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**中石化炼化工程(集团)股份有限公司**  
**SINOPEC Engineering (Group) Co., Ltd.\***

*(a joint stock limited liability company incorporated in the People's Republic of China)*  
**(Stock Code: 2386)**

**NOTICE OF THE FIRST EXTRAORDINARY GENERAL  
MEETING FOR THE YEAR 2021  
AND  
CLOSURE OF REGISTER  
OF MEMBERS FOR H SHARES**

**NOTICE IS HEREBY GIVEN** that the first extraordinary general meeting for the year 2021 (the “EGM”) of SINOPEC Engineering (Group) Co., Ltd. (the “**Company**”) will be held at Conference Room 201, Building 8, Shenggujiayuan, Shenggu Middle Road, Chaoyang District, Beijing, the PRC at 8:30 a.m. on Monday, 22 February 2021 for the purpose of considering and, if thought fit, approving the following resolution. In this notice, unless the context otherwise requires, capitalised terms used herein shall have the same meanings as defined in the Company’s circular dated 30 December 2020 (the “**Circular**”).

**RESOLUTIONS TO BE CONSIDERED AND APPROVED AT THE EGM**

By way of ordinary resolutions:

- (1) to consider and approve the proposed appointment of Mr. JIANG Dejun as an executive director and the authorisation to the Board to determine his remuneration.
- (2) to consider and approve the proposed appointment of Mr. ZHOU Yingguan as a non-representative of the employees supervisor.

Details of the above resolution proposed at the EGM are contained in the Circular, which is available on the website of Hong Kong Exchanges and Clearing Limited ([www.hkexnews.hk](http://www.hkexnews.hk)) and on the website of the Company ([www.segroup.cn](http://www.segroup.cn)).

By Order of the Board  
**SINOPEC ENGINEERING (GROUP) CO., LTD.**  
**Jia Yiqun**  
*Chief Financial Officer, Company Secretary*

Beijing, the PRC  
30 December 2020

\* *For identification purposes only*

*As at the date of this notice, the Company's executive Directors are YU Renming, XIANG Wenwu, SUN Lili (employee representative Director) and ZHOU Yingguan (employee representative Director); the non-executive Director is WU Wenxin; and the independent non-executive Directors are HUI Chiu Chung, Stephen, JIN Yong and YE Zheng.*

*This notice is available on the website of Hong Kong Exchanges and Clearing Limited (www.hkexnews.hk) and on the website of the Company (www.segroup.cn).*

*Notes:*

## **ATTENDEE OF THE EGM**

### **1. Eligibility and Registration Procedure for attending the EGM**

- (a) Closure of Register of Members. For the purpose of ascertaining Shareholders who are entitled to attend and vote at the EGM, the register of members of the Company will be closed from Saturday, 23 January 2021 to Monday, 22 February 2021 (both days inclusive).
- (b) Domestic Shareholders and H Shareholders whose names appear on the register of members of the Company before the close of business on Saturday, 23 January 2021 are entitled to attend and vote in respect of all resolutions to be proposed at the EGM.
- (c) H Shareholders who wish to attend the EGM shall lodge their share certificates accompanied by the transfer documents with Computershare Hong Kong Investor Services Limited before 4:30 p.m. on Friday, 22 January 2021 for registration.
- (d) A Shareholder or his/her/its proxy shall produce proof of identity when attending the meeting. If a Shareholder is a legal person, its legal representative or other persons authorised by the board of directors or other governing body of such Shareholder may attend the EGM by producing a copy of the resolution of the board of directors or other governing body of such Shareholder appointing such persons to attend the meeting.
- (e) Domestic Shareholders and H Shareholders intending to attend the EGM should return the reply slip for attending the EGM to the Company on or before Monday, 1 February 2021.
- (f) Shareholders may send the above reply slip to the Company by hand, by post or by fax.

### **2. Proxy**

- (a) A member eligible to attend and vote at the EGM is entitled to appoint, in written form, one or more proxies to attend and vote on his/her/its behalf. A proxy need not be a Shareholder.
- (b) A proxy should be appointed by a written instrument signed by the appointer or his/her/its attorney duly authorised in writing. If the proxy form is signed by the attorney of the appointer, the power of attorney authorising that attorney to sign or the authorisation document(s) must be notarised.
- (c) To be valid, the power of attorney or other authorisation document(s) which has been notarised, together with the completed proxy form, must be delivered to the place of business of the Company for Domestic Shareholders and Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong for H Shareholders not less than 24 hours before the time designated for holding of the EGM.
- (d) A Shareholder or his/her/its proxy may exercise the right to vote by poll.

### 3. Miscellaneous

- (a) The EGM will not last for more than one working day. Shareholders who attend the EGM shall bear their own travelling and accommodation expenses. Meanwhile, in order to make every effort to prevent and control the pandemic of COVID-19 and safeguard the health and safety of Shareholders and the attendees, the board of directors of the Company recommends that Shareholders vote on relevant resolutions by proxy (rather than attending in person).
- (b) The address of the Company's Share Registrar of H Shares, Computershare Hong Kong Investor Services Limited, is at Shops 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.
- (c) The place of business of the Company is at:

Building 8, Shenggujiayuan, Shenggu Middle Road, Chaoyang District, Beijing,  
the PRC Post Code: 100029  
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Facsimile No.: +86(10) 5673 0500