

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))

8 April 2024

Dear Non-registered holder ^(Note 1),

Tencent Holdings Limited (the “Company”)

– **Notice of Publication of 2023 Annual Report, Circular, Notice of Annual General Meeting and Form of Proxy (collectively the “Current Corporate Communications”) and Environmental, Social and Governance Report 2023 (the “2023 ESG Report”)**

The English and Chinese versions of the Company’s Current Corporate Communications are 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 may access the Current Corporate Communications by clicking “Investors” section on the Company’s website at www.tencent.com or browsing through the HKEX’s website at www.hkexnews.hk. For the Non-registered holders who have selected to receive the Company’s Corporate Communications ^(Note 2) in printed form, enclosed are the Current Corporate Communications in your selected language.

For any reason if you have difficulty in receiving email notification or gaining access to the Current Corporate Communications on-line, and if you wish to receive the Current Corporate Communications in printed form, please send your request 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. The Company will promptly upon your request send the Current Corporate Communications to you in printed form free of charge.

The Company’s 2023 ESG Report is published in electronic form only under the “ESG (ESG Report)” section on the Company’s website at www.tencent.com and the HKEX’s website at www.hkexnews.hk. If you wish to receive a printed copy of the Company’s 2023 ESG Report, you may send your request to the Branch Share Registrar by email to tencent.ecom@computershare.com.hk or by post at the above address.

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 HKEX’s website at www.hkexnews.hk. You will receive a 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 to receive notifications when the Company publishes its Corporate Communications.

Actionable Corporate Communications ^(Note 3) to be despatched 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.

Request for Corporate Communications in printed form

Should you wish to receive Corporate Communications in printed form in the future, please complete, sign and return the enclosed Request Form to 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. 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).

Should you have any queries relating to any of the above matters, please contact the 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:

- 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.*
- “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.*
- “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.*

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

REMINDER 提示

As a Non-registered holder ^(Note 1) of the Company, if you wish to receive Corporate Communications* and Actionable Corporate Communications* via electronic dissemination, 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.

作為本公司非登記持有人^(附註1)，如閣下有意以電子方式收取公司通訊*及可供採取行動的公司通訊*，閣下應聯絡代閣下持有本公司股份的銀行、經紀、託管人、代理人或香港中央結算(代理人)有限公司(統稱「中介人」)，並向閣下的中介人提供閣下的電郵地址。

You are NOT required to return this Request Form if you do NOT wish to receive Corporate Communications* in printed form. 如閣下不欲收取公司通訊*印刷本，則毋須交回本申請表格。

Request for Corporate Communications* in printed form / 要求收取公司通訊*印刷本

(Please mark "✓" in the below box if applicable) ^(Note 3) (如適用，請在以下方格內劃上「✓」號) ^(附註3)

Name of the listed company: Tencent Holdings Limited

上市公司名稱：

騰訊控股有限公司

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

Name(s) of Non-registered holder(s):
非登記持有人姓名：

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

Signature(s) ^(Note 3):
簽名 ^(附註3)：

Contact telephone number:
聯絡電話號碼：

Date:
日期：

Notes 附註：

- This Request Form 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*). 此申請表格乃向持有本公司股份之非登記持有人(「非登記持有人」指其本公司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。
 - Please complete all your details clearly. 請清楚填寫閣下之所有資料。
 - Any Request Form with no box marked "✓", with no signature or otherwise incorrectly completed will be void. 任何申請表格若未有在方格內劃上「✓」號，或未有簽署，或填寫不正確，則本申請表格將會作廢。
 - 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; 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

- "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。
- 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。
- 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。
- 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。