



COSCO SHIPPING ENERGY TRANSPORTATION CO., LTD.*

中遠海運能源運輸股份有限公司

(a 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股份有限公司)

(Stock code/股份代號: 1138)

NOTIFICATION LETTER 通知信函

25 November 2019

Dear registered holder,

COSCO SHIPPING Energy Transportation Co., Ltd. (the "Company") – Notice of Publication of Circular ("Current Corporate Communication")

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at <http://en.coscoshippingenergy.com> and the HKEXnews website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk, and, if you have previously chosen to receive Corporate Communications ^(Note) in printed form, the arranged printed form of the Current Corporate Communication is enclosed.

For the purpose of actively fulfilling our social responsibility to protect the environment, we recommend you to read the website version of Corporate Communications published on the Company's website. The Company's website is easy to access, which includes Chinese Traditional language version and English language version, and all Corporate Communications are timely available on our "Investor Relations" website. You may at any time choose either to receive, free of charge, Corporate Communications in printed form (either in English language version only, Chinese language version only or both language versions) or to review the website version, notwithstanding any wish to the contrary you have previously conveyed to the Company. If you want to change the choice of language and means of receipt of all future Corporate Communications, please complete and sign the Change Request Form printed at the reverse side of this letter and return it to the Company's H Share Registrar, c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Share Registrar") by using the mailing label at the bottom of the Change Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the Hong Kong Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. The Change Request Form may also be downloaded from the Company's website at <http://en.coscoshippingenergy.com> or the HKEXnews website of the Stock Exchange at www.hkexnews.hk.

If you want to receive another printed version of the Current Corporate Communication, please write or send email at coscoshippingenergy.ecom@computershare.com.hk to the Company c/o the Hong Kong Share Registrar specifying your name, address and request. 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 Communication, the Company will promptly send the Current Corporate Communication to you in printed form according to your request.

Should you have any queries relating to this letter, please call the Company's telephone hotline at (852) 2862 8555 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding Hong Kong public holidays) or send an email to coscoshippingenergy.ecom@computershare.com.hk.

Yours faithfully,

For and on behalf of

COSCO SHIPPING Energy Transportation Co., Ltd.

Yao Qiaohong

Company Secretary

Note: "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; (f) a proxy form and (g) a reply slip.

* For identification purpose only

各位登記持有人:

中遠海運能源運輸股份有限公司 (「本公司」) – 通函之發佈通知 (「本次公司通訊文件」)

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.coscoshippingenergy.com>)及香港聯合交易所有限公司(「聯交所」)披露易網站(www.hkexnews.hk), 歡迎瀏覽。此外, 若閣下曾選擇以印刷本方式收取公司通訊文件^(附註), 謹亦根據閣下的選擇附上本次公司通訊文件之印刷本。

為積極履行本公司保護環境的社會責任, 本公司鼓勵閣下通過本公司網站瀏覽公司通訊文件。本公司網站使用方便, 包括中文繁體及英文版本, 所有公司通訊文件均可在本公司網站中「投資者關係」頁面及時索取。閣下可隨時更改早前曾向本公司作出的有關收取公司通訊文件的方式或語言版本的選擇, 將其更改為免費以印刷本方式收取公司通訊文件(可選擇只收取英文印刷本、或只收取中文印刷本或同時收取中、英文印刷本)或僅在網上閱覽其電子版本。如閣下欲更改今後所有公司通訊之語言版本及收取方式, 請填妥及簽署在本函背面的更改指示回條, 並使用隨附之郵寄標籤寄回本公司的H股證券登記處, 香港中央證券登記有限公司(「香港證券登記處」)(如在香港投寄, 毋須貼上郵票; 否則, 請貼上適當郵票)。香港證券登記處的地址為香港灣仔皇后大道東183號合和中心17M樓。更改指示回條亦可於本公司網站(<http://www.coscoshippingenergy.com>)或香港聯交所披露易網站(www.hkexnews.hk)內下載。

