

Next Day Disclosure Return
(Equity issuer - changes in issued shares or treasury shares, share buybacks and/or on-market sales of treasury shares)

Instrument: Equity issuer Status: New Submission
 Name of Issuer: China Petroleum & Chemical Corporation
 Date Submitted: 06 December 2024

Section I must be completed by a listed issuer where there has been a change in its issued shares or treasury shares which is discloseable pursuant to rule 13.25A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Exchange") (the "Main Board Rules") or rule 17.27A of the Rules Governing the Listing of Securities on GEM of the Exchange (the "GEM Rules").

Section I					
1. Class of shares	Ordinary shares	Type of shares	H	Listed on the Exchange	Yes
Stock code (if listed)	00386	Description			
A. Changes in issued shares or treasury shares					
Events	Changes in issued shares (excluding treasury shares)		Changes in treasury shares	Issue/ selling price per share (Note 4)	Total number of issued shares
	Number of issued shares (excluding treasury shares)	As a % of existing number of issued shares (excluding treasury shares) before the relevant event (Note 3)	Number of treasury shares		
Opening balance as at (Note 1) 05 December 2024	24,337,414,600		0		24,337,414,600
1). Other (please specify) See Part B Date of changes 06 December 2024		%			
Closing balance as at (Notes 5 and 6) 06 December 2024	24,337,414,600		0		24,337,414,600

B. Shares redeemed or repurchased for cancellation but not yet cancelled as at the closing balance date (Notes 5 and 6) <input type="checkbox"/> Not applicable						
1).	Shares repurchased for cancellation but not yet cancelled Date of changes 16 September 2024	12,782,000	0.05 %		HKD	4.38
2).	Shares repurchased for cancellation but not yet cancelled Date of changes 17 September 2024	5,506,000	0.02 %		HKD	4.46
3).	Shares repurchased for cancellation but not yet cancelled Date of changes 19 September 2024	26,000,000	0.11 %		HKD	4.41
4).	Shares repurchased for cancellation but not yet cancelled Date of changes 20 September 2024	23,200,000	0.1 %		HKD	4.51
5).	Shares repurchased for cancellation but not yet cancelled Date of changes 23 September 2024	10,904,000	0.04 %		HKD	4.59
6).	Shares repurchased for cancellation but not yet cancelled Date of changes 24 September 2024	7,800,000	0.03 %		HKD	4.68
7).	Shares repurchased for cancellation but not yet cancelled Date of changes 27 September 2024	25,000,000	0.1 %		HKD	4.8
8).	Shares repurchased for cancellation but not yet cancelled Date of changes 29 October 2024	4,050,000	0.02 %		HKD	4.38
9).	Shares repurchased for cancellation but not yet cancelled Date of changes 30 October 2024	5,570,000	0.02 %		HKD	4.37
10).	Shares repurchased for cancellation but not yet cancelled Date of changes 31 October 2024	5,750,000	0.02 %		HKD	4.38
11).	Shares repurchased for cancellation but not yet cancelled Date of changes 01 November 2024	7,424,000	0.03 %		HKD	4.41

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12).	Shares repurchased for cancellation but not yet cancelled Date of changes 04 November 2024	2,546,000	0.01 %		HKD	4.37	
13).	Shares repurchased for cancellation but not yet cancelled Date of changes 05 November 2024	3,026,000	0.01 %		HKD	4.44	
14).	Shares repurchased for cancellation but not yet cancelled Date of changes 06 November 2024	6,166,000	0.03 %		HKD	4.38	
15).	Shares repurchased for cancellation but not yet cancelled Date of changes 07 November 2024	3,050,000	0.01 %		HKD	4.36	
16).	Shares repurchased for cancellation but not yet cancelled Date of changes 08 November 2024	7,970,000	0.03 %		HKD	4.39	
17).	Shares repurchased for cancellation but not yet cancelled Date of changes 11 November 2024	908,000	0.004 %		HKD	4.3	
18).	Shares repurchased for cancellation but not yet cancelled Date of changes 12 November 2024	9,326,000	0.04 %		HKD	4.25	
19).	Shares repurchased for cancellation but not yet cancelled Date of changes 13 November 2024	3,090,000	0.01 %		HKD	4.21	
20).	Shares repurchased for cancellation but not yet cancelled Date of changes 14 November 2024	5,200,000	0.02 %		HKD	4.2	
21).	Shares repurchased for cancellation but not yet cancelled Date of changes 15 November 2024	5,098,000	0.02 %		HKD	4.21	
22).	Shares repurchased for cancellation but not yet cancelled Date of changes 18 November 2024	6,700,000	0.03 %		HKD	4.2	
23).	Shares repurchased for cancellation but not yet cancelled Date of changes 19 November 2024	6,072,000	0.02 %		HKD	4.19	

