
Change Request Form 變更申請表格

To: **Lenovo Group Limited (the “Company”)**
c/o Tricor Abacus Limited
Level 22, Hopewell Centre
183 Queen’s Road East, Hong Kong

致： **聯想集團有限公司(「公司」)**
卓佳雅柏勤有限公司轉交
香港皇后大道東一百八十三號
合和中心二十二樓

1. Please send me/us a printed copy of the 2015/2016 Annual Report, Circular, Notice of Annual General Meeting and Proxy Form 本人/吾等要求索取一份二零一五/二零一六年年報、通函、股東週年大會通告及委任代表表格印刷本：
(Please “✓” only one box. 請於下列空格內劃上「✓」號。)

- in **English language** version; or **英文版本**；或
 in **Chinese language** version. **中文版本**。

2. I/We would like to change the choice of means of receipt and language of all future corporate communications* 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 “✓” only one box. 請於下列空格內劃上「✓」號。)

- To access Corporate Communications 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: _____
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，並向本人/吾等發出電郵通知（本人/吾等之電郵地址如上）
- 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 Communications 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 Communications" 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。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this proxy form 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. 本代表委任表格所指的「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 and your proxy's Personal Data provided in this form will be used in connection with processing your request for the appointment of a proxy to attend, act and vote on your behalf as directed above at the meeting. Your supply of your and your proxy's 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. 閣下及閣下代表於本代表委任表格所提供的個人資料將用以處理 閣下要求委任代表出席會議，並代表 閣下按如上所示於會議上參加投票。 閣下及 閣下代表乃基於自願性質提供個人資料，惟倘 閣下及 閣下代表並無提供個人資料，本公司可能無法處理 閣下的指示。

Your and your proxy's Personal 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 閣下及 閣下代表的個人資料披露或轉移給本公司的股份登記處及／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。

By providing your proxy's Personal Data in this form, you should have obtained the express consent (which has not been withdrawn in writing) from your proxy in using his/her Personal Data provided in this form and that you have informed your proxy of the purpose for and the manner in which his/her data may be used. 閣下於本代表委任表格提供 閣下代表的個人資料，須取得 閣下代表明確同意（並未以書面方式撤回）使用 閣下代表於本代表委任表格所提供之個人資料，而 閣下亦已通知 閣下代表收集其個人資料的目的及其個人資料可能被使用的方式。

You/your proxy have/has the right to request access to and/or correction of your/your proxy's Personal Data respectively in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your/your proxy's Personal Data should be in writing by mail to Personal Data Privacy Officer, Tricor Abacus Limited at Level 22, Hopewell Centre, 183 Queen's Road East, Hong Kong. 閣下或 閣下代表有權根據私隱條例之條文分別查閱及／或更正 閣下或 閣下代表的個人資料。任何該等查閱及／或更正 閣下或 閣下代表個人資料的要求，均須以書面郵寄至個人資料私隱主任，卓佳雅柏勤有限公司，地址為香港皇后大道東183號合和中心22樓。

(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)

