
Change Request Form 變更申請表格

To: **Lenovo Group Limited (the “Company”)**
c/o Tricor Abacus Limited
26th Floor, Tesbury Centre
28 Queen’s Road East, Wanchai, Hong Kong

致： **聯想集團有限公司(「公司」)**
卓佳雅柏勤有限公司轉交
香港灣仔皇后大道東二十八號
金鐘匯中心二十六樓

Part A (甲部) -

(Please tick the following box. 請於下列空格內劃上「✓」號。)

- I/We would like to receive a printed copy of the 2011/2012 Annual Report, Circular, Notice of Annual General Meeting and Proxy Form** 本人/吾等要求索取一份二零一一/二零一二年年報、通函、股東週年大會通告及委任代表表格印刷本

Part B (乙部) -

I/We would like to change the choice of means of receipt and language of all future Corporate Communication* of the Company as indicate below:

本人/吾等要求更改 貴公司之所有公司通訊* 的收取途徑及語言版本如下：

(Please tick **ONLY ONE** of the following boxes. 請在其中一個空格內加✓號。)

- To access Corporate Communication **by electronic means through the Company’s website** at www.lenovo.com/hk/publication instead of receiving printed version, and receive an email notification to my/our email address below or a notification letter mailed to my/our address when printed copies of the relevant Corporate Communication are mailed; or
透過於本公司網站 www.lenovo.com/hk/publication 以電子方式閱覽所有日後公司通訊，以取代收取印刷本，並於郵寄有關公司通訊印刷本的同時向本人／吾等發出電郵通知（本人／吾等之電郵地址如下）或郵寄通知信函至本人／吾等之地址；或

My/Our email address:

本人／吾等之電郵地址： _____

(Please ensure information properly filled in for notification of publication of Corporate Communication. 請確保資料正確填寫以供通知發佈公司通訊之用。)

Please continue to choose 請繼續選擇 -

- 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 : _____
Name : _____ (English 英文)
姓名 : _____ (in block letters 請以正楷填寫)

Date : _____
日期 : _____ (Chinese 中文)

Contact Phone
Number : _____
聯絡電話 : _____

Notes 附註 :

1. Please complete this change request form clearly. Any change request form with no indicated choice, with no signature or otherwise incorrectly completed will be void.
請清楚地填寫此變更申請表格。倘若並無填寫選擇、或沒有簽署、或所填寫之資料不正確，本變更申請表格將會作廢。
 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 request form in order to be valid.
如屬聯名股東，則本變更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 Communication to be sent to you by the Company until you inform us otherwise by reasonable notice in writing to the Company's 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 change 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或電郵至 lenovo-ecom@hk.tricorglobal.com 通知本公司之過戶登記處卓佳雅柏勤有限公司(地址見上文)更改閣下之選擇。為免存疑，任何在本變更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" refer to any document issued or to be issued by the Company for information or action of holders of any of its securities, including but not limited to annual / interim reports, notices, listing documents, circulars and other publications.
「公司通訊」指由本公司發出或將予發出以供本公司證券持有人參照或採取行動的任何文件，其中包括但不限於年報 / 中期報告、通告、上市文件、通函及其他公佈。

(Please cut along the dotted line 請沿虛線剪下)



Please cut the mailing label and stick this on an envelope to return the Request Form to us.

No postage stamp is required for local mailing

當閣下寄回此變更申請表格時，請將此郵寄標籤剪貼於信封上。

如在本港投寄，閣下無需支付郵費或貼上郵票

Mailing Label 郵寄標籤

Tricor Abacus Limited
卓佳雅柏勤有限公司
Freepost No. 簡便回郵號碼 : 37
Hong Kong 香港
Lenovo Group Limited (992)

