REQUEST FORM 申請表格

To: Tencent Holdings Limited (the "Company")
(Stock Codes: 700 (HKD counter) and 80700 (RMB counter))
c/o Computershare Hong Kong Investor Services Limited (the "Branch Share Registrar")
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(港幣櫃台)及80700(人民幣櫃台))
經香港中央證券登記有限公司(「股份過戶登記分處」)
香港灣仔皇后大道東183號
合和中心17M樓

(Please **choose ONLY ONE** of the options below)
(請**只選擇**以下**其中一項**)

Option 1: **Provide your email address for receipt of future Corporate Communications* and Actionable Corporate Communications* via electronic dissemination by scanning your personalised QR code** *(Note 4)*

Personalised QR Code
專屬二維碼

選項1： **掃描　閣下專屬二維碼提供　閣下之電郵地址，以收取日後通過電子方式發佈的公司通訊*及可供採取行動的公司通訊*** *(附註4)*

You are **NOT required** to return this Request Form if you choose Option 1.
如　閣下選擇了選項1，則**毋須**交回本申請表格。

Option 2: **I/we hereby provide my/our email address in writing for receipt of future Corporate Communications* and Actionable Corporate Communications* via electronic dissemination** *(Notes 1 & 4)*

選項2： **本人／吾等現以書面提供本人／吾等之電郵地址，以收取日後通過電子方式發佈的公司通訊*及可供採取行動的公司通訊*** *(附註1及4)*

Name(s) of securities holder(s) 證券持有人姓名：

Name of the listed company 上市公司名稱：

Tencent Holdings Limited
騰訊控股有限公司

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Email address 電郵地址：*(Note 3/附註3)*

Option 3: **I/we hereby request for receipt of future Corporate Communications* and Actionable Corporate Communications* in printed form (Please mark "✓" in the below box if applicable)** *(Note 5)*

選項3： **本人／吾等現要求收取日後的公司通訊*及可供採取行動的公司通訊*印刷本(如適用，請在以下方格內劃上「✓」號)** *(附註5)*

☐ **Printed English version 英文印刷本**　☐ **Printed Chinese version 中文印刷本**　☐ **Printed English and Chinese versions 英文及中文印刷本**

Signature(s) *(Notes 1 & 2)*: **簽名** *(附註1及2)*：　**Contact telephone number: 聯絡電話號碼：**　**Date: 日期：**

Notes 附註：

1. *Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign on this Request Form in order to be valid.*
   請清楚填妥　閣下之所有資料。如屬聯名股東，則本申請表格須由所有聯名股東聯合簽署，方為有效。
2. *Any Request Form with no signature or otherwise incorrectly completed will be void.*
   任何申請表格若未有簽署或填寫不正確，則本申請表格將會作廢。
3. *If the Company does not receive a functional email address, you will receive (i) notification letter of publication of Corporate Communications* and (ii) Actionable Corporate Communications* in printed form in the future.*
   *如本公司沒有收到　閣下的有效電郵地址，　閣下日後將會收到(i)刊發公司通訊*之通知信函及(ii)可供採取行動的公司通訊*之印刷本。*
4. *If you provide more than one email address by QR code, email, Request Form and/or other means, only the latest email address provided will be registered.*
   如　閣下通過二維碼、電郵、申請表格及／或其他方式提供多於一個電郵地址，只有　閣下最後提供的電郵地址將會被登記。
5. *If you mark "✓" in the box in Option 3, no email address will be registered and only Corporate Communications* and Actionable Corporate Communications* in printed form will be received.*
   *如　閣下在選項3的方格內劃上「✓」號，將不會有電郵地址被登記，只會收取公司通訊*及可供採取行動的公司通訊*之印刷本。*
6. *For the avoidance of doubt, the Company does not accept any other instructions given on this Request Form.*
   為免存疑，在本申請表格上的任何額外指示，本公司將不予處理。

* *"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; and "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.*
「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；而「可供採取行動的公司通訊」指任何涉及要求本公司證券的持有人指示其擬如何行使其作為本公司證券的持有人的權利或作出選擇的公司通訊。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

(i) "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。

(ii) Your Personal Data provided in this Request Form will be used in connection with the Company's electronic dissemination of Corporate Communications* and to liaise with you on other matters relating to your holdings in the Company. Your supply of Personal Data to the Company and/or the Branch Share Registrar is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Request Form.
閣下於本申請表格所提供的個人資料將用於有關本公司以電子方式發佈公司通訊*及就　閣下與持有本公司股權有關的其他事宜與　閣下聯絡。　閣下是自願向本公司及／或股份過戶登記分處提供個人資料。若　閣下未能提供足夠資料，本公司可能無法處理　閣下在本申請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 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(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 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 in writing, by mail to the Hong Kong Privacy Officer of the Branch Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email to PrivacyOfficer@computershare.com.hk.
閣下有權根據《私隱條例》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郵寄至股份過戶登記分處(地址為香港灣仔皇后大道東183號合和中心17M樓)向香港隱私主任提出，或發送電郵至PrivacyOfficer@computershare.com.hk。

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。