



# 中国神华能源股份有限公司

## CHINA SHENHUA ENERGY COMPANY LIMITED

*(a joint stock limited company incorporated in the People's Republic of China with limited liability)*  
(Stock Code: 01088)

### POLICY ON DISSEMINATION OF CORPORATE COMMUNICATIONS

Pursuant to Rule 2.07A of The Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“**Hong Kong Listing Rules**”) under the expansion of paperless listing regime and electronic dissemination of corporate communications<sup>1</sup> (“**Corporate Communications**”) that came into effect on 31 December 2023 as well as the articles of association (the “**Articles of Association**”) of China Shenhua Energy Company Limited (the “**Company**”), the Company will disseminate all Corporate Communications to its holders of H shares (the “**H Shareholders**”) electronically and only make available Corporate Communications in printed form upon request.

### ARRANGEMENT OF ELECTRONIC DISSEMINATION OF CORPORATE COMMUNICATIONS

#### Electronic Dissemination of Corporate Communications

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](http://www.csec.com) or [www.shenhuachina.com](http://www.shenhuachina.com) and the HKExnews website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies.

It is not required by the Hong Kong Listing Rules to send any notification to H Shareholders informing them of the publication of Corporate Communications (other than actionable corporate communications<sup>2</sup> (“**Actionable Corporate Communications**”), which must be sent to H Shareholders individually). H Shareholders who wish to be notified of the Company’s Corporate Communications (other than Actionable Corporate Communications) may subscribe for electronic alerts, such as the News Alert service offered by The Stock Exchange of Hong Kong Limited (“**Hong Kong Stock Exchange**”) on its website ([https://www.hkex.com.hk/eng/invest/user/login\\_e.aspx](https://www.hkex.com.hk/eng/invest/user/login_e.aspx)), to receive instant notification of the Company’s announcements.

<sup>1</sup> “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 (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; (e) a circular and (f) a proxy form.

<sup>2</sup> “Actionable Corporate Communication” refers to any corporate communication that seeks instructions from the Company’s securities holders on how they wish to exercise their rights or make an election as the Company’s securities holder.

## **Actionable Corporate Communications**

The Company will send Actionable Corporate Communication to H Shareholders individually in electronic form by email. If the Company does not possess the email address of an H Shareholder, or the email address provided by the H Shareholder is not functional (e.g. receipt of a “non-delivery message”), then it will send the Actionable Corporate Communications in printed form together with a request for the H Shareholder’s functional email address to facilitate future electronic dissemination, in compliance with the Hong Kong Listing Rules.

The Company is considered to have complied with its obligations under the Hong Kong Listing Rules if Actionable Corporate Communication has been sent to the email address of an H Shareholder without receipt of a “non-delivery message”.

## **SOLICITATION OF ELECTRONIC CONTACT DETAILS**

To ensure timely receipt of the Actionable Corporate Communications, the Company respectfully requests the H Shareholders to provide the Company with their email addresses by written notification via the designated form attached to this document (the “**Form**”). The Form may be sent by email to [ChinaShenhua.ecom@computershare.com.hk](mailto:ChinaShenhua.ecom@computershare.com.hk) or by post to the share registrar of H shares of the Company (“**H Share Registrar**”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. Please ensure the mail items bear sufficient postage before posting to ensure timely and successful delivery.

It is the responsibility of the H Shareholders to provide functional email addresses. The Company will not be held responsible for failed electronic communications that are due to the provision of a non-functional email address by the H Shareholder. If the Company does not possess the email address of an H Shareholder, or the email address provided is not functional (e.g. receipt of a “non-delivery message”), then it will send the Actionable Corporate Communications in printed form together with a request for the H Shareholder’s functional email address to facilitate future electronic dissemination, in compliance with the Hong Kong Listing Rules.

The Company will use its best efforts to follow up on the solicitation of email addresses by, for example, sending periodic reminders to H Shareholders who have not provided their email addresses or whose email addresses are not functional.

