



Lenovo Group Limited 聯想集團有限公司

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

July 9, 2021

Dear Shareholders,

Lenovo Group Limited (the “Company”) – 2021 Annual General Meeting (the “AGM”)

Reference is made to the Notice of AGM of the Company dated June 10, 2021 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 Tuesday, July 20, 2021 at 9:30 a.m..

Considering the current Coronavirus Disease 2019 (COVID-19) situation, in addition to the traditional physical attendance at our AGM, shareholders have the option to attend and join our AGM via the Tricor's e-Meeting System, which allows shareholders to participate the AGM online in a convenient and efficient way from anywhere with an internet connection. 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.

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.**

Online attendance at the AGM: If 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 20, 2021, shareholders can login to Tricor e-Meeting System by visiting the designated hyperlink or scanning designated QR code, and entering the designated distinctive username and password.

Kindly refer to the User Guides for Online Meeting and e-Proxy (by visiting the designated hyperlink or scanning the designated QR code) in relation to the procedure on online meeting and e-Proxy submission.

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 at least three business days before the AGM (i.e. on or before July 15, 2021) for arrangement.

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 designated hyperlink or scanning the designated QR code) in relation to the procedure on on-site e-voting for details.

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 20 or 50% of the normal capacity of the premises. The Company reserves the right to refuse shareholders' physical admission to the AGM venue if the number of participants at the AGM venue reaches 20 or 50% of the normal capacity of the premises and will invite shareholders to join the AGM online via Tricor e-Meeting System.

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

- a. mandatory body temperature screening;
- b. mandatory wearing of surgical face masks; and
- c. no provision of refreshments, food nor beverage.

Shareholders are reminded that they should carefully consider the 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.

Online attendance at the AGM for Non-registered Shareholders: Non-registered Shareholders whose shares of the Company are held through banks, brokers, custodians or the Hong Kong Securities Clearing Company Limited should consult directly with their banks, brokers, custodians or Hong Kong Securities Clearing Company Limited (as the case may be) to assist them to join the AGM online via Tricor e-Meeting System.

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 Hong Kong Exchanges and Clearing Limited for future announcements and updates on the AGM arrangements.

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).

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

Points to note:

1. To ensure a good 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.
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.
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.
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.
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.