24).	Shares repurchased for cancellation but not yet cancelled Date of changes 20 November 2024	5,000,000	0.02 %		HKD	4.2	
25).	Shares repurchased for cancellation but not yet cancelled Date of changes 21 November 2024	7,300,000	0.03 %		HKD	4.18	
26).	Shares repurchased for cancellation but not yet cancelled Date of changes 22 November 2024	10,500,000	0.04 %		HKD	4.13	
27).	Shares repurchased for cancellation but not yet cancelled Date of changes 25 November 2024	8,256,000	0.03 %		HKD	4.16	
28).	Shares repurchased for cancellation but not yet cancelled Date of changes 26 November 2024	4,556,000	0.02 %		HKD	4.14	
29).	Shares repurchased for cancellation but not yet cancelled Date of changes 27 November 2024	6,204,000	0.03 %		HKD	4.15	
30).	Shares repurchased for cancellation but not yet cancelled Date of changes 28 November 2024	6,764,000	0.03 %		HKD	4.17	
31).	Shares repurchased for cancellation but not yet cancelled Date of changes 29 November 2024	10,600,000	0.04 %		HKD	4.17	
32).	Shares repurchased for cancellation but not yet cancelled Date of changes 02 December 2024	3,600,000	0.01 %		HKD	4.16	
33).	Shares repurchased for cancellation but not yet cancelled Date of changes 03 December 2024	2,500,000	0.01 %		HKD	4.18	
34).	Shares repurchased for cancellation but not yet cancelled Date of changes 04 December 2024	2,760,000	0.01 %		HKD	4.29	
35).	Shares repurchased for cancellation but not yet cancelled Date of changes 05 December 2024	3,850,000	0.02 %		HKD	4.27	

36). Shares repurchased for cancellation but not yet cancelled Date of changes 06 December 2024	3,200,000	0.01 %		HKD 4.31	
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Remarks:

1. Repurchased shares as a % of existing number of issued shares (excluding treasury shares) before the relevant event is calculated with reference to the Company's total number of issued H shares of 24,337,414,600 shares.
2. The Company has repurchased 130,146,195 A shares in aggregation from 18 September 2024 to 21 November 2024, and has cancelled such shares on 27 November 2024.

