

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 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 shareholders who have selected to receive the Company's Corporate Communications (Note 1) 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 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 to receive notifications when the Company publishes its Corporate Communications.

Notwithstanding the above, please note that all Actionable Corporate Communications (Note 2) 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 and the HKEX's website at 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 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 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:

- 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.

REQUEST FORM 申請表格

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 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 合和中心17M樓 (Please **choose ONLY ONE** of the options below) (請**只選擇以下其中一項**) Provide your email address for receipt of future Corporate Communications* and Actionable Corporate Communications* via electronic dissemination by scanning <u>your personalised QR code</u> $^{(Note \, d)}$ Personalised QR Code 專屬二維碼 Option 1: 掃描 關下專屬二維碼提供 關下之電郵地址,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*/開注4)

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/香等現以書面提供本人/香等之電郵地址,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*(別註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 " \checkmark " 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)(##£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):

選項1:

Contact telephone number: 聯絡電話號碼:

..... 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 周下之所有資料。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。

- 爾爾定典矣。 图下《内有权书》如陶泰石政界、則每年副表情原出的有整心故果等言被者,力為有效。 Any Request Form with no signature or otherwise incorrectly completed will be void. 任何申請表格者未有業要或填落不正確,則本申請表格將會作廢。 打作 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 图下的有效電影地址,图下日夜將會收到(刊時公司經濟》之類如信錄及(ii) 可供採取行動的公司經濟》之印刷本。 打 you provide more than one email address by OR code, email. Request Form and/or other means, only the learned address provided will be registered. 到 阁下通過二維獨、電影、申請表格及/英英他方式提供多於一個電影地址、只有 阁下最後提供的電影地址將會被登記。

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。

- If you mark */* in the box in Option 3, no email address will be registered and only Corporate Communication on An Actionable Corporate Communications* in printed form will be received.

 如 開下在環境的方格內劃上/實。將不會有電影地放發影,具會收取公司通訊*发可供採取行動的公司通訊*之印刷本。

 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额外指示,本公司將不予處理。
- 等矩序等,在本用前表格上的比例照外相示,本公司两个主题理。
 "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 interim report; (b) 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

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- NAML AND COLLECTION STATEMENT 収集網入資料準期 "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(私態)條例》(「《私態條例》」)中「個人資料」的涵義。
- (ii)
- (iii)

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 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.

閱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,毋須贴上郵票。