

**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**

6 April 2023

Dear Non-registered holder <sup>(Note)</sup>,

**Tencent Holdings Limited (the “Company”)**

– **Notice of Publication of 2022 Annual Report, Circular, Notice of Annual General Meeting and Form of Proxy (collectively the “Current Corporate Communication”) and Environmental, Social and Governance Report 2022 (the “2022 ESG Report”)**

The English and Chinese versions of the Company’s Current Corporate Communication are available on the Company’s website at [www.tencent.com](http://www.tencent.com) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communication by clicking “Investors” on the home page of the Company’s website or browsing through the HKEXnews website.

If you want to receive printed version(s) 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 by email to [tencent.ecom@computershare.com.hk](mailto:tencent.ecom@computershare.com.hk). The Request Form may also be downloaded from the Company’s website at [www.tencent.com](http://www.tencent.com) or the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk).

The Company’s 2022 ESG Report is published in electronic form only under the “ESG (ESG Report)” section of the Company’s website at [www.tencent.com](http://www.tencent.com) and on the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk). If you wish to receive a printed copy of the Company’s 2022 ESG Report, you may send your request to the Company’s Branch Share Registrar by post at the above address or by email to [tencent.ecom@computershare.com.hk](mailto:tencent.ecom@computershare.com.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](mailto: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 (as defined in the Request Form)). 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<sup>(附註)</sup>：

**騰訊控股有限公司(「本公司」)**

– **2022年年報、通函、股東週年大會通告及代表委任表格(統稱「本次公司通訊」)及2022年環境、社會及管治報告(「2022年ESG報告」)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](http://www.tencent.com) 及香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk)，歡迎瀏覽。請在本公司網站主頁按「投資者」項下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](mailto:tencent.ecom@computershare.com.hk) 提出要求。申請表格亦可於本公司網站 [www.tencent.com](http://www.tencent.com) 或香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 內下載。

本公司2022年ESG報告僅以電子形式上載於本公司網站 [www.tencent.com](http://www.tencent.com)「ESG (ESG報告)」項下及香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk)。如閣下欲收取本公司2022年ESG報告之印刷本，閣下可向本公司之股份過戶登記分處(郵寄至上述地址或電郵至 [tencent.ecom@computershare.com.hk](mailto:tencent.ecom@computershare.com.hk)) 提出有關要求。

如對本函內容有任何疑問，請致電本公司之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](mailto:tencent.ecom@computershare.com.hk)。

代表  
**騰訊控股有限公司**  
**馬化騰**  
主席  
謹啟

2023年4月6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(定義見申請表格))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:

1. Please complete all your details clearly.  
請 閣下清楚填寫所有資料。

2. 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。

3. 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。

4. The above instruction will apply to all future Corporate Communication to be sent to you until you notify otherwise by giving not less than 7 days' notice in writing to the Company c/o the Branch Share Registrar, Computershare Hong Kong Investor Services Limited or by email at [tencent.com@computershare.com.hk](mailto:tencent.com@computershare.com.hk) or unless you have at anytime ceased to have holdings in the Company.

上述指示適用於發送予 閣下之所有日後公司通訊, 直至 閣下另行發出不少於7天的書面通知予本公司經股份過戶登記分處香港中央證券登記有限公司或電郵至 [tencent.com@computershare.com.hk](mailto:tencent.com@computershare.com.hk) 或任何時候停止持有本公司的股份為止。

5. For the avoidance of doubt, we do not accept any other special instructions written on this Request Form.

為免存疑, 在本申請表格上書寫之任何其他特定指示, 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 收集個人資料聲明

(i) "Personal Data" in these statements 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。

(ii) The supply of your Personal Data to the Company and/or the Company's Branch Share Registrar is on a voluntary basis and such data will be used for processing your instructions and/or requests as stated in this form.

閣下是自願向本公司及/或本公司之股份過戶登記分處提供 閣下的個人資料, 該等資料用以處理 閣下在本表格上所述的指示及/或要求。

(iii) Your Personal Data will not be transferred to any third parties (other than the Company's Branch Share Registrar) unless it is a requirement to do so by law, for example, in response to a court order or a law enforcement agency's request and will be retained for such period as may be necessary for our verification and record purposes.

除非按法例規定, 例如應法庭命令或執法機關的要求, 否則 閣下的個人資料將不會轉交任何第三方(本公司之股份過戶登記分處除外)及將在適當期間保留作核實及記錄用途。

(iv) You have the right to request access to and/or to correct your Personal Data in accordance with the provisions of the PDPO. Any such request should be in writing addressed 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.

閣下有權根據《私隱條例》的條文要求查閱及/或修改 閣下的個人資料。任何該等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號合和中心17M樓)的個人資料私隱主任提出。

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