

# **PCCW Limited**

# 電訊盈科有限公司

(Incorporated in Hong Kong with limited liability) (於香港註冊成立的有限公司) (Stock Code: 0008)

(Stock Code: 0008) (股份代號:0008)

April 2, 2020

Dear Shareholder(s),

### PCCW Limited (the "Company")

- Notification of publication of 2019 Annual Report and Circular together with Notice and Form of Proxy for use at Annual General Meeting to be held on Friday, May 8, 2020 at 2:00 p.m. at 8th Floor, Oxford House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong (collectively the "Current Corporate Communications")

The Current Corporate Communications of the Company (in English and Chinese) are available on the Company's website at www.pccw.com/ir and the website of Hong Kong Exchanges and Clearing Limited ("**HKEX**") at www.hkexnews.hk.

The 2019 Environmental, Social and Governance Report, published in electronic form only, is also available on the Company's website and the website of HKEX.

You are entitled at any time to change your elected means of receipt and/or choice of language of the Current Corporate Communications or all future Corporate Communications of the Company by providing reasonable prior notice in writing to the Company c/o the Company's share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong, or simply completing the Change Request Form on the reverse side and returning it to the Company c/o the Share Registrar, using the pre-paid postage mailing label at the bottom of the Change Request Form (a stamp is not required if posted in Hong Kong). You may also send an e-mail with a scanned copy of the completed Change Request Form to pccw@computershare.com.hk. The Change Request Form may also be downloaded from the Company's website at www.pccw.com/ir or the website of HKEX at www.hkexnews.hk.

Even if you have chosen (or are deemed to have agreed) to read the website version of the Company's Current Corporate Communications published on the Company's website in place of receiving printed copies, if for any reason, you have difficulty in receiving or gaining access to such website version, the Company will, upon your request in writing or by e-mail, promptly send the printed version(s) of the Current Corporate Communications to you free of charge. You may also request a printed copy in the other language if you have received either the English or the Chinese version.

Should you have any queries relating to the above, please call the service hotline of the Share Registrar at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,
For and on behalf of
PCCW Limited
Bernadette M. Lomas

Group General Counsel and Company Secretary

Note: Corporate Communications include but are not limited to (a) an annual report; (b) an interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各位股東:

## 電訊盈科有限公司(「本公司」)

- 2019 年年報及通函連同將於 2020 年 5 月 8 日(星期五)下午二時正假座香港鰂魚涌英皇道 979 號太古坊濠豐大廈 8 樓舉行的股東週年大會通告及適用的代表委任表格(統稱「本次公司通訊」)之登載通知

本公司本次公司通訊(中、英文版)已於本公司網站 www.pccw.com/ir 及香港交易及結算所有限公司(「**香港交易所**」)網站 www.hkexnews.hk登載。

僅以電子形式發佈的2019年環境、社會及管治報告亦已於本公司網站及香港交易所網站登載。

閣下可隨時預先透過本公司股份過戶登記處(「**股份過戶登記處**」),香港中央證券登記有限公司,地址爲香港灣仔皇后大道東183號合和中心17M 樓,給予本公司合理時間的書面通知,以更改已選擇之本公司本次公司通訊或所有日後公司通訊<sup>(附註)</sup>之收取方式及/或語言版本,或可簡單透過填妥本函背面的變更申請表,使用變更申請表下方的已預付郵費郵寄標籤(如在香港投寄,毋須貼上郵票),經股份過戶登記處交回本公司。 閣下亦可將已填妥的變更申請表的掃描副本電郵至pccw@computershare.com.hk。變更申請表亦可於本公司網站www.pccw.com/ir或香港交易所網站www.hkexnews.hk下載。

閣下如已選擇(或被視為已同意)瀏覽在本公司網站登載的本次公司通訊的網上版本以代替收取印刷本,但因任何理由以致在收取或接收本次公司通訊網上版本時出現困難,本公司將應 閣下書面或電郵要求盡快向 閣下寄發本次公司通訊的印刷本,費用全免。若 閣下已收取中文或英文版本的本次公司通訊, 閣下亦可要求索取另一種語言版本的印刷本。

如 閣下對上述事項有任何疑問,請於辦公時間內(星期一至星期五(香港公眾假期除外)上午 9 時正至下午 6 時正)致電股份過戶登記處熱線(852) 2862 8688 查詢。

電訊盈科有限公司

集團法律事務總監兼公司秘書

麥潔貞

謹啟

直重

# Change Request Form 變更申請表

To: PCCW Limited (the "Company") (Stock Code: 0008)

c/o Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre 183 Queen's Road East Wan Chai, Hong Kong

致:電訊盈科有限公司(「公司」) (股份代號:0008)

經香港中央證券登記有限公司 香港灣仔皇后大道東 183 號 合和中心 17M 樓

Part A - I/We have already received printed version of the Current Corporate Communications in English/Chinese or have chosen (or are deemed to have agreed) to read the Current Corporate Communications published on the Company's website. I/we would like to request the following printed version(s) of the Current Corporate Communications

