



Lenovo Group Limited 聯想集團有限公司
(Incorporated in Hong Kong with limited liability)
(Stock Code: 992)

Date : June 29, 2020

日期：二零二零年六月二十九日

Dear Shareholders,
各位股東：

Lenovo Group Limited (the “Company”) - Annual General Meeting (the “AGM”)
聯想集團有限公司（「本公司」）－股東週年大會（「股東週年大會」）

Reference is made to the Notice of AGM of the Company dated June 8, 2020 in relation to the AGM to be held at Salon Rooms, 5/F, Harbour Grand Hong Kong, 23 Oil Street, North Point, Hong Kong on Thursday, July 9, 2020 at 9:30 a.m..
茲提述日期為二零二零年六月八日有關本公司將於二零二零年七月九日(星期四)上午九時三十分假座香港北角油街23號港島海逸君綽酒店5樓君綽廳舉行股東週年大會的通告。

In addition to the traditional physical attendance at our AGM, Registered Shareholders have the option to attend and join our AGM via the Tricor's e-Meeting System, which allows Registered Shareholders to participate the AGM online in a convenient and efficient way from anywhere with an internet connection. Registered Shareholders will be able to view the live video broadcast and participate in voting and submit questions online to the AGM via their mobile phones, tablets, or computer devices. The live broadcast option can broaden the reach of the AGM to Shareholders who do not wish to attend physically due to concerns on attending events under the current COVID-19 situation, or for other overseas Shareholders who are unable to attend in person.

登記股東除了可以採用傳統方式親身出席本公司之股東週年大會外，亦可選擇透過卓佳電子會議系統出席及參與股東週年大會，通過互聯網連接在任何地點以便捷高效之方式於網上參加股東週年大會。登記股東將可通過其手機、平板電腦或電腦設備觀看現場直播視頻，並在網上作出投票及向股東週年大會作出提問。現場直播選項可增加因對在當前新型冠狀病毒疫情情況下出席活動有疑慮而不欲親身出席之股東或無法親身出席之其他海外股東提供出席股東週年大會的機會。

The Company does not in any way wish to diminish the opportunity available to Shareholders to exercise their rights and to vote, but is conscious of the pressing need to protect Shareholders from possible exposure to the COVID-19 pandemic. For the health and safety of the Shareholders, the Company would like to **encourage Shareholders to exercise their voting rights by attending the AGM online or by submitting their forms of proxy indicating their voting intention and designating the chairman of the AGM as their proxy to vote on their behalf.**

本公司無意減低股東行使其權利及投票之機會，但意識到有迫切需要保障股東免於可能暴露於新型冠狀病毒之風險。為股東健康安全著想，本公司**強烈建議股東透過網上出席股東週年大會或遞交代表委任表格以行使其投票權，表明其投票意願並指定股東週年大會主席為代表代其投票。**

Online attendance at the AGM: If the Shareholders choose to attend the AGM online, they will be able to view the live streaming of the meeting, cast their votes on all resolutions in real time and submit questions online during the AGM. From 9:15 a.m. on July 9, 2020, Shareholders can login to Tricor e-Meeting System by visiting <https://emeeting.tricor.hk/#/335> or scanning the below QR code, and entering the following set of username and password.

網上出席股東週年大會：倘股東選擇透過網上出席股東週年大會，股東可以觀看大會現場情況、就所有決議案進行即時投票並在股東週年大會進行期間於網上提交問題。於二零二零年七月九日上午九時十五分開始，股東可透過瀏覽 <https://emeeting.tricor.hk/#/335> 或掃描以下之二維碼登入卓佳電子會議系統，並輸入以下用戶名稱及密碼。

[QR code]

[二維碼]

Username 用戶名稱: [Username]

Password 密碼: [Password]

Kindly refer to the Online Meeting User Guide, by visiting the above designated hyperlink or scanning the designated QR code, in relation to the procedure on online meeting. **Please keep the username and password in safe custody for use on the day of the AGM and do not disclose them to any other person.**

有關網上會議之詳情，可通過瀏覽上述超連結或掃描指定的二維碼參閱《網上股東大會操作指引》了解詳情。請妥善保管閣下的用戶名稱及密碼，以於股東週年大會當日使用，以及不應向任何其他人士透露有關資料。

For Corporate Registered Shareholders who wish to attend the AGM and to vote online, please contact the share registrar of the Company, Tricor Abacus Limited at (852) 2975 0928 by three business days before the AGM (i.e. July 6, 2020) for arrangement.

