

中国神华能源股份有限公司

CHINA SHENHUA ENERGY COMPANY LIMITED

(Incorporated in the People's Republic of China as a joint stock limited liability company) (在中華人民共和國註冊成立的股份有限公司) (Stock Code 股份代碼: 01088)

12 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, China Shenhua Energy 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 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 www.csec.com or www.shenhuachina.com and the HKExnews website at www.hkexnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications^(Note), 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 Hong Kong share registrar (the "**Share Registrar**"), Computershare Hong Kong Investor Services 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 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 Share Registrar or send an email to ChinaShenhua.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid until 31 December 2024 starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please contact the 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
China Shenhua Energy Company Limited
Song Jinggang

Chief Financial Officer and Secretary to the Board of Directors

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 holder.

各位登記股東:

以電子方式發佈公司通訊之安排

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佈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,中國神華能源股份有限公司(「公司」)謹此通知 閣下,公司已採用以電子方式發佈公司通訊(「公司通訊」)之安排,該公司通訊是指公司發佈或將要發佈的任何文件,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) 會議通知; (d) 上市文件; (e) 通函和 (f) 委任表格。

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 <u>www.csec.com</u>或 <u>www.shenhuachina.com</u> 和披露易網站 <u>www.hkexnews.hk</u> 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^(開註),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香港股份過戶登記處(「**股份過戶處**」)香港中央證券登記有限公司,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^(網性)。

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股份過戶處,或發送電子郵件至 ChinaShenhua.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 閣下指示當日至 2024 年 12 月 31 日有效,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)其間致電股份過戶處(852)2862 8688 查詢。

承董事會命 中**國神華能源股份有限公司** 總會計師、董事會秘書 宋**靜剛**

謹啟

2024年1月12日

REPLY FORM 回條			
To: Computershare Hong Kong Investor Services Limited (The "Share Registrar") 17M Floor, Hopewell Centre 183 Queen's Road East, Wan Chai, Hong Kong (Please choose ONLY ONE of the options below) (請從以下選項中只選擇其中一項)	致:	香港中央證券登記有限公司 (「股份過戶處」) 香港灣仔皇后大道東 183 號 合和中心 17M 樓	
Option 1: I/we hereby provide my/our email add Communications (Note 3) of the following electronic dissemination by scanning 本人/吾等現以掃瞄本人/吾等專屬公司(「公司」)未來通過電子方式You are NOT required to return th 如選擇了選項 1 · 閣下無須交	owing listed company (gmy/our personalised Ql 三維碼以提供電子郵件地式發佈的可供採取行動的 his Reply Form if you ch	(the "Company") via <u>R code</u> 也址·以接收以下上市 公司通訊 ^{<i>附註 3)</i>}	
Option 2: I/we hereby provide my/our email address in writing fo	以確保收到以下上市公司(「公司 Name of the listed compa	」)未來通過電子方式發佈的可供採取行動的公司通訊 ^{/傳註} my 上市公司名稱: Energy Company Limited	
Option 3: I/we hereby request for receipt of future Corporate Corpor	box if applicable) 基本指示的有效期自收取指示之日起		Ü
Signature(s): ^(Note 1) 簽名: ^(附註 1)	Contact number: 聯絡電話號碼:	Date: 日期:	
Notes 開註。 1. Pleane complete all your details clearly. If your shares are held in joint names, all of the joint shares are held in joint names, all of the joint shares are held in joint names, all of the joint shares are shared with the state of the please of the pl	. ceive notifications regarding the publication of Action ton as the issuer's securities holder. objobility 一可读就可含的公司管理和信仰涉及要求教育 to latest one email address provided will be registered. 提供的管子等性此解審量用於登記。 unications* in printed form will be received. 會報信數。 由於股影。	nable Corporate Communications. Actionable Corporate Communication is any corporate co	mmunication that seeks

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

(以 "Personal Data provided 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").
本費明中所指的「個人資料」與香港法例第 486 章 (個人資料(私種)條例)(「《私種條例》」)中「個人資料」的適義相同・
(i) Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's clerctonic 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 voluntary 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.

「國下於本回條所提供的個人資料等用於(包括但不限於)有關公司以電子方式發佈公司總元及就 國下持有公司總务有關的其他事實上與 國下總語・國下是自願向本公司提供個人資料・若 國下未能提供足夠資料・本公司可能無法處理 國下在本回條上所述的指示
及反應文。

(iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.

our verification and record purpose.

with the record purpose of Batteloseu or unascrited by the Company to its Suinstanties, the Shate Acquisition and record purpose.

公司可能任何所認何的用途或在法例規定的研究下,养 閣下的個人資料披露或轉移給公司的附屬公司、股份過戶書、分成其他公司或團體 本語传通常期間保留該等個人資料作核實及紀錄用途。

Won have the right to request scess to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at <u>Privacy Officer®computershare.com.ht.</u>

服下有權根責任、結應條例)的修文實體及或修改直附及或修改 關下的個人資料,任何該等查閱及/或修改個人資料的要求均須以書面方式都寄至股份過戶書(地址為香港港行量后大海東 183 號合和中心 17M 樓)向香港種私主任提出,或發送電影至
<u>Privacy Officer®computershare.com.ht</u>。 Mailing Label 郵寄標籤

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

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

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。

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.

and proxy form. 除非另有註明,公司通訊乃指公司已發出成將予發出以供其任何證券的特有人參照或採取行動的任何文件,其中包括但不限於年報、中期報告、會讓通告、過函及代表委任表格。