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**山東墨龍石油機械股份有限公司**

Shandong Molong Petroleum Machinery Company Limited\*

*(A Sino-foreign joint venture limited by shares incorporated in the People's Republic of China)*

**(Stock Code: 568)**

## **NOTICE OF EXTRAORDINARY GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** that an extraordinary general meeting (the “EGM”) of Shandong Molong Petroleum Machinery Company Limited (the “**Company**”) will be convened and held at 2:00 p.m. on Wednesday, 28 February 2024 at Conference Room, 9/F, Building 19, Enterprise Headquarters Group, Shengcheng Street, Shouguang City, Shandong Province, the People’s Republic of China (the “**PRC**”), to consider and, if thought fit, approve the following resolution:

### **ORDINARY RESOLUTION**

1. To consider and approve the resolution on the provision of guarantee by subsidiary for the benefit of parent company.

By order of the Board

**Shandong Molong Petroleum Machinery Company Limited\***

**Yuan Rui**

*Chairman*

Shandong, the PRC

6 February 2024

Notes:

- (A) The register of members of the Company for H Shares will be closed from Friday, 23 February 2024 to Wednesday, 28 February 2024 (both days inclusive), during which period no H Share transfer will be effected. In order to qualify for attending the EGM and voting, all instruments of transfer of H shares, accompanied by the relevant share certificates, must be lodged with the registrar for H Shares of the Company no later than 4:30 p.m. on Thursday, 22 February 2024.

The address of the registrar for H Shares of the Company is as follows:

**Tricor Investor Services Limited**

17/F, Far East Finance Centre

16 Harcourt Road, Hong Kong

The Company will publish specific announcement on the Shenzhen Stock Exchange setting out details of the eligibility of holders of A Shares to attend the EGM.

- (B) The holders of H Shares whose names appear on the register of members of the Company at 4:30 pm on Thursday, 22 February 2024 will be eligible to attend and vote at the EGM.
- (C) A proxy form for the EGM is enclosed and such form of proxy is also published on the websites of The Stock Exchange of Hong Kong Limited and the Company. Whether or not you intend to attend the EGM, you are required to complete and return the enclosed proxy form in accordance with the instructions printed thereon to the H Share registrar of the Company, Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong (for holders of H Shares of the Company) not less than 24 hours before the time fixed for holding the EGM or any adjournment thereof (as the case may be). Completion and return of the Proxy Form will not preclude you from attending the EGM and voting in person if you so wish.
- (D) If a proxy attends the EGM on behalf of a Shareholder, he/she should produce his proof of identity and the instrument signed by the proxy or his legal representative, which specifies the date of its issuance. If the legal representative of a legal person Shareholder attends the EGM, such legal representative should produce his/her proof of identity and valid documents evidencing his capacity as such legal representative. If a legal person Shareholder appoints a representative of a company other than its legal representative to attend the EGM, such representative should produce his proof of identity and an authorization instrument affixed with the seal of the legal person Shareholder and duly signed by its legal representative.
- (E) The EGM is expected to last for about one hour. Shareholders attending the EGM are responsible for their own transportation and accommodation expenses.

*As at the date of this notice, the board of directors of the Company comprises the executive Directors, namely Mr. Yuan Rui, Mr. Yao You Ling, Mr. Li Zhi Xin and Mr. Zhao Xiao Tong; the non-executive Directors, namely Mr. Ding Yi and Ms. Zhang Min; and the independent non-executive Directors, namely Mr. Tang Qing Bin, Mr. Song Zhi Wang and Mr. Cai Zhong Jie.*

\* For identification purposes only