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**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)**

**NOTICE OF 2022 FIRST CLASS MEETING OF THE HOLDERS OF  
H SHARES**

**NOTICE IS HEREBY GIVEN** that the 2022 first class meeting of the holders of H shares (the “**H Shareholders’ Class Meeting**”) of China Shenhua Energy Company Limited (the “**Company**”) will be held at Conference Room 1906, 19/F, Block C, Shenhua Tower, 16 Ande Road, Dongcheng District, Beijing, the People’s Republic of China at 10:15 a.m. on Friday, 24 June 2022 for the purpose of considering and, if thought fit, passing the following resolution:

**AS SPECIAL RESOLUTION:**

1. To consider and, if thought fit, to approve the following general mandate for the board of directors and the persons authorised by the board of directors to repurchase the Company’s H shares:
  - (1) the board of directors be granted a general mandate, by reference to the requirements of the relevant laws and regulations, to repurchase the Company’s H shares on market of The Stock Exchange of Hong Kong Limited not exceeding 10% of the number of the Company’s H shares in issue at the time when this resolution is passed at the annual general meeting and the class meetings of shareholders.

- (2) the board of directors and persons authorised by the board of directors be authorised to (including but not limited to the following):
- (i) formulate and implement the repurchase plan, including but not limited to determining the time of repurchase, period of repurchase, repurchase price and number of shares to repurchase, etc.;
  - (ii) notify creditors and issue announcements pursuant to the requirements of the laws and regulations such as Company Law of the People's Republic of China and the articles of association of the Company;
  - (iii) open overseas share accounts and money accounts and to carry out related change of foreign exchange registration procedures;
  - (iv) carry out relevant approval or filing procedures (if any) pursuant to the applicable laws, regulations and rules;
  - (v) carry out cancelation procedures for repurchased shares, make corresponding amendments to the articles of association of the Company relating to, among others, share capital and shareholdings, and carry out modification registrations and make filings;
  - (vi) execute and deal with any documents and matters related to share repurchase.
- (3) Authorisation period

The period of above general mandate shall not exceed the relevant period (the “**Relevant Period**”). The Relevant Period commences from the day when the authority conferred by this special resolution is approved by a special resolution at the annual general meeting, the class meeting of holders of A shares and the H Shareholders' Class Meeting and ends at the earlier of:

- (a) the conclusion of the annual general meeting for 2022; or
- (b) the date on which the authority conferred by this special resolution is revoked or varied by a special resolution at a general meeting, or a special resolution at a class meeting of holders of A shares or a class meeting of holders of H shares.

By order of the Board  
**China Shenhua Energy Company Limited**  
**Huang Qing**  
*Secretary to the Board of Directors*

Beijing, 20 May 2022

*Notes:*

## **1. ELIGIBILITY FOR ATTENDING THE H SHAREHOLDERS' CLASS MEETING**

Holders of H shares of the Company whose names appear on the register of members of the Company kept by the share registrar of the Company, Computershare Hong Kong Investor Services Limited at the close of business of 20 June 2022 (Monday) are entitled to attend the H Shareholders' Class Meeting.

The register of members will be closed from 21 June 2022 (Tuesday) to 24 June 2022 (Friday) (both days inclusive) to determine the identity of the shareholders of H shares who are entitled to attend and vote at the H Shareholders' Class Meeting. In order to be eligible for attending and voting at the H Shareholders' Class Meeting, transferees of H shares must lodge their duly stamped instruments of transfer, accompanied by the relevant share certificates, to Computershare Hong Kong Investor Services Limited, the Company's share registrar for H shares at 17M Floor, Hopewell Centre, 183 Queen's Road East, Hong Kong no later than 4:30 p.m. on 20 June 2022 (Monday) to effect the transfer of shares.