## **HARDCOPY REQUESTS**

An H Shareholder who wishes to receive the Corporate Communications in printed form may request receipt of hard copy communications in writing by completing the Form. The Form may be sent by email to [ChinaShenhua.ecom@computershare.com.hk](mailto:ChinaShenhua.ecom@computershare.com.hk) or by post to the H Share Registrar. Please ensure the mail items bear sufficient postage before posting to ensure timely and successful delivery.

Please note that any instruction to receive hard copies of the Corporate Communications (or refusal to receive them by electronic means) will remain valid until the earlier of (i) it being revoked or superseded by the H Shareholder or (ii) 31 December in each year. If an H Shareholder wishes to continue to receive Corporate Communications in printed form, he/she/it is required to make a further request in writing to the H Share Registrar.

**The Company will provide a hotline service (Tel: (852) 2862 8688) during business hours (9:00 a.m. to 6:00 p.m., Mondays to Fridays, excluding Hong Kong public holidays) for H Shareholders to make enquiries about the above arrangements.**

## APPENDIX

### China Shenhua Energy Company Limited (the “Company”)

c/o Computershare Hong Kong Investor Services Limited

#### A. Provision of Email Address

Please fill in your personal details to facilitate electronic dissemination of Actionable Corporate Communications by the Company. H Shareholders are reminded to use legible handwriting if they are filling in the relevant details in paper form.

Name(s) (in English):	
Email address <sup>(Notes 3 and 6)</sup> :	

OR

#### B. Hardcopy Request

Please mark (√) in ONLY ONE of the following boxes (applicable for new/previous hardcopy request)<sup>(Note 7)</sup>:

<input type="checkbox"/>	receive future Corporate Communications <b>in printed English version</b>
<input type="checkbox"/>	receive future Corporate Communications <b>in printed Chinese version</b>
<input type="checkbox"/>	receive future Corporate Communications <b>in both printed English and Chinese versions</b>

Correspondence address: \_\_\_\_\_

Contact number: \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

#### Notes:

1. Unless the context requires otherwise, capitalised terms used in this Form have the same meaning as given in the Policy on Dissemination of Corporate Communications of the Company.
2. If both English and Chinese versions of a corporate communication are combined into one document, a printed version of the corporate communication in both languages will be sent to the H Shareholder requesting to receive a printed copy of only one version of corporate communications.
3. It is the responsibility of the H Shareholders to provide functional email addresses. The Company will not be held responsible for failed electronic communications that are due to the provision of a non-functional email address by the H Shareholder. If the Company does not possess the email address of an H Shareholder, or the email address provided is not functional (e.g. receipt of a “non-delivery message”), then it will send the Actionable Corporate Communications in printed form together with a request for the H Shareholder’s functional email address to facilitate future electronic dissemination, in compliance with the Hong Kong Listing Rules. The Company is considered to have complied with its obligations under the Hong Kong Listing Rules if Actionable Corporate Communication has been sent to the email address of an H Shareholder without receipt of a “non-delivery message”.

4. *Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Form in order to be valid.*
5. *Any Form with no signature or otherwise incorrectly completed will be void.*
6. *If you provide more than one email address, only the latest one email address provided will be registered.*
7. *If you mark “√” in the box under Part B, no email address will be registered and only Corporate Communications in printed form will be received.*

*Please note that any instruction to receive hard copies of the Corporate Communications (or refusal to receive them by electronic means) will remain valid until the earlier of (i) it being revoked or superseded by the H Shareholder or (ii) 31 December in each year. If an H Shareholder wishes to continue to receive Corporate Communications in printed form, he/she/it is required to make a further request in writing to the H Share Registrar.*

#### **PERSONAL INFORMATION COLLECTION STATEMENT**

- (i) “Personal Data” 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**”).
- (ii) Your Personal Data provided in this Form will be used in connection with, including but not limited to, the Company’s electronic 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 Form.
- (iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the H 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.
- (iv) You have the right to request access 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 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk).