

**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 Shareholder,

**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](http://www.tencent.com) and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communications by clicking “Investors” section on the Company’s website at [www.tencent.com](http://www.tencent.com) or browsing through the HKEX’s website at [www.hkexnews.hk](http://www.hkexnews.hk). For the shareholders who have selected to receive the Company’s Corporate Communications <sup>(Note 1)</sup> 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](mailto: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](http://www.tencent.com) and the HKEX’s website at [www.hkexnews.hk](http://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](mailto: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](http://www.tencent.com) and the HKEX’s website at [www.hkexnews.hk](http://www.hkexnews.hk). You will receive a 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](http://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 <sup>(Note 2)</sup> 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](http://www.tencent.com) and the HKEX’s website at [www.hkexnews.hk](http://www.hkexnews.hk).

**Collection of electronic contact details**

**If you have not provided your email address to the Company or need to update your email address, 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 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. If the Company does not receive a functional email address, until such time that the functional email address is provided to the Branch Share Registrar, you will receive (i) notification letter of publication of Corporate Communications and (ii) Actionable Corporate Communications in printed form.**

**Request for Corporate Communications and Actionable Corporate Communications in printed form**

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 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).

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](mailto: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.