對於擬出席股東週年大會並透過網上投票之公司登記股東，請於股東週年大會召開前的三個營業日(即二零二零年七月六日)致電(852) 2975 0928 聯絡本公司的股份過戶登記處卓佳雅柏勤有限公司，以便作出安排。

Voting by proxy in advance of the AGM: The form of proxy has been despatched to Registered Shareholders on June 8, 2020 and can also be downloaded from the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk and the Company's website at <https://investor.lenovo.com/en/publications/news.php>. **To be valid, the form of proxy must be deposited at or before 9:30 a.m. on Tuesday, July 7, 2020 (Hong Kong Time) or not less than 48 hours before any adjournment thereof (as the case may be) at share registrar of the Company, Tricor Abacus Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong.** Completion and return of the form of proxy will not preclude a Shareholder from attending and voting in person or via online (if applicable) at the AGM or any adjourned meeting if the Shareholder so desires and in such event, the instrument appointing a proxy shall be deemed to be revoked.

於股東週年大會前預先委任代表投票：代表委任表格已經於二零二零年六月八日寄發予登記股東並可自香港聯合交易所有限公司網站 (www.hkexnews.hk) 及本公司網站 (<https://investor.lenovo.com/tc/publications/news.php>) 下載。代表委任表格最遲須於二零二零年七月七日(星期二)上午九時三十分或之前(香港時間)或其任何續會(視情況而定) 指定舉行時間48小時前交回本公司的股份過戶登記處卓佳雅柏勤有限公司，地址為香港皇后大道東一百八十三號合和中心五十四樓，方為有效。填妥及交回代表委任表格後，股東仍可依願親身或通過線上(如適用)出席股東週年大會並於會上投票。在此情況下，代表委任表格應視作撤銷論。

Physical attendance at the AGM: For Shareholders who choose to attend the AGM physically, an on-site e-voting system will be used at the AGM to enhance the efficiency in the poll counting process. This is a full paperless AGM process that facilitate easy and intuitive voting procedures for Shareholders. Shareholders can refer to information in this letter and the Online Meeting User Guide (by visiting the above designated hyperlink or scanning the designated QR code) in relation to the procedure on on-site e-voting for details.

親身出席股東週年大會：選擇親身出席股東週年大會之股東，將會使用現場電子投票系統進行投票，以提高計票過程的效率。此為一個完全無紙化的股東週年大會流程，便於為股東提供簡易快捷的投票程序。股東可參閱載於本信函的資料及《網上股東大會操作指引》(通過瀏覽指定的超連結或掃描指定的二維碼)了解現場電子投票的詳情。

In the interest of the health and safety of our Shareholders and all people attending the AGM venue and, having regard to public health information regarding social distancing, the Company has decided that the maximum number of participants permitted to admit into the AGM venue in person is 50. The Company reserves the right to refuse Shareholders' physical admission to the AGM venue if the number of participants at the AGM venue reaches 50 and will invite Shareholders to join the AGM online via Tricor e-Meeting System.

為保障本公司股東及股東週年大會會場內所有人士的健康及安全，並考慮有關保持適當社交距離的公共衛生訊息，本公司決定將獲准進入股東週年大會會場的參與者上限設定為五十人。如親身出席股東週年大會會場的參與者達到五十人，本公司保留權利拒絕股東進入股東週年大會會場及將會邀請股東透過卓佳電子會議系統網上參與股東週年大會。

Shareholders who intend to attend the AGM physically should also note the following precautions and control measures imposed by the Company at the AGM:-

如股東選擇親臨會場出席股東週年大會，請留意下列本公司於股東週年大會採取之防控措施:-

- a. Compulsory body temperature check will be taken for every Shareholder or proxy at the entrance of the venue and anyone with a body temperature of over 37.4 degrees Celsius will not be given access to the venue;
每名股東或委任代表將於進入會場時強制進行體溫檢測，且體溫超過攝氏37.4度之任何人士不得進入會場；
- b. Every Shareholder or proxy is required to wear surgical face mask before entering into the venue and during their attendance of this meeting;
每名股東或委任代表必須於進入會場前及於會議期間佩戴外科口罩；
- c. No refreshment will be served; and
不設任何茶點；及
- d. No souvenir will be distributed.
不派發任何紀念品。

Shareholders are reminded that they should carefully consider the health risks of attending the AGM in person, taking into account their own personal circumstances. Should anyone seeking to attend the AGM in person decline to submit to these requirements or be found to be suffering from a fever or otherwise unwell, the Company reserves the right to refuse such person's admission to the AGM.

