



## Lenovo Group Limited 聯想集團有限公司

(Incorporated in Hong Kong with limited liability)  
(Stock Code: 992)

September 23, 2011

Dear Shareholder,

### Election of Means of Receipt and Language of Corporate Communication

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“**Listing Rules**”), the revised Articles of Association of Company and part IVAAA of the Companies Ordinance, the Company is permitted to make available the following options for you to choose for receipt of future Corporate Communications <sup>(Note 1)</sup>:

- (1) to access all future Corporate Communication through the Company’s website at [www.lenovo.com/hk/publication](http://www.lenovo.com/hk/publication) (“**Website Version**”) in place of receiving printed copies; or
- (2) to receive the printed English version of all future Corporate Communication only <sup>(Note 2)</sup>; or
- (3) to receive the printed Chinese version of all future Corporate Communication only <sup>(Note 2)</sup>; or
- (4) to receive both the printed English and Chinese versions of all future Corporate Communication.

### Required action to be taken

Please complete and sign the enclosed reply form (the “**Reply Form**”) and return the same to the Company’s Share Registrar, Tricor Abacus Limited, at 26<sup>th</sup> Floor, Tesbury Centre, 28 Queen’s Road East, Wanchai, Hong Kong (the “**Share Registrar**”) by post using the mailing label (for pre-paid postage applicable for mailing in Hong Kong) at the bottom of the Reply Form. If the Reply Form is returned by post from outside Hong Kong, please affix the appropriate postage stamps.

**If the Company does not receive the duly completed and signed Reply Form or does not receive any response from you indicating your objection to access the Corporate Communication by electronic means through the Company’s website by October 23, 2011, you will be deemed to have elected the Website Version as set out in Option (1) above.**

**If you have elected (or are deemed to have elected) the Website Version, the Company will notify you of the publication of such Corporate Communication on the Company’s website by email (if you have provided an email address) or by post (if no email address is provided) to your address as appearing in the Company’s register of members.**

You may change your choice of language (English and/or Chinese) and means of receipt (in printed form or through our website), free of charge, at any time by reasonable notice in writing (not less than 7 days) to the Share Registrar or by email to [lenovocom@hk.tricorglobal.com](mailto:lenovocom@hk.tricorglobal.com) specifying your name, address and request, to change your choice of means of receipt and/or language of the Corporate Communication. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications by electronic means but for any reason have difficulty in receiving or gaining access to the Corporate Communication, the Company will promptly upon your written request send the Corporate Communication to you in printed form free of charge.

The printed copies of the English and Chinese versions of the Corporate Communication will be available from the Company or the Share Registrar on request, and the same will also be available on the website of Hong Kong Exchanges and Clearing Limited at [www.hkexnews.hk](http://www.hkexnews.hk) and the Company’s website at [www.lenovo.com/hk/publication](http://www.lenovo.com/hk/publication).

Shareholders are encouraged to elect the Website Version which helps conserve the environment, save costs and enhance communication efficiency.

Should you have any queries relating to this letter, please contact the Customer Service Hotline of Tricor Abacus Limited at 2980 1333 from 9:00 a.m. to 5:00 p.m., Monday to Friday (excluding public holidays).

Yours faithfully,  
For and on behalf of  
**Lenovo Group Limited**  
Eric Mok  
Company Secretary

### Notes:

1. “Corporate Communication” refers 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, the directors’ report and annual accounts together with a copy of the auditors’ report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.
2. 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.

## Reply Form 回覆表格

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

I/We would like to receive future Corporate Communication\* of the Company in the manner as indicated below:

本人/吾等希望以下列方式收取本公司日後刊發之公司通訊\*:

(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](http://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 on the same date when printed copies of the relevant Corporate Communication are mailed; or  
透過於本公司網站 [www.lenovo.com/hk/publication](http://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當日向本人/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。)

- 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:

- Please complete this reply form clearly. Any reply form with no indicated choice, with no signature or otherwise incorrectly completed will be void.  
請清楚地填寫此回覆表格。倘若並無填寫選擇、或沒有簽署、或所填寫之資料不正確, 本回覆表格將會作廢。
- If the Company does not receive this duly completed and signed reply form or does not receive any response from you indicating your objection to access the Corporate Communication by electronic means through the Company's website by October 23, 2011, you will be deemed to have elected to receive the Corporate Communication by electronic means through the Company's website instead of receiving the printed version, and a notification of publication of the Corporate Communication on the Company's website will be sent to you by email (if you have provided an email address) or by post (if no email address is provided) in the future.  
倘截至二零一一年十月二十三日, 本公司仍未收到閣下填妥及簽署之回覆表格或不會收到閣下反對透過本公司網站以電子方式閱覽公司通訊之回應, 閣下將被視作已選擇透過本公司網站以電子方式收取公司通訊, 以取代收取印刷本。而本公司日後將以電郵(如閣下已提供電郵地址)或郵遞方式(如未有提供電郵地址)向閣下發送有關公司通訊已登載在本公司網站之通知。
- 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 reply form in order to be valid.  
如屬聯名股東, 則本回覆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。
- 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](mailto:lenovo-ecom@hk.tricorglobal.com). For the avoidance of doubt, we do not accept any other instruction given on this reply 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](mailto: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, 任何在本回覆表格上之額外指示, 將不予處理。
- 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 information or action of holders of any of its securities, including but not limited to, the directors' report and annual accounts together with a copy of the auditors' report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.

「公司通訊」指由本公司發出或將予發出以供其任何證券之持有人參照或採取行動之任何文件, 其中包括但不限於董事會報告及年度賬目(連同核數師報告)、中期報告、會議通告、上市文件、通函及代表委任表格。

(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 Reply Form to us.

**No postage stamp is required for local mailing**

當閣下寄回此表格時, 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)**