

Tencent 騰訊

TENCENT HOLDINGS LIMITED

騰訊控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

(Stock Code 股份代號: 700)

NOTIFICATION LETTER 通知信函

31 August 2016

Dear Non-registered holder ^(Note),

Tencent Holdings Limited (the “Company”)

– Notice of Publication of 2016 Interim Report (“Current Corporate Communication”)

The English and Chinese versions of the Company’s Current Corporate Communication are available on the Company’s website at www.tencent.com and the HKExnews’ website at www.hkexnews.hk. You may access the Current Corporate Communication by clicking “Investor Relations” on the home page of the Company’s website or browsing through the HKExnews’ website.

If you want to receive a printed version of the Current Corporate Communication, please complete the Request Form on the reverse side and return it to the Company c/o Computershare Hong Kong Investor Services Limited (the “Branch Share Registrar”) by using the mailing label provided (need not affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the Branch Share Registrar is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. You may also send your request to tencent.ecom@computershare.com.hk. The Request Form may also be downloaded from the Company’s website at www.tencent.com or the HKExnews’ website at www.hkexnews.hk.

Should you have any queries relating to any of the above matters, please call the telephone hotline of the Company’s Branch Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays or send an email to tencent.ecom@computershare.com.hk.

Yours faithfully
For and on behalf of
Tencent Holdings Limited
Ma Huateng
Chairman

Note: This letter is addressed to Non-registered holder of the shares of the Company (“Non-registered holder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communication). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.

各位非登記持有人 ^(附註) :

騰訊控股有限公司(「本公司」)

– 2016年中期報告(「本次公司通訊」)之發佈通知

本公司的本次公司通訊的中、英文版本已上載於本公司網站www.tencent.com及香港交易所披露易網站www.hkexnews.hk，歡迎瀏覽。請在本公司網站主頁按「投資者關係」一項或在香港交易所披露易網站瀏覽本次公司通訊。

如閣下欲收取本次公司通訊之印刷本，請填妥在本函背面的申請表格，並使用隨附之郵寄標籤寄回本公司經香港中央證券登記有限公司(「股份過戶登記分處」)(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)。股份過戶登記分處地址為香港灣仔皇后大道東183號合和中心17M樓。閣下亦可電郵至tencent.ecom@computershare.com.hk提出要求。申請表格亦可於本公司網站www.tencent.com或香港交易所披露易網站www.hkexnews.hk內下載。

如對本函內容有任何疑問，請致電本公司股份過戶登記分處電話熱線(852) 2862 8688，辦公時間為星期一至五(香港公眾假期除外)上午9時正至下午6時正或電郵至tencent.ecom@computershare.com.hk。

代表
騰訊控股有限公司
馬化騰
主席
謹啟

2016年8月31日

附註：此函件乃向持有本公司股份之非登記持有人(「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊)發出。如果閣下已經出售或轉讓所持有之本公司股份，則毋須理會本函件及本函背面的申請表格。

Request Form 申請表格

To: **Tencent Holdings Limited (the "Company")**
(Stock Code: 700)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East
Wan Chai, Hong Kong

致: **騰訊控股有限公司(「本公司」)**
(股份代號: 700)
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

I/We would like to receive the Corporate Communication* of the Company ("Corporate Communication") in the manner as indicated below:
本人/我們希望以下列方式收取本公司之公司通訊*(「公司通訊」):

(Please mark **ONLY ONE (X)** of the following boxes)
(請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- to receive the **printed English version** of Corporate Communication ONLY; **OR**
僅收取公司通訊之**英文印刷本**; 或
- to receive the **printed Chinese version** of Corporate Communication ONLY; **OR**
僅收取公司通訊之**中文印刷本**; 或
- to receive both **printed English and Chinese versions** of Corporate Communication.
同時收取公司通訊之**英文及中文印刷本**。

Signature(s)
簽名

Contact telephone number
聯絡電話號碼

Notes 附註:

- Please complete all your details clearly.
請 閣下清楚填妥所有資料。
 - This letter is addressed to Non-registered holder of the shares of the Company ("Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communication).
此函件乃向持有本公司股份之非登記持有人(「非登記持有人」指股份存放於中央結算及交收系統的人士或公司, 透過香港中央結算有限公司不時向本公司發出通知, 希望收到公司通訊)發出。
 - 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、或未有簽署、或在其他方面填寫不正確, 則本表格將會作廢。
 - The above instruction will apply to all Corporate Communication to be sent to you until you notify to the Company c/o the Branch Share Registrar, Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have holdings in the Company.
上述指示適用於發送予 閣下之所有公司通訊, 直至 閣下另行通知本公司經股份過戶登記分處香港中央證券登記有限公司另外之安排或任何時候停止持有本公司的股份。
 - For the avoidance of doubt, we do not accept any special instructions written on this Request Form.
為免存疑, 任何在本申請表格上的額外手寫指示, 本公司將不予處理。
- * Corporate Communication refers to any document issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditor's report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
公司通訊指本公司發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件, 其中包括但不限於: (a) 董事會報告、年度財務報表連同核數師報告及(如適用)財務摘要報告; (b) 中期報告及(如適用)中期摘要報告; (c) 會議通告; (d) 上市文件; (e) 通函; 及(f) 代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT

Your supply of your Personal Data to the Company and/or the Company's Branch Share Registrar is on a voluntary basis. "Personal Data" in this statement has the same meaning as "personal data" defined under the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO"), which may include but not limited to your name, telephone number, email address and/or your choice. Your Personal Data is collected for the purposes of verifying and recording your choice of language and means of receipt of the Company's Corporate Communication and the delivery of those Corporate Communication. Your Personal Data will not be transferred to any party outside the Company or the Company's Branch Share Registrar. 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 by either one of the following means:

個人資料收集聲明

閣下是自願向本公司及/或本公司股份過戶登記分處提供 閣下的個人資料。本聲明中所指的「個人資料」與《個人資料(私隱)條例》(第486章)的「個人資料」定義相同。閣下的個人資料可包括但不限於 閣下的姓名、電話號碼、電郵地址及/或 閣下之選擇等。閣下的個人資料將被收集作以下用途: 核實及記錄 閣下收取本公司公司通訊語文版本和收取方式的選擇; 以及傳送公司通訊。閣下的個人資料將不會被傳送至本公司或本公司股份過戶登記分處以外的人士。閣下有權根據《個人資料(私隱)條例》中的條款, 查閱及/或修改 閣下的個人資料。任何相關查閱及/或修改個人資料之要求均須以書面方式透過以下途徑提出:

By mail to: Personal Data Privacy Officer
Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre,
183 Queen's Road East, Wan Chai, Hong Kong

郵寄至: 香港灣仔皇后大道東183號
合和中心17M樓
香港中央證券登記有限公司
個人資料私隱主任

By email to: hkinfo@computershare.com.hk

電郵至: hkinfo@computershare.com.hk

閣下寄回此申請表格時, 請將郵寄標籤剪貼於信封上。
如在本港投寄毋須貼上郵票。

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

No postage stamp necessary 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