

**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 Non-registered holder <sup>(Note 1)</sup>,

**New Arrangements for Dissemination of Corporate Communications** <sup>(Note 2)</sup>

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 (the “Listing Rules”) 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](http://www.tencent.com) and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk). You will receive notification letter of publication of Corporate Communications by email (if you have provided a valid email address) or by post (if you have not provided an email address or the email address is invalid). You may register for the News Alerts service on the HKEX’s website at [www.hkex.com.hk/eng/invest/user/login\\_e.aspx](http://www.hkex.com.hk/eng/invest/user/login_e.aspx) to receive notifications when the Company publishes its Corporate Communications.

**2. Actionable Corporate Communications** <sup>(Note 3)</sup> **to be despatched individually**

The Company is required by the Listing Rules to send Actionable Corporate Communications to each shareholder individually. **As a Non-registered holder, if you wish to receive Actionable Corporate Communications by email from the Company, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares in the Company are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries.**

**3. Request for 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 in printed form in the future, please 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](mailto: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 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](http://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](mailto:tencent.ecom@computershare.com.hk).

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

*Notes:*

1. *This letter is addressed to Non-registered holder of the shares of the Company (“Non-registered holder” means such person or company whose shares in the Company 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 Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the enclosed Request Form.*
2. *“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.*
3. *“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.*