

## **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)

(股份代號:0008)

Dear Shareholder(s),

March 28, 2014

### PCCW Limited (the "Company")

- Notification of publication of 2013 Annual Report and Circular together with Notice and Form of Proxy for use at Annual General Meeting to be held on Thursday, May 8, 2014 at 4:00 p.m. in the Conference Room, 14th Floor, PCCW Tower, 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.

You are entitled at any time to change your means of receipt and/or choice of language of the Current Corporate Communications or all future Corporate Communications (Note) 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 Philana WY Poon** Group 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」)

- 2013 年年報及通函連同將於 2014 年 5 月 8 日(星期四)下午四時正在香港鰂魚涌英皇道 979 號太古坊電訊盈科中心 14 樓會議室舉行 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。

倘 閣下欲更改本公司本次公司通訊或所有日後公司通訊<sup>(mit)</sup>之收取方式及/或語言版本, 閣下有權隨時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,預先給予本公司合理時間的書 面通知,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 集團公司秘書 潘慧妍

> > 謹啟

2014年3月28日



#### Change Request Form 變更申請表 To: PCCW Limited (the "Company") 電訊盈科有限公司(「公司」) (Stock Code: 0008) (股份代號:0008) c/o Computershare Hong Kong Investor Services Limited 經香港中央證券登記有限公司 17M Floor, Hopewell Centre 香港灣仔皇后大道東 183 號 183 Queen's Road East 合和中心 17M 樓 Wan Chai, Hong Kong 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 - 本人一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 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 Company in Send of the e-final address provided adove (in any) a individual of the Equipment of the Company's website will be sent instead. Please provide the 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 in English Capital Letters and the e-mail address is used for e-mail notification of the release of the Corporate Communications only.) (公司日後僅將公司通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 閣下寄發公司通訊已在公司網站登載之通知信函。 <u>請</u> 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涌訊的中文印刷本;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

簽名:

Signature:

Unless 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 March 28, 2014. 除本文另有界定外, 本變更申請表中所用詞彙與日期為 2014 年 3 月 28 日致股東之函件所界定者具有相同涵義。

日期:

聯絡電話號碼: Date:

Contact telephone number:

- Please complete all your details clearly.
- 閣下清楚填妥所有資料。
- Any form with more than one box marked "X", with no box marked "X", with no signature or otherwise incorrectly completed will be void. 3.
- 如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、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。
- \* 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.
  \* 公司遞訊包括但不限於:(a) 生度報告:(b) 中期報告:(c) 會議通告:(d) 上市文件:(e) 通過:及 (f )代表委任表格。

閣下寄回此變更申請表時,請將郵寄標籤剪貼於信封上。

## 如在本港投寄母須貼上郵票。

Please cut the mailing label and stick this on the envelope to return this Change Request Form to us. No postage stamp is required if posted in Hong Kong.

## 郵寄標籤 MAILING LABEL

香港中央證券登記有限公司 Computershare Hong Kong Investor Services Limited 簡便回郵號碼 Freepost No. 37 香港 Hong Kong