

Lenovo Group Limited

聯想集團有限公司

(HKD Counter Stock Code 港幣櫃台股份代號: 992 / RMB Counter Stock Code 人民幣櫃台股份代號: 80992)

Corporate Communication Request Form 公司通訊申請表格

(For the Company's Registered Shareholders only 僅供本公司登記股東使用)

To: **Lenovo Group Limited (the "Company")**
c/o Tricor Abacus Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

致: **聯想集團有限公司 (「本公司」)**
經卓佳雅柏勤有限公司
香港夏愨道 16 號
遠東金融中心 17 樓

Part A - Receipt of a Printed Version of Corporate Communications*

甲部 - 收取公司通訊*之印刷本

I/We would like to receive a printed version of the following Corporate Communications* of the Company (in English and / or in Chinese):

本人/吾等要求收取一份本公司以下公司通訊*的 英文印刷本及/或 中文印刷本:
(Please mark "✓" in appropriate box(es). 請於適當的空格內劃上「✓」號。)

- Annual Report (latest published version) 年報 (最新發佈版本)
- Interim Report (latest published version) 中期報告 (最新發佈版本)
- Circular dated (please specify the date of the circular) 通函 (請列明有關通函日期) _____
- Others (please specify) 其他 (請列明) _____

Part B - Election of Language and Means of Receipt of Corporate Communications*

乙部 - 選擇公司通訊*之語言版本及收取方式

I/We would like to elect means of receipt and language of all future Corporate Communications* of the Company as follows:
本人/吾等選擇 貴公司日後之所有公司通訊* 的收取途徑及語言版本如下:

(Please mark "✓" in one box only. 請僅於其中一個空格內劃上「✓」號。)

- To receive the Company's Corporate Communications* by electronic means through the Company's website (<https://investor.lenovo.com/en/global/home.php>) instead of receiving printed version, with an email notification to my/our email address at _____ (if any), or a notification letter mailed to my/our address, of the publication of Corporate Communications* on Lenovo website; or 透過於本公司網站 (<https://investor.lenovo.com/tc/global/home.php>) 以電子方式收取本公司之公司通訊* (而非收取印刷本), 而有關公司通訊*已載於聯想網站的通知, 請電郵至本人/吾等之電郵地址 _____ (如有), 或郵寄之本人/吾等的地址; 或
- To receive the **printed English** version only; or 僅收取**英文版印刷本**; 或
- To receive the **printed Chinese** version only; or 僅收取**中文版印刷本**; 或
- To receive the **printed English and Chinese** versions. 同時收取**英文及中文版印刷本**。

Signature : _____
簽署 :

Date : _____
日期 :

Name of Registered Shareholder(s) : _____ (English 英文) _____ (Chinese 中文)
登記股東姓名 : (in BLOCK LETTERS 請以正楷填寫)

Address: _____
地址 : (in BLOCK LETTERS 請以正楷填寫)

Contact Telephone Number: _____
聯絡電話 :

Notes 附註:

1. Please complete this corporate communication request form clearly. Any corporate communication request form with no indicated choice, with no signature or otherwise incorrectly completed will be void.

請清楚地填寫此公司通訊申請表格。倘若並無填寫選擇、或沒有簽署、或所填寫之資料不正確，本公司通訊申請表格將會作廢。

2. If your shares are held in joint names, the shareholder whose name stands first in the register of members of the Company in respect of the joint holding should sign on this corporate communication request form in order to be valid.

如屬聯名股東，則本公司通訊申請表格需由在本公司股東名冊內就聯名持有之股份排名首位之股東簽署，方為有效。

3. The above instruction will apply to all future Corporate Communications* to be sent to you by the Company until you inform us otherwise by reasonable notice in writing to the Company's share registrar, Tricor Abacus Limited, at the address stated above or by email to lenovo-ecom@hk.tricorglobal.com. For the avoidance of doubt, we do not accept any other instruction given on this corporate communication request form.

上述指示將適用於日後本公司刊發之所有公司通訊*，直至閣下透過合理時限之書面通知本公司之股份過戶登記處卓佳雅柏勤有限公司（地址見上文）或電郵至 lenovo-ecom@hk.tricorglobal.com 通知更改 閣下之選擇。為免存疑，任何在本公司通訊申請表格上之額外指示，將不予處理。

4. Shareholders who have elected the printed version in either English only or in Chinese only should note that in some instances, they will receive the printed version in both English and Chinese.

已選擇僅收取英文或僅收取中文印刷本之股東務請注意，在某些情況下，彼等將會同時收取英文及中文印刷本。

- * Corporate Communication refers to any document issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and its annual accounts together with a copy of the auditor's report, and, where applicable, its summary financial report; (b) the Environmental, Social and Governance (ESG) report; (c) the interim report and, where applicable, its summary interim report; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.

「公司通訊」指本公司發出或將予發出以供其任何證券持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於(a) 董事會報告及其年度賬目連同核數師報告以及（如適用）財務摘要報告；(b) 環境、社會及管治報告；(c) 中期報告及（如適用）中期摘要報告；(d) 會議通告；(e) 上市文件；(f) 通函；及 (g) 代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

“Personal Data” in these statements has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance, Cap 486 (“PDPO”), which may include your and/or your proxy's name and address. 本聲明中所指的「個人資料」具有《個人資料（私隱）條例》（第486章）（「私隱條例」）賦予「個人資料」之相同涵義，當中包括 閣下及 閣下代表之姓名及地址。

Your Personal Data provided in this form will be used in connection with processing your request to receive the relevant Corporate Communications. Your supply of your Personal Data is on voluntary basis. However, the Company may not be able to process your request unless you provide us with such Personal Data. 閣下於本表格所提供的個人資料將用以處理 閣下要求收取的公司通訊。閣下乃基於自願性質提供個人資料，惟倘 閣下並無提供個人資料，本公司可能無法處理 閣下的指示。

Your Data will be disclosed or transferred to the Company's share registrar and/or other companies or bodies for the purpose stated above, or when it is required to do so by law, for example, in response to a court order or a law enforcement agency's request, and will be retained for such period as may be necessary for the Company's verification and record purpose. 本公司可就上述用途將 閣下的個人資料披露或轉移給本公司的股份過戶登記處及/或其他公司或團體，或按法例規定（例如應法庭命令或執法機關的要求）作出披露或轉移，並將在適當期間內保留該等個人資料作核實及記錄用途。

You have the right to request access to and/or correction of your Personal Data respectively 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 Personal Data Privacy Officer, Tricor Abacus Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. 閣下有權根據私隱條例之條文分別查閱及/或更正閣下的個人資料。任何該等查閱及/或更正 閣下個人資料的要求，均須以書面郵寄至卓佳雅柏勤有限公司的個人資料私隱主任，地址為香港夏愨道16號遠東金融中心17樓。