務請股東考量自身個人因素，審慎考慮親身出席股東週年大會的健康風險。假若任何有意出席股東週年大會之人士拒絕執行有關防疫措施、或出現疑似發燒或其他身體不適徵狀，本公司將會保留權利拒絕該等人士親身出席參與股東週年大會。

Due to the constantly evolving COVID-19 pandemic situation in Hong Kong, the Company may be required to change the AGM arrangements at short notice. Shareholders should check the Company's website or the website of The Stock Exchange of Hong Kong Limited for future announcements and updates on the AGM arrangements.

由於新型冠狀病毒在香港的疫情情況持續，本公司可能需要在短時間內更改股東週年大會的安排，股東應查閱本公司網站或香港聯合交易所有限公司網站，以獲得關於股東週年大會安排的另行公告及最新情況。

If Shareholders have any queries relating to the AGM, please contact the share registrar of the Company, Tricor Abacus Limited, via their hotline at (852) 2975 0928 from 9:00 a.m. to 5:00 p.m. (Monday to Friday, excluding Hong Kong public holidays).

倘股東對股東週年大會有任何查詢，請於星期一至星期五(香港公眾假期除外)上午九時至下午五時致電本公司的股份過戶登記處卓佳雅柏勤有限公司之電話熱線 (852) 2975 0928。

Yours faithfully,
For and on behalf of
Lenovo Group Limited
Eric Mok
Company Secretary
聯想集團有限公司
公司秘書
莫仲夫
謹啟

Points to note:

注意事項:

1. To ensure connection to the AGM online and optimal video quality, Shareholders are recommended to use a reliable internet connection to participate in the live streaming. Please use the recommended browsers to logon Tricor e-Meeting System including Chrome, Microsoft Edge, Firefox and Safari.
為確保以最佳的視頻質量連接至網上股東週年大會，建議股東使用可靠的互聯網連接以參加網上直播。請使用建議的瀏覽器以登入卓佳電子會議系統，包括 Chrome、Microsoft Edge、Firefox及Safari。
2. As the AGM proceedings are live broadcast, Shareholders may miss some parts of the broadcast after buffering if they do not have an adequate internet connection to keep pace with the AGM proceedings. Shareholders cannot rewind the live broadcast to view the parts which they have missed.
由於股東週年大會的過程是實時直播，如果網速不足以跟上股東週年大會的過程速度，則有可能會錯過會議直播的某些部分，而無法重播以觀看實時直播錯過的部分。
3. Shareholders may be logged out and unable to vote and /or submit questions if their internet connection is inadequate or interrupted. This will not affect the physical AGM itself which will continue and remain effective.
如果互聯網連接不穩定或中斷，股東可能會被登出網上會議而未能夠作出投票及/或提交問題。請注意這情況不會影響股東週年大會現場的流程，其仍會繼續且有效進行。
4. If Shareholders' internet connection to the AGM online is restored after an interruption, Shareholders might be unable to participate in certain parts of the AGM which they have missed.
如果股東的互聯網於中斷後再次連接至網上股東週年大會，股東可能未能參與股東週年大會某些已錯過的部份。
5. As stated from some of the possible risks listed above, Tricor e-Meeting System may be subject to internet capacity restrictions and potential service disruptions. If Shareholders do not wish to attend the AGM online, they are also very welcome to join the physical meeting either in person or by appointing a proxy or chairman of the AGM to vote on their behalf.
誠如上面列出的一些可能的風險，卓佳電子會議系統受限於互聯網容量的限制及潛在服務中斷的風險。如果股東不想參加網上股東週年大會，也歡迎其親身出席會議或委任代表或股東週年大會主席代為投票。