

Sinopec Shanghai Petrochemical Company Limited 中國石化上海石油化工股份有限公司

(A joint stock limited company incorporated in the People's Republic of China) (在中華人民共和國註冊成立之股份有限公司) (Stock Code 股份代號: 00338)

NOTIFICATION LETTER 通知信函

Dear Non-registered holder⁽¹⁾,

26 April 2024

<u>Sinopec Shanghai Petrochemical Company Limited (the "Company")</u> <u>– Notice of Publication of 2023 Annual Report, Circular and Notices of 2023 Annual General Meeting and the First H Shareholders Class Meeting</u> <u>for 2024 ("Current Corporate Communications")</u>

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at <u>www.spc.com.cn</u> and the HKEXnews website of The Stock Exchange of Hong Kong Limited (the "HKEX") at <u>www.hkexnews.hk</u>. You may access the Current Corporate Communications by clicking "Investor Relations" on the home page of our website, then selecting "Name of document" and viewing them through Adobe[®] Reader[®] or browsing through the HKEXnews website.

If you want to receive a printed version of the Current Corporate Communications, please complete the Request Form on the reverse side and return it to the Company c/o Hong Kong Registrars Limited (the "H Share Registrar") by using the mailing label at the bottom of the Request Form. If you post the enclosed request form in Hong Kong, you may use the freepost mailing label provided when returning the request form. If you are mailing from overseas, please affix an appropriate stamp. The address of the H Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. The Request Form may also be downloaded from the Company's website at <u>www.spc.com.cn</u> or the HKEXnews website at <u>www.hkexnews.hk</u>.

Should you have any queries relating to any of the above matters, please call the Company's telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays, or send an email to spc.ecom@computershare.com.hk.

By order of the Board Sinopec Shanghai Petrochemical Company Limited Liu Gang Joint Company Secretary

Note: (1) This letter is addressed to Non registered holders ("Non registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.

(2) Corporate Communications include 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.

各位非登記持有人(1):

<u>中國石化上海石油化工股份有限公司(「本公司」)</u> - 2023 年年度報告、2023 年度股東周年大會及 2024 年第一次 H 股類別股東大會通函及通告(「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的英文及中文版本已上載於本公司網站 <u>www.spc.com.cn</u>及香港聯合交易所有限公司(「香港交易所」)披露易網站 <u>www.hkexnews.hk</u>, 歡迎瀏覽。請在本公司網站主頁按「投資者關係」一項, 選擇「通訊文件案名稱」並使用 Adobe[®] Reader[®] 開啟查閱或在香 港交易所披露易網站瀏覽有關文件。

如 閣下欲收取本次公司通訊文件之印刷本,請填妥在本函背面的申請表格,並使用隨附之郵寄標籤寄回本公司經香港證券登記有限公司(「H 股股份過戶登記處」)。倘 閣下於香港投寄隨附申請表格,可使用所提供之免郵費郵寄標籤將申請表格寄回。若 閣下於海外投寄則請貼上適 當郵票。H 股股份過戶登記處地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。申請表格亦可於本公司網站 <u>www.spc.com.cn</u> 或香港交易所 披露易網站 <u>www.hkexnews.hk</u> 內下載。

如對本函內容有任何疑問,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時正或電 郵至 spc.ecom@computershare.com.hk。

承本公司董事會命 中國石化上海石油化工股份有限公司 聯席公司秘書 劉剛

2024年4月26日

附註: (1) 此函件乃向本公司之非登記持有人("非登記持有人"指股份存放於中央結算及交收系統的人士或公司,透過香港中央結算有限公司不時向本公司 發出通知,希望收到公司通訊)發出。如果 閣下已經出售或轉讓所持有之本公司股份,則無需理會本函件及所附申請表格。

(2)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。

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	Request Form	n申請	表格	
lo:	Sinopec Shanghai Petrochemical Company Limited (the "Company") (<i>A joint stock limited company incorporated in the People's</i> <i>Republic of China</i>) (Stock Code: 00338) c/o Hong Kong Registrars Limited 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong	致:		有限公司 道東 183 號
本人 Plea	would like to receive the Current Corporate Communications* of /我們希望以下列方式收取 貴公司之公司通訊文件* se mark ONLY ONE (X) of the following boxes) 於下列選擇中,僅在其中一個空格內劃上「X」號)	the Comp	any in the manner a	s indicated below:
	to receive the printed English version ONLY; OR 僅收取 英文印刷本;或			
	to receive the printed Chinese version; OR 僅收取 中文印刷本;或			
	to receive both printed English and Chinese versions . 同時收取 英文及中文印刷本 。			
	of Non-registered holder 已持有人姓名			
onta	ct Telephone Number		Signature(s)	
都谷间 ate	፤話號碼	_	簽名	
期				
	777 bb -			
	<i>附註:</i> Please complete all your details clearly. 語 国际清楚境妥所有資料。 This letter is addressed to Non-registered holders ("Non-registered holder" means such person or comp company from time to time through Hong Kong Securities Clearing Company Limited to receive Corpo 此函件乃向本公司之非登記持有人("非登記持有人"指股份存放於中央結算及交收系統的人士或: Any form with more than one box marked(X), with no box marked(X), with no signature or 如在本表格作出超過一項選擇、或未有作出選擇、或未有客署。或在其他方面填寫不正確,則知 The above instruction will apply to the Corporate Communications to be sent to you until	orate Communic 公司,透過香港 otherwise inco 太表格將會作廢	ations). 时央結算有限公司不時向本行 prrectly completed will be v	了發出通知,希望收到公司通訊)發出。 oided.
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erson	Please complete all your details clearly. 請 閣下清楚填妥所有資料。 防 閣下清楚填妥所有資料。 此面件乃向本公司之非登記持有人("非登記持有人"指股份存放於中央結算及交收系統的人士或, Any form with more than one box marked(X), with no box marked(X), with no signature or 如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確,則 The above instruction will apply to the Corporate Communications to be sent to you until cased to have holdings in the Company. 上述指示適用於發送予 閣下之所有公司通訊,直至 閣下通知本公司之 H 股股份過戶登記處」 For the avoidance of doubt, we do not accept any other instruction given on this Request Fo 為免存疑,仁何在本申請來格上的額外指示,本有許不予處理。 al Information Collection Statement 收集個人資料舉明: "Personal Data" in this statement has the same meaning as "personal data" in the Personal I 本聲明中所指的「個人資料」具有香港法例常 486 章 《個人資料(私隱)條例》(『《私 Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide s stated in this form. 間下是自顧向本公司竟供個人資料。若 閣下未能提供足夠資料,本公司可能無法處其 Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its F such period as may be necessary for verification and record purposes.	rate Communic 公司,透過否決 (公司,透過否決 (公司,透過否決 (公司) (公司) (公司) (公司) (公司) (公司) (公司) (公司)	ations). h中央結算有限公司不時向本行 rrrectly completed will be v * the Company c/o H Share 三何時候停止持有本行的股份 Ordinance, Chapter 486 of t 「個人資料」的涵義。 mation, the Company may n 表格上所述的指示及/或引 rar, and/or other companies 与登記處,及/或其他公司 provisions of the PDPO. A mited at 17M Floor, Hopewe	「發出通知,希望收到公司通訊)發出。 oided. Registrar to the contrary or unless you have at ar he laws of Hong Kong ("PDPO"). ot be able to process your instructions and/or requ- 要求。 or bodies for any of the stated purposes, and retain 或團體,並將在適當期間保留該等個人資料作样 ny such request for access to and/or correction o Il Centre, 183 Queen's Road East, Wanchai, Hong
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