Confirmation Not applicable*Notes to Section I:*

1. *Please insert the closing balance date of the last Next Day Disclosure Return published pursuant to Main Board Rule 13.25A / GEM Rule 17.27A or Monthly Return pursuant to Main Board Rule 13.25B / GEM Rule 17.27B, whichever is the later.*
2. *Please set out all changes in issued shares or treasury shares requiring disclosure pursuant to Main Board Rule 13.25A / GEM Rule 17.27A together with the relevant dates of changes. Each category will need to be disclosed individually with sufficient information to enable the user to identify the relevant category in the listed issuer's Monthly Return. For example, multiple issues of shares as a result of multiple exercises of share options under the same share option scheme or of multiple conversions under the same convertible note must be aggregated and disclosed as one category. However, if the issues resulted from exercises of share options under 2 share option schemes or conversions of 2 convertible notes, these must be disclosed as 2 separate categories.*
3. *The percentage change in the number of issued shares (excluding treasury shares) of the listed issuer is to be calculated by reference to the opening balance of the number of issued shares (excluding treasury shares) being disclosed in this Next Day Disclosure Return.*
4. *In the case of a share repurchase or redemption, the "issue/ selling price per share" shall be construed as "repurchase price per share" or "redemption price per share".*
Where shares have been issued/ sold/ repurchased/ redeemed at more than one price per share, a volume-weighted average price per share should be given.
5. *The closing balance date is the date of the last relevant event being disclosed.*
6. *For repurchase or redemption of shares, disclosure is required when the relevant event has occurred (subject to the provisions of Main Board Rules 10.06(4)(a), 13.25A and 13.31 / GEM Rules 13.13(1), 17.27A and 17.35), even if the repurchased or redeemed shares have not yet been cancelled.*
If repurchased or redeemed shares are to be cancelled upon settlement of such repurchase or redemption after the closing balance date, they shall remain part of the issued shares as at the closing balance date in Part A. Details of these repurchased or redeemed shares shall be disclosed in Part B.
7. *Items (i) to (viii) are suggested forms of confirmation. The listed issuer may amend the item(s) that is/are not applicable to meet individual cases.*
8. *"Identical" means in this context:*
 - *the securities are of the same nominal value with the same amount called up or paid up;*
 - *they are entitled to dividend/interest at the same rate and for the same period, so that at the next ensuing distribution, the dividend/interest payable per unit will amount to exactly the same sum (gross and net); and*
 - *they carry the same rights as to unrestricted transfer, attendance and voting at meetings and rank pari passu in all other respects.*

Section II must also be completed by a listed issuer where it has made a repurchase of shares which is discloseable under Main Board Rule 10.06(4)(a) / GEM Rule 13.13(1).

Repurchase report

Not applicable

Section II						
1. Class of shares	Ordinary shares	Type of shares	H	Listed on the Exchange	Yes	
Stock code (if listed)	00386	Description				
A. Repurchase report						
Trading date	Number of shares repurchased	Method of repurchase (Note 1)	Repurchase price per share or highest repurchase price per share \$	Lowest repurchase price per share \$	Aggregate price paid \$	
1). 06 December 2024	3,200,000	On the Exchange	HKD 4.33	HKD 4.28	HKD	13,806,720
Total number of shares repurchased	3,200,000			Aggregate price paid \$ HKD		13,806,720
Number of shares repurchased for cancellation	3,200,000					
Number of shares repurchased for holding as treasury shares	0					
B. Additional information for issuer who has a primary listing on the Exchange						
1).	Date of the resolution granting the repurchase mandate					28 June 2024
2).	Total number of shares which the issuer is authorised to repurchase under the repurchase mandate					2,437,728,060
3).	Number of shares repurchased on the Exchange or another stock exchange under the repurchase mandate				(a)	268,228,000
4).	As a % of number of issued shares (excluding treasury shares) as at the date of the resolution granting the repurchase mandate <i>(a) x 100 / number of issued shares (excluding treasury shares) as at the date of the resolution granting the repurchase mandate</i>					0.22 %
5).	Moratorium period for any issue of new shares, or sale or transfer of treasury shares after the share repurchase(s) set out in Part A (Note 2)				Up to	05 January 2025

We hereby confirm that the repurchases made on the Exchange set out in Part A above were made in accordance with the Main Board Rules / GEM Rules and that there have been no material changes to the particulars contained in the Explanatory Statement dated13 May 2024..... which has been filed with the Exchange. We also confirm that any repurchases made on another stock exchange set out in Part A above were made in accordance with the domestic rules applying to repurchases on that other stock exchange.

Add remarks

- Remarks:
1. According to Main Board Rule 10.06(1)(c), shares repurchased by the issuer shall not be more than 10% of its issued shares of each type (excluding treasury shares).
 2. the above B 4) the total number of shares which the issuer is authorised to repurchase under the repurchase mandate as a % of number of issued shares (excluding treasury shares) as at the date of the resolution granting the repurchase mandate was calculated based on the Company's total number of issued shares of 121,739,689,893 shares on 28 June 2024.

