



山東墨龍石油機械股份有限公司

Shandong Molong Petroleum Machinery Company Limited*

(A Sino-foreign joint stock limited company incorporated in the People's Republic of China with limited liability)
(於中華人民共和國註冊成立的中外合資股份有限公司)
(Stock Code 股份代號: 568)

Dear Non-registered Shareholder,

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rules Governing the Listing of Securities (the "Listing Rules") on The Stock Exchange of Hong Kong Limited (the "Stock Exchange") effective from 31 December 2023, the Company has adopted new arrangement to disseminate corporate communications ("Corporate Communications") electronically. Please note that all future Corporate Communications will be available electronically on the website of the Company at <http://www.molonggroup.com> and the website of the Stock Exchange at www.hkexnews.hk (the "Website Version") in place of printed copies except by request. You can access both the English and Chinese versions of Corporate Communications on the website of the Company at <http://www.molonggroup.com> and the website of the Stock Exchange at www.hkexnews.hk.

The Company will not send a notice of publication of the website version of Corporate Communications to you. The Shareholders are encouraged to proactively monitor the availability of all future Corporate Communications on the websites and access the Website Version of Corporate Communications by yourselves.

We encourage you to access Corporate Communications of the Company in electronic form on the Company's website. If you wish to receive hard copies of all future Corporate Communications, please complete and return the Request Form on the reverse side of this letter to the Company's H share registrar in Hong Kong (the "Share Registrar"), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to 568-ecom@hk.tricorglobal.com. The Company will, upon receipt of reasonable request in writing, send future Corporate Communications to you in printed form free of charge. Please note that the hardcopy request will be valid until expiry on 31 December 2025 unless being revoked or superseded (whichever is earlier). Further request in writing will be required if a non-registered shareholder prefers to continue receiving hard copies of future Corporate Communications.

Should you have any queries relating to any of the above matters, please call the Share Registrar's telephone hotline at (852)2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays or send an email to 568-ecom@hk.tricorglobal.com.

Yours faithfully,
Shandong Molong Petroleum Machinery Company Limited
Han Gao Gui
Chairman

5 July 2024

Note:

1. "Corporate Communications" (as defined under Rule 1.01 of the Listing Rules) refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's 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; and (e) a circular.

2. "Non-registered Shareholder" refers to (i) such person or company whose listed securities are held in Central Clearing and Settlement System; and (ii) who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications.

各位非登記股東：

以電子方式發布公司通訊之安排

根據已於2023年12月31日生效的經修訂香港聯合交易所有限公司（「聯交所」）證券上市規則（「上市規則」），本公司已採納以電子方式發佈日後公司通訊（「公司通訊」）的新安排。所有公司通訊均透過本公司網站（<http://www.molonggroup.com>）及聯交所網站（www.hkexnews.hk）（「網站版本」）以電子方式提供並僅會於要求時才向其發送印刷本。閣下可於本公司網站 <http://www.molonggroup.com> 及聯交所網站 www.hkexnews.hk 瀏覽本公司的中、英文版本公司通訊的網站版本。

本公司不會向閣下發出公司通訊網站版本的登載通知。本公司鼓勵閣下主動留意網站上所有日後的公司通訊的登載情況，並自行瀏覽公司通訊的網站版本。

我們鼓勵閣下於本公司網站以電子形式瀏覽本公司的公司通訊。若閣下希望收取日後公司通訊和可供採取行動的公司通訊之印刷版，請填妥本函背頁之申請表格並交回本公司的香港H股股份過戶登記處（「股份過戶登記處」）卓佳證券登記有限公司，地址為香港夏慤道16號遠東金融中心17樓或發送電子郵件至 568-ecom@hk.tricorglobal.com。本公司將於收到合理書面要求後，免費向閣下發送日後的公司通訊的印刷本。請注意，非登記股東的印刷本要求將直至2025年12月31日到期前有效，除非被撤銷或取代（以較早者為準）。若非登記股東希望繼續收到日後公司通訊印刷本，則需要再作書面要求。

如閣下對本函內容有任何疑問，請致電股份過戶登記處電話熱線(852) 2980 1333，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 568-ecom@hk.tricorglobal.com。