## **2. PROXY**

- (1) Each shareholder entitled to attend and vote at the H Shareholders' Class Meeting may appoint one or more proxies in writing to attend and vote on his behalf. A proxy need not be a shareholder of the Company.
- (2) The proxies shall be appointed in writing by shareholders. The instrument appointing a proxy must be signed by the appointor or his attorney duly authorised in writing. If that instrument is signed by an attorney of the appointor, the power of attorney authorising that attorney to sign or other documents of authorisation must be notarised.
- (3) To be valid, the notarially certified power of attorney, or other documents of authorisation, and the form of proxy must be delivered to the H share share registrar of the Company not less than 24 hours before the time fixed for convening the H Shareholders' Class Meeting or any adjournment thereof (as the case may be). Completion and return of a form of proxy will not preclude a shareholder from attending and voting in person at the meeting if he so wishes. The H share share registrar of the Company is Computershare Hong Kong Investor Services Limited.
- (4) A proxy may exercise the right to vote by showing his hand or by poll. However, if a shareholder appointed more than one proxy, such proxies shall only exercise the right to vote by poll.

## **3. REGISTRATION PROCEDURES FOR ATTENDING THE H SHAREHOLDERS' CLASS MEETING**

- (1) A shareholder or his proxy should produce proof of identity when attending the H Shareholders' Class Meeting.

If a corporate shareholder appoints its legal representative or other person authorised by the board of directors or other governing body to attend the meeting, such legal representative or the person shall produce a copy of the resolution of the board of directors or other governing body of such shareholder appointing such person to attend the meeting.

- (2) Shareholders who intend to attend the H Shareholders' Class Meeting should return the reply slip of such meeting to the Company on or before 21 June 2022 (Tuesday).
- (3) Shareholders of the Company may return the reply slip personally, by post, email or facsimile to the Company.

#### **4. CLOSURE OF REGISTER OF MEMBERS**

The register of members will be closed from 21 June 2022 (Tuesday) to 24 June 2022 (Friday) (both days inclusive) to determine the identity of the shareholders of H shares who are entitled to attend and vote at the H Shareholders' Class Meeting. In order to be eligible for attending and voting at the H Shareholders' Class Meeting, transferees of H shares must lodge their duly stamped instruments of transfer, accompanied by the relevant share certificates, to Computershare Hong Kong Investor Services Limited, the Company's share registrar for H shares at 17M Floor, Hopewell Centre, 183 Queen's Road East, Hong Kong no later than 4:30 p.m. on 20 June 2022 (Monday) to effect the transfer of shares.

#### **5. PROCEDURES ON DEMANDING A POLL**

Subject to the listing rules of the stock exchange on which the shares of the Company have been listed, a poll may be demanded in respect of any resolution by the following persons before or after a vote is carried out by a show of hands:

- (1) the chairman of the meeting; and
- (2) at least two shareholders or their proxies entitled to vote thereat; or
- (3) one or more shareholders (including their authorised proxies) separately or jointly representing 10% or more of all shares carrying the right to vote at the meeting.

Unless a poll is demanded, the chairman of the meeting shall declare the result of a proposal put to vote on a show of hands. A demand for a poll may be withdrawn by the person who made the demand.

#### **6. MISCELLANEOUS**

- (1) Shareholders and their proxies who wish to attend the on-site meeting in person shall pay attention to and comply with the pandemic prevention and control requirements in Beijing in advance, arrange their itinerary properly and deliver the reply slip as required to the Company. In case of changes in the requirements for pandemic prevention and control, the Company may adjust the convening method of the meeting. Shareholders and their proxies are advised to pay continuous attention to the subsequent announcements of the Company. Shareholders of the Company and their proxies are recommended to appoint the chairman of the H Shareholders' Class Meeting as proxy to vote as a priority.
- (2) The H Shareholders' Class Meeting is expected to be held for less than half a day. Shareholders who attend the meeting, personally or by proxy, shall bear their own travelling and accommodation expenses.
- (3) The share registrar of the Company for H shares is Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Hong Kong.

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- “PRC” the People’s Republic of China

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