Notes to Section II:

1. *Please state whether the repurchase was made on the Exchange, on another stock exchange (stating the name of the exchange), by private arrangement or by general offer.*
2. *Subject to the carve-out set out in Main Board Rule 10.06(3)(a)/ GEM Rule 13.12, an issuer may not (i) make a new issue of shares, or a sale or transfer of any treasury shares; or (ii) announce a proposed new issue of shares, or a sale or transfer of any treasury shares, for a period of 30 days after any purchase by it of shares, whether on the Exchange or otherwise, without the prior approval of the Exchange.*

Section III must also be completed by a listed issuer where it has made a sale of treasury shares on the Exchange or any other stock exchange on which the issuer is listed which is discloseable under Main Board Rule 10.06B / GEM Rule 13.14B.

Report of on-market sale of treasury shares Not applicable

Add remarks

Submitted by: Huang Wensheng
(Name)

Title: Vice President and Secretary to the Board of Directors
(Director, Secretary or other Duly Authorised Officer)

翌日披露報表
(股份發行人——已發行股份或庫存股份變動、股份購回及/或在場內出售庫存股份)

表格類別：股票 狀態：新提交
 公司名稱：中國石油化工股份有限公司
 呈交日期：2024年12月6日

如上市發行人的已發行股份或庫存股份出現變動而須根據《香港聯合交易所有限公司（「香港聯交所」）證券上市規則》（「《主板上市規則》」）第13.25A條 / 《香港聯合交易所有限公司GEM證券上市規則》（「《GEM上市規則》」）第17.27A條作出披露，必須填妥第一章節。

第一章節					
1. 股份分類	普通股	股份類別	H	於香港聯交所上市	是
證券代號 (如上市)	00386	說明			
A. 已發行股份或庫存股份變動					
事件	已發行股份（不包括庫存股份）變動		庫存股份變動	每股發行/出售價 (註4)	已發行股份總數
	已發行股份（不包括庫存股份）數目	佔有關事件前的現有已發行股份（不包括庫存股份）數目百分比 (註3)	庫存股份數目		
於下列日期開始時的結存 (註1)	2024年12月5日	24,337,414,600		0	24,337,414,600
1). 其他 (請註明)			%		
見B部分					
變動日期	2024年12月6日				
於下列日期結束時的結存 (註5及6)	2024年12月6日	24,337,414,600		0	24,337,414,600

B. 贖回/購回股份 (擬註銷但截至期終結存日期尚未註銷) (註5及6)						<input type="checkbox"/> 不適用	
1).	為註銷而回購但尚未註銷的股票	12,782,000	0.05 %		HKD	4.38	
	變動日期	2024年9月16日					
2).	為註銷而回購但尚未註銷的股票	5,506,000	0.02 %		HKD	4.46	
	變動日期	2024年9月17日					
3).	為註銷而回購但尚未註銷的股票	26,000,000	0.11 %		HKD	4.41	
	變動日期	2024年9月19日					
4).	為註銷而回購但尚未註銷的股票	23,200,000	0.1 %		HKD	4.51	
	變動日期	2024年9月20日					
5).	為註銷而回購但尚未註銷的股票	10,904,000	0.04 %		HKD	4.59	
	變動日期	2024年9月23日					
6).	為註銷而回購但尚未註銷的股票	7,800,000	0.03 %		HKD	4.68	
	變動日期	2024年9月24日					
7).	為註銷而回購但尚未註銷的股票	25,000,000	0.1 %		HKD	4.8	
	變動日期	2024年9月27日					
8).	為註銷而回購但尚未註銷的股票	4,050,000	0.02 %		HKD	4.38	
	變動日期	2024年10月29日					
9).	為註銷而回購但尚未註銷的股票	5,570,000	0.02 %		HKD	4.37	
	變動日期	2024年10月30日					
10).	為註銷而回購但尚未註銷的股票	5,750,000	0.02 %		HKD	4.38	
	變動日期	2024年10月31日					
11).	為註銷而回購但尚未註銷的股票	7,424,000	0.03 %		HKD	4.41	
	變動日期	2024年11月1日					