山東墨龍石油機械股份有限公司

主席
韓高貴
謹啟

2024年7月5日

附註：

1. 「公司通訊」指由本公司發出或將予發出以供本公司任何證券的持有人參照或採取行動的任何文件，其中包括但不限於：(a)董事會報告、年度賬目連同核數師報告及財務摘要報告（如適用）；(b)中期報告及中期摘要報告（如適用）；(c)會議通告；(d)上市文件；及(e)通函。

2. 「非登記股東」指(I)其上市證券由中央結算及交收系統持有的人士或公司；及(II)已不時透過香港中央結算有限公司通知本公司該人士或公司有意收取公司通訊。

Non-registered Shareholder's information (English name and Address):
非登記股東資料 (英文姓名及地址) :

REQUEST FORM 申請表格

To: **Shandong Molong Petroleum Machinery Company Limited***
(Stock Code: 568) (the "Company")
c/o Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

致: **山東墨龍石油機械股份有限公司**
(股份代號: 568) (「本公司」)
經卓佳證券登記有限公司
香港夏慤道16號
遠東金融中心17樓

REMINDER 提示

As a non-registered shareholder, in support of electronic communication by email, the Company recommends its non-registered shareholders to provide their functional email addresses to the bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which their shares are held (the "Intermediaries").

作為非登記股東，為了支援通過電子郵件進行電子通訊，本公司建議非登記股東向持有其股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」）提供其有效的電郵地址。

I/We would like to receive the future Corporate Communications⁽¹⁾ in printed copy of the Company.

本人/吾等要求索取本公司今後刊發之公司通訊⁽¹⁾之印刷本。

(Please mark "X" in ONLY ONE of the following boxes) (請從下列選擇中，僅在其中一個空格內劃上「X」號)

- to receive the printed English version of the above documents ONLY; OR
僅收取上述文件之英文印刷本；或
- to receive the printed Chinese version of the above documents ONLY; OR
僅收取上述文件之中文印刷本；或
- to receive both the printed English and Chinese versions of the above documents.
同時收取上述文件之英文及中文印刷本。

Signature:

簽署:

Date:

日期:

Name:

姓名:

Contact Phone Number:

(English 英文) 聯絡電話:

(in block letters 請以正楷填寫)

Postal Address:

郵寄地址:

Notes 附註:

- "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's 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; and (e) a circular.
「公司通訊」指由本公司發出或將予發出以供本公司任何證券的持有人參照或採取行動的任何文件，其中包括但不限於：(a)董事會報告、年度賬目連同核數師報告及財務摘要報告（如適用）；(b)中期報告及中期摘要報告（如適用）；(c)會議通告；(d)上市文件；及(e)通函。
- By completing and returning this Request Form to request for the printed copy of the future Corporate Communications and Actionable Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications and Actionable Corporate Communications of the Company in printed copy.
當閣下填寫及寄回此申請表格以索取刊發今後之公司通訊和可供採取行動的公司通訊印刷本後，即表示閣下確認擬收取本公司日後刊發的所有公司通訊和可供採取行動的公司通訊的印刷本。
- This request will be valid unless being revoked or superseded or until expired on 31 December 2025 (whichever is earlier). Further request in writing will be required if Shareholder prefers to continue receiving printed copy of future Corporate Communications.
此請求將一直有效，除非被撤銷或取代，或者直到2025年12月31日到期（以較早者為準）。如果股東希望繼續收到日後的公司通訊的印刷本，則需要做進一步書面請求。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address.

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes.

You have the right to request access to and/or to correct the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:

閣下填寫及寄回此申請表格以索取刊發今後之公司通訊和可供採取行動的公司通訊印刷本後，即表示閣下確認擬收取本公司日後刊發的所有公司通訊和可供採取行動的公司通訊的印刷本。

閣下是自願向本公司提供閣下個人資料，以便以閣下所選之方式接收企業通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。

閣下有權根據《私隱條例》的條文要求查閱及/或修改閣下的個人資料。任何該等要求均須以書面方式提出。

By mail to: Data Privacy Officer
Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong
By email to: is-enquiries@vistra.com

經郵寄: 個人資料私隱主任
卓佳證券登記有限公司
香港夏慤道16號
遠東金融中心17樓
經電郵: is-enquiries@vistra.com

Please cut the mailing label and stick it on an envelope to return this Request Form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時，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。

Mailing Label 郵寄標籤

Tricor Investor Services Limited
卓佳證券登記有限公司
Freepost No. 簡便回郵號碼: 10 GPO
Hong Kong 香港