

**COSL**  
CHINA OILFIELD SERVICES LIMITED  
中海油田服務股份有限公司

(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 股票代號: 2883)

**NOTIFICATION LETTER 通知信函**

24 November 2015

Dear Non Registered Holder <sup>(Note 1)</sup>,

**China Oilfield Services Limited (the "Company")  
Notice of Publication of Circular, Proxy Form and Reply Slip of Extraordinary General Meeting ("Current Corporate Communications")**

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at [www.cosl.com.cn](http://www.cosl.com.cn) and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at [www.hkex.com.hk](http://www.hkex.com.hk). You may access the Current Corporate Communications by clicking the relevant title as appeared on the website of the Company or browsing through the HKEx's website.

If you want to receive the printed version of the Current Corporate Communications, please complete the request form (the "Request Form") on the reverse side and send it to the Company c/o its Hong Kong Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong by using the mailing label at the bottom of the Request Form (no postage stamp is needed if posted in Hong Kong). The Request Form may also be downloaded from the Company's website at [www.cosl.com.cn](http://www.cosl.com.cn) or the website of the Stock Exchange at [www.hkex.com.hk](http://www.hkex.com.hk).

Please note that your instruction on the Request Form will apply to all the Company's future Corporate Communications <sup>(Note 2)</sup> to be sent to you until you notify to the Company c/o its Hong Kong Share Registrar to the contrary or unless you have at anytime ceased to have holdings in the Company.

Should you have any queries relating to any of the above matters, please call the Company's telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays or send an email to [chinaoilfieldservices.ecom@computershare.com.hk](mailto:chinaoilfieldservices.ecom@computershare.com.hk).

Yours faithfully,  
For and on behalf of  
**China Oilfield Services Limited**  
**Wang Baojun**  
Company Secretary

Notes: (1) This letter is addressed to Non Registered Holders ("Non Registered Holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communication). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.  
(2) Corporate Communications refers to any document 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 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.

各位非登記持有人<sup>(註1)</sup>：

**中海油田服務股份有限公司（「本公司」）  
臨時股東大會通函、委任表格及回條（「本次公司通訊」）之發佈通知**

本公司的本次公司通訊的中、英文版本已登載於本公司的網站 [www.cosl.com.cn](http://www.cosl.com.cn) 及香港聯合交易所有限公司（「聯交所」）的網站 [www.hkex.com.hk](http://www.hkex.com.hk)。閣下可在本公司網站按下相關標題網頁以閱覽本次公司通訊文件或在香港聯合交易所有限公司網站瀏覽有關文件。

如閣下欲收取本次公司通訊之印刷本，請填妥在本函背頁的申請表格（「申請表格」），並使用申請表格下方的郵寄標籤（如在香港投寄則毋須貼上郵票）把申請表格寄回本公司之香港證券登記處，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。申請表格亦可於本公司的網站 [www.cosl.com.cn](http://www.cosl.com.cn) 或聯交所的網站 [www.hkex.com.hk](http://www.hkex.com.hk) 內下載。

請注意 閣下填寫於申請表格上的指示將適用於日後發送予閣下之本公司所有公司通訊<sup>(註2)</sup>，直至閣下通知香港證券登記處另外之安排或閣下在任何時候停止持有本公司股份。

如對本函內容有任何疑問，請致電本公司電話熱線(852) 2862 8688，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 [chinaoilfieldservices.ecom@computershare.com.hk](mailto:chinaoilfieldservices.ecom@computershare.com.hk)。

代表  
中海油田服務股份有限公司  
公司秘書  
**王保軍**  
謹啟

2015年11月24日

附註：(1) 此函件乃向本公司之非登記持有人發出（「非登記持有人」指其股份存放於中央結算及交收系統的人士或公司，而他們已經通過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊）。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及載於背頁的申請表格。  
(2) 公司通訊指本公司發出或將予發出的任何文件，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；及(f)委任代表表格。

**COSH-24112015-1(0)**

## Request Form 申請表格

**To:** China Oilfield Services Limited (the "Company") (Stock Code: 2883)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East,  
Wanchai, Hong Kong

**致:** 中海油田服務股份有限公司(「公司」)(股份代號: 2883)  
經香港中央證券登記有限公司  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

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

本人/我們希望以下列方式收取公司之公司通訊\*(「公司通訊」):

(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 receive the **printed English version** of all Corporate Communications **ONLY**; **OR**  
僅收取所有公司通訊的**英文印刷本**; 或

to receive the **printed Chinese version** of all Corporate Communications **ONLY**; **OR**  
僅收取所有公司通訊的**中文印刷本**; 或

to receive both **printed English and Chinese versions** of all Corporate Communications.  
同時收取所有公司通訊的**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。
- This letter is addressed to Non Registered Holders ("Non Registered Holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communication).  
此函件乃向公司之非登記持有人發出("非登記持有人"指其股份存放於中央結算及交收系統的人士或公司, 而他們已經通過香港中央結算有限公司不時向公司發出通知, 希望收到公司通訊)。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本表格將會作廢。
- The above instruction will apply to all the Company's future Corporate Communication to be sent to you until you notify the Company c/o Hong Kong Share Registrar, Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have holdings in the Company.  
上述指示將適用於日後發送予 閣下之公司所有公司通訊, 直至 閣下通知公司之香港證券登記處香港中央證券登記有限公司另外之安排或 閣下在任何時候停止持有公司的股份。
- For the avoidance of doubt, we do not accept any other instruction given on this Request Form.  
為免存疑, 任何在本申請表格上的額外指示, 公司將不予處理。

\* Corporate Communications refers to any document 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 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. 公司通訊指公司發出或將予發出的任何文件, 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;及(f)委任代表表格。

### 郵寄標籤 MAILING LABEL

閣下寄回此申請表格時, 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 Request Form to us.

**No postage stamp is necessary if posted in Hong Kong.**

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

COSH-24112015-1(0)