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12).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月4日	2,546,000	0.01 %		HKD	4.37	
13).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月5日	3,026,000	0.01 %		HKD	4.44	
14).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月6日	6,166,000	0.03 %		HKD	4.38	
15).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月7日	3,050,000	0.01 %		HKD	4.36	
16).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月8日	7,970,000	0.03 %		HKD	4.39	
17).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月11日	908,000	0.004 %		HKD	4.3	
18).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月12日	9,326,000	0.04 %		HKD	4.25	
19).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月13日	3,090,000	0.01 %		HKD	4.21	
20).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月14日	5,200,000	0.02 %		HKD	4.2	
21).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月15日	5,098,000	0.02 %		HKD	4.21	
22).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月18日	6,700,000	0.03 %		HKD	4.2	
23).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月19日	6,072,000	0.02 %		HKD	4.19	

24).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月20日	5,000,000	0.02 %		HKD	4.2	
25).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月21日	7,300,000	0.03 %		HKD	4.18	
26).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月22日	10,500,000	0.04 %		HKD	4.13	
27).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月25日	8,256,000	0.03 %		HKD	4.16	
28).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月26日	4,556,000	0.02 %		HKD	4.14	
29).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月27日	6,204,000	0.03 %		HKD	4.15	
30).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月28日	6,764,000	0.03 %		HKD	4.17	
31).	為註銷而回購但尚未註銷的股票 變動日期 2024年11月29日	10,600,000	0.04 %		HKD	4.17	
32).	為註銷而回購但尚未註銷的股票 變動日期 2024年12月2日	3,600,000	0.01 %		HKD	4.16	
33).	為註銷而回購但尚未註銷的股票 變動日期 2024年12月3日	2,500,000	0.01 %		HKD	4.18	
34).	為註銷而回購但尚未註銷的股票 變動日期 2024年12月4日	2,760,000	0.01 %		HKD	4.29	
35).	為註銷而回購但尚未註銷的股票 變動日期 2024年12月5日	3,850,000	0.02 %		HKD	4.27	

36). 為註銷而回購但尚未註銷的股票	3,200,000	0.01 %		HKD	4.31	
變動日期	2024年12月6日					

備註：

1. 回購股份佔有關事件前的現有已發行股份（不包括庫存股份）數目百分比是依據本公司已發行H股股份數目總額24,337,414,600股計算。

2. 本公司已於2024年9月18日至2024年11月21日之間共回購130,146,195股A股，並已於2024年11月27日註銷該等股份。

確認

 不適用

第一章節註釋：

1. 請填上根據《主板上市規則》第13.25A條 / 《GEM上市規則》第17.27A條刊發的上份「翌日披露報表」或根據《主板上市規則》第13.25B條 / 《GEM上市規則》第17.27B條刊發的上份「月報表」（以較後者為準）的期終結存日期。
2. 請列出所有根據《主板上市規則》第13.25A條 / 《GEM上市規則》第17.27A條須披露的已發行股份或庫存股份變動，連同有關的變動日期。每個類別須獨立披露，並提供充足資料，以使用者可在上市發行人的「月報表」內識別有關類別。例如：因多次根據同一股份期權計劃行使股份期權或多次根據同一可換股票據進行換股而多次發行的股份，必須綜合計算，在同一類別下披露。然而，若因根據兩項股份期權計劃行使股份期權或根據兩項可換股票據進行換股而進行的發行，則必須分開兩個類別披露。
3. 上市發行人已發行股份（不包括庫存股份）數目變動的百分比將參照該份「翌日披露報表」所披露的已發行股份（不包括庫存股份）的期初結存計算。
4. 在購回/贖回股份的情況下，「每股發行/出售價」應理解為「每股購回價」或「每股贖回價」。
若股份曾以超過一個每股價格發行/出售/購回/贖回，則須提供每股成交量加權平均價格。
5. 期終結存日期為最後一宗披露的相關事件的日期。
6. 就購回/贖回股份而言，若有關事件經已發生，則須作出相關披露（受《主板上市規則》第10.06(4)(a), 13.25A及13.31條 / 《GEM上市規則》第13.13(1), 17.27A及17.35條的規定所規限），即使該等購回/贖回股份尚未被註銷。
若購回/贖回股份將於期終結存日期之後購回/贖回結算完成之時予以註銷，則該等購回/贖回股份仍屬A部所述期終結存當日的已發行股份的一部分。該等購回/贖回股份的詳情應在B部作出披露。
7. (i) 至 (viii) 項為確認內容的建議格式。上市發行人可按個別情況就不適用的項目予以修訂。
8. 在此「相同」指：
 - 證券的面值相同，須繳或繳足的股款亦相同；
 - 證券有權領取同一期間內按同一息率計算的股息／利息，下次派息時每單位應獲派發的股息／利息額亦完全相同（總額及淨額）；及
 - 證券附有相同權益，如不受限制的轉讓、出席會議及於會上投票，並在所有其他方面享有同等權益。