如閣下欲收取本次公司通訊文件之另一印刷本, 請向本公司提出書面要求並送交到香港證券登記處或電郵至 coscoshippingenergy.ecom@computershare.com.hk, 請註明閣下的姓名、地址及要求。即使閣下已選擇以網上方式收取日後的公司通訊文件(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, 本公司將儘快根據閣下的要求寄上有關文件的印刷版本。

如閣下對本函內容有任何疑問, 請致電本公司電話熱線(852) 2862 8555, 辦公時間為星期一至五(香港公眾假期除外)早上9時正至下午6時正, 或電郵至 coscoshippingenergy.ecom@computershare.com.hk 查詢。

承董事會命

中遠海運能源運輸股份有限公司

公司秘書

姚巧紅

2019年11月25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;(f)委任代表表格及(g)確認回條。

* 僅供識別

CSDH-25112019-1(0)

**COSCO SHIPPING ENERGY TRANSPORTATION CO., LTD.*****中遠海運能源運輸股份有限公司**

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(於中華人民共和國註冊成立的股份有限公司)

(Stock code/股份代號: 1138)

Change Request Form 更改指示回條

To: COSCO SHIPPING Energy Transportation Co., Ltd. (the "Company")⁽¹⁾ **致:** 中遠海運能源運輸股份有限公司 (「本公司」)
c/o Computershare Hong Kong Investor Services Limited **經** 香港中央證券登記有限公司
17M Floor, Hopewell Centre, 香港灣仔皇后大道東 183 號
183 Queen's Road East, Wanchai, Hong Kong 合和中心 17M 樓

I/We would like to receive future Corporate Communications⁽²⁾ of the Company in the manner as indicated below:

本人/我們希望日後以下列方式收取本公司通訊文件⁽²⁾：

(Please mark **ONLY ONE(X)** 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 read the **website version** of all future Corporate Communications published on the Company's website in place of receiving printed copies and to receive a printed notification of the publication of the website version; **OR**
瀏覽在本公司網站發表之公司通訊文件**網上版本**以代替收取印刷本，並收取公司通訊文件網上版本已刊發的通知信函；**或**
- to receive the **printed English version** of all future Corporate Communications **ONLY**; **OR**
僅收取公司通訊文件之**英文印刷本**；**或**
- to receive the **printed Chinese version** of all future Corporate Communications **ONLY**; **OR**
僅收取公司通訊文件之**中文印刷本**；**或**
- to receive **both printed English and Chinese versions** of all future Corporate Communications.
同時收取公司通訊文件之**英文及中文印刷本**。

Signature:

簽名

Contact telephone number:

聯絡電話號碼

Date:

日期

Notes

附註：

- Please complete all your details clearly.
請閣下清楚填妥所有資料。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.
如在本回條作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本回條將會作廢。
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the Company's H Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.
上述指示適用於將來發送予閣下之所有公司通訊，直至閣下發出合理書面通知予本公司之H股證券登記處，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樓另作選擇為止。
- If you have any difficulty in receiving or gaining access to any of the Corporate Communications for any reason, the Company will promptly send the printed version of such Corporate Communications to you according to your notice.
閣下因任何理由以致在收取或接收任何公司通訊出現困難，本公司將儘快根據閣下的要求寄上有關文件的印刷版本。
- For the avoidance of doubt, we do not accept any special instruction written on this Change Request Form.
為免存疑，任何在本更改指示回條上的額外手寫指示，本公司將不予處理。

(1) For identification purpose only

僅供識別

(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; (f) a proxy form and (g) a reply slip.

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郵寄標籤 MAILING LABEL

香港中央證券登記有限公司
Computershare Hong Kong Investor Services Limited
簡便回郵號碼 Freepost No. 37
香港 Hong Kong

閣下寄回此更改指示回條時，請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

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

No postage stamp necessary if posted in Hong Kong.

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