

Tencent 腾讯
TENCENT HOLDINGS LIMITED
騰訊控股有限公司

(Incorporated in the Cayman Islands with limited liability)
(Stock Codes: 700 (HKD counter) and 80700 (RMB counter))

27 February 2024

Dear Shareholder,

New Arrangements for Dissemination of Corporate Communications ^(Note 1)

Tencent Holdings Limited (the “Company”) hereby implements, with effect from the date hereof, the following arrangements pursuant to Rule 2.07A(1) of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the amended and restated articles of association of the Company:

1. Corporate Communications are available on-line

Please note that both the English and Chinese versions of all Corporate Communications will continue to be available on the Company’s website at www.tencent.com and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at www.hkexnews.hk. You will receive notification letter of publication of Corporate Communications by email or by post in accordance with your indicated preference. You may register for the News Alerts service on the HKEX’s website at www.hkex.com.hk/eng/invest/user/login_e.aspx to receive notifications when the Company publishes its Corporate Communications.

Notwithstanding the above, please note that all Actionable Corporate Communications ^(Note 2) will be sent to you individually by email or by post in accordance with your indicated preference, in addition to being made available on the Company’s website at www.tencent.com and the HKEX’s website at www.hkexnews.hk.

2. Collection of electronic contact details

To ensure timely receipt of the latest Corporate Communications and Actionable Corporate Communications, please provide your email address by scanning your personalised QR code printed on the enclosed Request Form. Alternatively, you may complete, sign and return the enclosed Request Form to the Company c/o Computershare Hong Kong Investor Services Limited (the “Branch Share Registrar”) by email to tencent.ecom@computershare.com.hk or by post to 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong.

If the Company does not receive a functional email address in your Request Form or any response or a duly completed Request Form by 26 March 2024, you will receive (i) notification letter of publication of Corporate Communications and (ii) Actionable Corporate Communications in printed form in the future.

3. Request for Corporate Communications and Actionable Corporate Communications in printed form

Please note that, owing to the above arrangements, your previous instructions (if any) to receive Corporate Communications in printed form no longer apply. Should you wish to receive Corporate Communications and Actionable Corporate Communications in printed form in the future, please complete, sign and return the enclosed Request Form to the Company’s Branch Share Registrar by email to tencent.ecom@computershare.com.hk or by post to 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. Any such request will remain valid until the instruction has been revoked or superseded or until the time when the Company publishes its next annual report in the following year (whichever is earlier). **Please note that you must complete and return a fresh Request Form, if you wish to continue to receive Corporate Communications and Actionable Corporate Communications in printed form after the original request becomes invalid.**

Details of the above arrangements and the Request Form are available on the Company’s website at www.tencent.com under “Shareholder Information” in the “Investors” section. Should you have any queries relating to any of the above matters, please contact the Company’s Branch Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays, or send your queries by email to tencent.ecom@computershare.com.hk.

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

Notes:

1. “Corporate Communications” refer to any documents 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.
2. “Actionable Corporate Communications” refer to any Corporate Communications that seek instructions from securities holders of the Company on how they wish to exercise their rights or make an election as securities holders of the Company.