



中國石油化工股份有限公司

CHINA PETROLEUM & CHEMICAL CORPORATION

(在中華人民共和國註冊成立的股份有限公司)

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

(股份代碼：00386)

(Stock Code: 00386)

## NOTIFICATION LETTER 通知信函

7 January 2016

Dear Shareholder,

**China Petroleum & Chemical Corporation (the "Company")**  
**- Notice of Publication of EGM Circular, EGM Notice, proxy form and reply slip ("Current Corporate Communications")**

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at <http://www.sinopec.com> and the HKExnews's website at [www.hkexnews.hk](http://www.hkexnews.hk), or the arranged printed form(s) of Current Corporate Communications is enclosed (if applicable). You may access the Current Corporate Communications on the home page of our website or browsing through the HKExnews's website and viewing them require Adobe® Reader®.

Shareholders may at any time choose to receive free of charge Corporate Communications<sup>(Note)</sup> either in printed form, or read the website version; and either in English language version only, Chinese language version only or both language versions, notwithstanding any wish to the contrary they have previously conveyed to the Company. If you want to receive another printed version of the Current Corporate Communications, or you would like to change your choice of language or means of receipt of the Company's Corporate Communications in future. Please complete the Request Form in reverse side and send it to the Company c/o Hong Kong Registrars Limited (the "Hong Kong Share Registrar"), using the mailing label and need not to affix a stamp when returning (if posted in Hong Kong). Otherwise, please affix an appropriate stamp. The address of Hong Kong Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send email with a scanned copy of this Form to [sinopec.ecom@computershare.com.hk](mailto:sinopec.ecom@computershare.com.hk). The Request Form may also be downloaded from the Company's website at <http://www.sinopec.com> or the HKExnews's website at [www.hkexnews.hk](http://www.hkexnews.hk).

Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications via Website version but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communications, the Company will promptly upon your request send the Current Corporate Communications to you in printed form free of charge.

Should you have any queries in relation to this letter, please call the Company's telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays.

Yours faithfully,  
For and on behalf of  
**China Petroleum & Chemical Corporation**  
**Huang Wensheng**  
Vice President and Secretary to the Board of Directors

Note: Corporate Communications includes 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各位股東：

**中國石油化工股份有限公司 (「本公司」)**  
**- 臨時股東大會通函、臨時股東大會通知、委任表格及回條 (「本次公司通訊文件」) 之發佈通知**

本公司的本次公司通訊文件中、英文版本已上載於本公司網站 (<http://www.sinopec.com>) 及香港交易所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk))，歡迎瀏覽。或按安排附上本次公司通訊文件之印刷本(如適用)。請在本公司網站或在香港交易所披露易網站使用 Adobe® Reader® 開啟並瀏覽有關文件。

儘管閣下早前曾向本公司作出公司通訊文件<sup>(附註)</sup>收取方式或語言版本的選擇，但仍可以隨時更改有關選擇，轉為以印刷本或網上方式收取及只收取英文印刷本、或只收取中文印刷本；或同時收取中、英文印刷本，費用全免。如閣下欲收取本次公司通訊文件之另一語言印刷本，或欲選擇有別於閣下所選擇的公司通訊語言版本或收取方式，以更改日後收取公司通訊文件之語言版本及收取途徑之選擇。請閣下填妥在本函背面的申請表格，並使用隨附之郵寄標籤寄回，而毋須貼上郵票(如在香港投寄)；否則，請貼上適當的郵票，申請表格請寄回香港證券登記有限公司(「香港證券登記處」)，地址為香港灣仔皇后大道東183號合和中心17M樓。你亦可把已填妥之申請表格的掃描副本電郵到 [sinopec.ecom@computershare.com.hk](mailto:sinopec.ecom@computershare.com.hk)。申請表格亦可於本公司網站 (<http://www.sinopec.com>) 或香港交易所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) 內下載。

股東如已選擇以網上方式收取日後公司通訊文件(或被視為已同意以網上方式收取)但因任何理由未能閱覽載於網站的本次公司通訊文件，股東只要提出要求，我們將盡快向閣下寄上所要求的有關文件的印刷版本，費用全免。

閣下如有任何與本函有關的疑問，請致電本公司電話熱線(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。

代表  
中國石油化工股份有限公司  
副總裁、董事會秘書  
黃文生  
謹啟

2016年1月7日

附註：公司通訊文件包括但不限於：(a)董事會報告、年度財務報表連同核數師報告及如適用，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；及(f)委任代表表格。

**CPC-08012016-1(0)**