甲部 - 本人/吾等已收取本次公司通訊之中文/英文印刷本或已選擇(或被視為已同意)瀏覽在公司網站登載的本次公司通訊 - 本人/吾等欲要求索取下列所示之本次公司通訊的 印刷本:

(Please mark "X" in ONLY ONE of the following boxes) (請僅在下列其中一個空格內劃上「X」號) the printed English version; OR 英文印刷本;或 the printed Chinese version; OR 中文印刷本:或 both the printed English and Chinese versions. 中、英文印刷本 Part B - I/We would like to change the means of receipt and choice of language of all future Corporate Communications\* of the Company in the manner as indicated below 乙部 - 本人/吾等欲更改以下列方式收取 貴公司所有日後公司通訊\*的收取方式及語言版本: (Please mark "X" in ONLY ONE of the following boxes) (請僅在下列其中一個空格內劃上「X」號) to read all future Corporate Communications published on the Company's website at www.pccw.com/ir in place of receiving printed copies, and to receive an e-mail notification or a notification letter of the publication of Corporate Communications on the Company's website; OR 瀏覽所有日後在公司網站 www.pccw.com/ir 登載的公司通訊,以代替收取印刷本,並收取公司通訊已在公司網站登載的電郵通知或通知信函:或 E-mail Address 電郵地址 (The Company will send to the e-mail address provided above (if any) a notification of the publication of the Corporate Communications on the Company's website in the future. If no e-mail address is provided, only a notification letter of the publication of the Corporate Communications on the Company's website will be sent instead. Please provide the e-mail address is provided, only a notification of the corporate Communications only.

(公司日後薩將公司趙訊已在公司網站登載的通知發送至如上提供之電郵地址(如有)。如未有提供電郵地址,則僅會向 閣下寄發公司趙訊已在公司網站登載之趙知信函。 遊 以英文正楷填寫電郵地址,有關電郵地址僅用作收取公司通訊已發佈的電郵通知。) to receive the printed English version of all future Corporate Communications ONLY; OR 僅收取所有日後公司通訊的**英文印刷本;或** to receive the printed Chinese version of all future Corporate Communications ONLY; OR 僅收取所有日後公司通訊的**中文印刷本;或** to receive both the printed English and Chinese versions of all future Corporate Communications. 同時收取所有日後公司通訊的中、英文印刷本。 Contact telephone number: 聯絡電話號碼: Date: Signature: 簽名: 日期: Whites otherwise defined herein, terms used in this Change Request Form shall bear the same meanings as those defined in the Letter to Shareholder(s) dated April 2, 2020. 除本文另有界定外,本變更申請表中所用詞彙與日期為 2020 年 4 月 2 日致股東之函件所界定者具有相同涵義。
Please complete all your details clearly.

- Please complete all your details clearly. 請 閻下清楚袖妥所有資料。 Any form with more than one box marked "X", with no box marked "X", with no signature or otherwise incorrectly completed will be void. 如在本表格作出超過一項選擇、或未有作出選擇、或未有實署、或在其他方面填寫不正確,則本表格將會作廢。 For the avoidance of doubt, we do not accept any special instructions given on this Change Request Form. 爲免存疑,任何在本變更申請表上作出的特別指示,公司將不予處理。

# Personal Information Collection Statement 收集個人資料聲明:

- "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the laws of Hong Kong ("PDPO").
  本聲明中所指的「個人資料」具有香港法例第 486 章(個人資料(私隱)條例)(「《**私隱條例**》」)中「個人資料」的涵義。
  Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this form.

  IN This form.

  IN The Personal Data may be disclosed or transferred by the Company to its subsidiaries, its share registrar, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for verification and record purposes.
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its snare registrar, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for verification and record purposes. 公司可就任何所說明的用途,將 閣下的個人資料披露或轉移給公司的附屬公司,能贬過戶登記處,及/或其他公司或團體,並將在適當期間保留該等個人資料推露或轉移給公司的附屬公司,能贬過戶登記處,及/或其他公司或團體,並將在適當期間保留該等個人資料作核實及記錄用途。 You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be made in writing to the Personal Data Privacy Officer of Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.
  图下有權服集(私屬條例)的條文查閱及/或修改 閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式向香港中央證券登記有限公司(地址為香港灣仔皇后大道東183號台和中心17M樓)的個人資料私屬主任提出。

\* Corporate Communications include but are not limited to (a) an annual report; (b) an interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

\* 公司通訊包括但不限於:(a) 年度報告;(b) 中期報告;(c) 會議通告;(d) 上市文件;(e) 通函;及 (f)代表委任表格。

## Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited

香港中央證券登記有限公司

Freepost No. 簡便回郵號碼: 37 Hong Kong 香港

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

No postage is necessary if posted in Hong Kong.

閣下寄回本申請表格時,請將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。





Contact Us 聯繫我們

www.computershare.com/hk/contac