(a joint stock company with limited liability incorporated in the People's Republic of China)

(H Shares Stock Code: 00317)

15 January 2024

Dear registered shareholder(s),

## **Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07 of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, CSSC Offshore & Marine Engineering (Group) Company Limited (the "Company") is writing to inform 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, 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 <a href="mailto:comec.cssc.net.cn">comec.cssc.net.cn</a> and the HKExnews website at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a> 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 sign and return the Reply Form to the Company's H share registrar (the "**H Share Registrar**"), Hong Kong Registrars 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 (Note) in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form on the reverse side to the H Share Registrar or send an email to <a href="mailto:cssc.ecom@computershare.com.hk">cssc.ecom@computershare.com.hk</a> 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 contact the H 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
CSSC Offshore & Marine Engineering (Group) Company Limited
Li Zhidong
Company Secretary

Note: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holders.

各位登記股東:

## 以電子方式發布公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化上市機制及以電子方式發布公司通訊規定下香港聯合交易所有限公司證券上市規則第 2.07 條,中船海洋與防務裝備股份有限公司(「公司」)謹此通知 閣下,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)中期報告及其中期報告摘要(如適用); (c)會議通告; (d)上市文件; (e)通函和 (f)授權委託書。

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 comec.cssc.net.cn\_和披露易網站 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>(網註)</sup>,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, 閣下也可以簽署回條並交回公司的 H 股股份過戶登記處(「**H 股股份過戶處**」)香港證券登記有限公司,地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。

如果公司沒有收到 閣下的有效電子郵件地址,直至 H 股股份過戶處收到 閣下有效的電子郵件地址前,本公司未来將以印刷本形式發送可供採取行動的公司通訊(Mit)。

若 閣下希望收取公司通訊之印刷版, 請填妥本函背頁之回條並交回 H 股股份過戶處, 或發送電子郵件至 cssc.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 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H股股份過戶處(852) 2862 8688 查詢。

承董事會命 中船海洋與防務裝備股份有限公司 公司秘書 李志東 謹啟

2024年1月15日

附註:可供採取行動的公司通訊指任何涉及要求發行人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。



REPLY	<b>FORM</b>	回條
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Hong Kong Registrars Limited (The "H Share Registrar")

17M Floor, Hopewell Centre

183 Oueen's Road East, Wan Chai, Hong Kong

香港證券登記有限公司 (「H 股股份過戶處」)

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**)

Personalized QR Code 專屬二維碼

Option 1: Provide your email address for receipt of future Actionable Corporate Communications (Note 3) of the Company

via electronic dissemination by scanning your personalized QR code

選項1:

掃瞄 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式發佈的可供採取行動的未來公 司通訊<sup>(附註 3)</sup>

You are NOT required to return this Reply Form if you choose Option 1.

如選擇了選項1, 閣下無須交回本回條。

Option 2: I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications (Note 3) of the following listed company (the "Company") via electronic dissemination.				
選項 2:本人/吾等現以書面提供本人/吾等之電子郵件地址・以確保收到以下上市公司(「公司」)通過電子方式發佈的可供採取行動的未來公司通訊				
Email address 電郵地址: (Note 3 / 附註 3)				
<b>Option 3: I/we hereby request for receipt of Corporate Communications* in printed form</b> (Please mark "✓" in the below box if applicable) <b>選項 3:</b> 本人/吾等現要求收取公司通訊 <sup>*</sup> 印刷版 (如適用・請在以下方格內劃上「✓」號)				

S	Signature(s): (Note 1)	Contact number:	Date:		
receive future Corporate Communications* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Note 5) 收取未來公司通訊, 的印刷本·並已知悉本指示由收取指示日期起計一年內有效。(附註 5)					
	<b>[3:]本人/吾等現要求收取公司通訊<sup>*</sup>印刷版</b> (如適用·請在以下方格內劃上「✓」號)				
ı	Option 3: I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "\"" in the below box if applicable)				

聯絡電話號碼:

簽名: (附註 1)

- Notes 所在:

  1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請滿楚填妥 圖下之所有資料。如屬總名股東,則本回條項由所有總名股東總台簽署,方為有效。

  2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回條若未有簽署或在其他方面填寫不证证,則本回條將會作廢。

  3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications\*. Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holders. 如公司被否收到 圖下的有效電子郵件地址,圖下熱無法收到有關發佈公司通訊。的通知。可使無知,可以可以表现表现表现行为的公司通訊。
- 的公司通訊。
  4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered.

  如 周下透過二整番。電影、回錄及/或其他方式提供多於一個的電子郵件地址、只有 周下最後提供的電子郵件地址將會被用於登記。
  5. If you mark "》" in the box in Option 3, no email address will be registered and only Corporate Communications\* in printed form will be received.

  如 周下在選項3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\*的印刷版會被收取。
  6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.

  《発存表》在不可能是近代日期外有示。公司编入方案里。

- 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 the annual report, interim report, notice of meeting, circular and proxy form. 餘排另有註明:公司通訊乃括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,其中包括但不開於年度報告、中期報告、會議通告、通過及授權委託書。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- 個人資料聲明

  "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").

  本營明中所指的「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。
  Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of 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 volunty 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 Reply Form.

  属下於二型性系列度性不足的性,不是自動的主义,但是自動的主义,但是自动的主义,但是自己的主义,但是由于这种类和自己的主义,但是由于这种的主义, (ii)
- (iii)

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.

日期:

當 閣下寄回此回條時・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。