

**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 August 2024

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

**Tencent Holdings Limited (the “Company”)**

– **Notice of Publication of 2024 Interim Report and Updated Arrangements on Electronic Dissemination of Corporate Communications** <sup>(Note 2)</sup>

**1. Notice of Publication of 2024 Interim Report**

The English and Chinese versions of the 2024 Interim Report of the Company (the “Interim Report”) are available on the Company’s website at [www.tencent.com](http://www.tencent.com) (the “Company Website”) and the website of Hong Kong Exchanges and Clearing Limited (the “HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk) (the “HKEX Website”, together with the Company Website, the “Websites”). You may access the Interim Report by clicking “Investors” section on the Company Website or browsing through the HKEX Website. For the Non-registered holders who have selected to receive the Company’s Corporate Communications in printed form, enclosed is the Interim Report in your selected language.

For any reason if you have difficulty in receiving email notification or gaining access to the Interim Report on-line, and if you wish to receive the Interim Report 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 Interim Report to you in printed form free of charge.

**2. Updated Arrangements on Electronic Dissemination of Corporate Communications**

Reference is made to the notification letter to Non-registered holders dated 27 February 2024 regarding the new arrangements for dissemination of Corporate Communications.

The Company hereby, with effect from the date hereof, implements the following updated arrangements on electronic dissemination of Corporate Communications 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 fourth amended and restated memorandum of association and articles of association of the Company (the “Amended Articles”) which came into effect on 14 May 2024:

(i) **Corporate Communications**

Please note that both the English and Chinese versions of all Corporate Communications will continue to be available on the Websites. You may access the Corporate Communications by clicking “Investors” section on the Company Website or browsing through the HKEX Website.

Under the Listing Rules and the Amended Articles, the Company is no longer required to notify shareholders of the publication of Corporate Communications on the Websites. You are encouraged to subscribe for the News Alerts service on the HKEX 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.

For any reason if you have difficulty in gaining access to the Corporate Communications on-line, please send your request to the Company c/o 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 Corporate Communications to you in printed form free of charge.

(ii) Actionable Corporate Communications <sup>(Note 3)</sup>

Under the Listing Rules, the Company is required to send Actionable Corporate Communications to each shareholder individually. **As a Non-registered holder, you will not receive any Actionable Corporate Communications directly from the Company. If you wish to receive Actionable Corporate Communications (whether in electronic form or printed form), 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”). Please contact your Intermediaries for detailed procedures.**

If you wish to receive Actionable Corporate Communications via electronic dissemination, please provide your functional email address to your Intermediaries. It is the responsibility of the Non-registered holders to provide their Intermediaries with a functional email address. If the Intermediaries do not have your functional email address, you will be unable to receive Actionable Corporate Communications in electronic form.

(iii) 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 Company c/o 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 request has been revoked or superseded or until 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.

If you have previously requested Corporate Communications in printed form, your request remains valid until revoked or superseded or until the Company publishes its next annual report in the following year (whichever is earlier).

Details of the above arrangements and the request form are available on the Company Website under “Shareholder Information” in the “Investors” section. 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. *This letter is addressed to Non-registered holder(s) of the shares of the Company (“Non-registered holder(s)” mean such person(s) or company(ies) whose shares in the Company are held in the Central Clearing and Settlement System (CCASS) and who has/have 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.*

## 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 <sup>(Note 1)</sup>, if you wish to receive Actionable Corporate Communications\* (whether in electronic form or printed form), 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.

作為非登記持有人 <sup>(附註1)</sup>，如閣下有意收取可供採取行動的公司通訊\* (不論是以電子方式或印刷本)，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。

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。

I/we hereby request for receipt of Corporate Communications\* in printed form and note that this request will remain valid until the request has been revoked or superseded or until the Company publishes its next annual report in the following year (whichever is earlier).

本人／吾等現要求收取公司通訊\*印刷本，並已知悉該要求將有效直至被撤回或取代或直至本公司於翌年刊發其下一份年報為止(以較早者為準)。

(Please mark “✓” in the below box if applicable) <sup>(Note 3)</sup> (如適用，請在以下方格內劃上「✓」號) <sup>(附註3)</sup>

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：

Signature(s) <sup>(Note 2)</sup>:

簽名 <sup>(附註2)</sup>：

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

Contact telephone number:

聯絡電話號碼：

Date:

日期：

Notes 附註：

- This Request Form is addressed to Non-registered holder(s) of the shares of the Company (“Non-registered holder(s)” mean such person(s) or company(ies) whose shares in the Company are held in the Central Clearing and Settlement System (CCASS) and who has/have 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.

請清楚填妥閣下之所有資料。
- 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; (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

- “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/or Actionable 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／或可供採取行動的公司通訊\*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](mailto: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](mailto: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。**