如上市發行人購回股份而須根據《主板上市規則》第10.06(4)(a)條 / 《GEM上市規則》第13.13(1) 條作出披露，則亦須填妥第二章節。

購回報告

 不適用

第二章節					
1. 股份分類	普通股	股份類別	H	於香港聯交所上市	是
證券代號 (如上市)	00386	說明			
A. 購回報告					
交易日	購回股份數目	購回方式 (註1)	每股購回價或每股最高購回價 (元)	每股最低購回價 (元)	付出的價格總額 (元)
1). 2024年12月6日	3,200,000	於本交易所進行	HKD 4.33	HKD 4.28	HKD 13,806,720
合共購回股份總數	3,200,000			合共付出的價格總額 (元)	HKD 13,806,720
購回股份 (擬註銷) 數目	3,200,000				
購回股份 (擬持作庫存股份) 數目	0				
B. 在本交易所作主要上市的發行人的其他資料					
1). 購回授權的決議獲通過的日期					2024年6月28日
2). 發行人可根據購回授權購回股份的總數					2,437,728,060
3). 根據購回授權在本交易所或其他證券交易所購回股份的數目				(a)	268,228,000
4). 佔購回授權的決議獲通過當日的已發行股份 (不包括庫存股份) 數目的百分比 (a) x 100 / 購回授權的決議獲通過當日的已發行股份 (不包括庫存股份) 數目					0.22 %
5). 在A部所述的股份購回後再進行任何新股發行或庫存股份再出售或轉讓所適用的暫止期 (註 2)				截至	2025年1月5日

我們確認，上文A部所述於貴交易所進行的購回是根據《主板上市規則》 / 《GEM上市規則》的規定進行，而已呈交貴交易所日期為2024年5月13日..... 的說明函件所載資料並無任何重大變動。我們亦確認，上文A部所述於另一家證券交易所進行的購股活動，是根據當地有關在該證券交易所購回股份的適用規則進行。

備註： 1. 根據《主板上市規則》第10.06(1)(c)條，發行人根據一般性授權回購股份不得超過其各類已發行股份（不包括庫存股份）數目的10%。

2. 上述B 4) 根據購回授權在本交易所或其他證券交易所購回股份的數目佔購回授權的決議獲通過當日的已發行股份（不包括庫存股份）數目的百分比是依據本公司於2024年6月28日已發行股份數目總額121,739,689,893股計算。

第二章節註釋：

1. 請註明該次購回是於本交易所、另一家證券交易所 (列明交易所名稱)、以私人安排方式或以全面收購方式進行。
2. 除《主板上市規則》第10.06(3)(a)條 / 《GEM上市規則》第13.12條所述的豁免外，未經本交易所批准，發行人於任何一次購回股份後的30天內，不論該次購回是否在本交易所進行，均不得(i) 發行新股，或出售或轉讓任何庫存股份；或(ii) 公布發行新股，或出售或轉讓任何庫存股份的計劃。

如上市發行人在本交易所或其上市所在的其他證券交易所出售庫存股份而須根據《主板上市規則》第10.06B條 / 《GEM上市規則》第13.14B條作出披露，則亦須填妥第三章節。

在場內出售庫存股份報告

不適用

呈交者：黃文生

(姓名)

職銜：副總裁、董事會秘書

(董事、秘書或其他獲正式授權的人員)