong Registrars Limited is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. Completion and return of a form of proxy will not preclude a Shareholder from attending and voting in person at the AGM or any adjournment if he or she so desires and in such event, the form of proxy shall be deemed to be revoked.
- (4) Shareholders or their proxies may exercise the right to vote by poll.

**3. The directors, supervisors and senior management of the Company.**

**4. Legal advisors of the Company**

**II. REGISTRATION PROCEDURES FOR ATTENDING THE AGM**

1. A Shareholder or his/her/its proxy shall produce proof of identity when attending the AGM. If a Shareholder is a legal person, its legal representative or other persons authorised by the board of directors or other governing body of such Shareholder may attend the AGM by producing a copy of the resolution of the board of directors or other governing body of such Shareholder appointing such persons to attend the AGM.
2. Shareholders intending to attend the AGM should return the reply slip for attending the AGM to the Company on or before Wednesday, 17 May 2023.
3. Shareholders may send the reply slip to the Company in person, by post or by fax.

**III. MISCELLANEOUS**

1. The Board considers that the AGM is an important opportunity for Shareholders to participate and express their views by raising questions and voting. As such, the Board wishes to emphasize that the Shareholders can raise questions during the AGM. The questions raised by Shareholders at the AGM and those submitted beforehand will be addressed by the Company as far as possible.
2. The AGM will not last for more than one working day. Shareholder and proxies attending the AGM shall be responsible for their own traveling, food and accommodation expenses.
3. The address of the Share Registrar for A shares of the Company, China Securities Registration and Clearing Company Limited, Shanghai Branch Company is at No.188 Yanggao South Road, China (Shanghai) Pilot Free Trade Zone.
4. The address of the Share Registrar of H shares of the Company, Hong Kong Registrars Limited is at Shops 1712-1716, 17/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.
5. Business Address of the Company:  
No. 9 Jishikou Road, Chaoyang District, Beijing, the PRC  
Telephone: 86-10-59965998  
Facsimile: 86-10-59965997  
Postal Code: 100728

*As at the date of this notice, the Board of Directors comprises Mr. Chen Xikun<sup>#</sup>, Mr. Yuan Jianqiang<sup>#</sup>, Mr. Lu Baoping<sup>+</sup>, Mr. Fan Zhonghai<sup>+</sup>, Mr. Wei Ran<sup>+</sup>, Mr. Zhou Meiyun<sup>+</sup>, Mr. Chen Weidong<sup>\*</sup>, Mr. Dong Xiucheng<sup>\*</sup> and Mr. Zheng Weijun<sup>\*</sup>.*

- <sup>#</sup> Executive Director
- <sup>+</sup> Non-Executive Director
- <sup>\*</sup> Independent Non-Executive Director