

# Tencent 騰訊

## TENCENT HOLDINGS LIMITED

### 騰訊控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

(Stock Code 股份代號: 700)

## NOTIFICATION LETTER 通知信函

29 March 2016

Dear Shareholder,

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

**– Notice of Publication of 2015 Annual Report, Circular, Notice of Annual General Meeting and Form of Proxy (collectively the “Current Corporate Communication”)**

The English and Chinese versions of the Company’s Current Corporate Communication are available on the Company’s website at [www.tencent.com](http://www.tencent.com) and the HKExnews’ website at [www.hkexnews.hk](http://www.hkexnews.hk), or the arranged printed form(s) of the Current Corporate Communication is enclosed (if applicable). You may access the Current Corporate Communication by clicking “Investor Relations” on the home page of the Company’s website or browsing through the HKExnews’ website.

You may at any time choose to receive free of charge any future Corporate Communication<sup>(Note)</sup> either in printed form, or read the website version; and either in English language version only, Chinese language version only or both language versions, notwithstanding any wish to the contrary you have previously conveyed to the Company. If you want to receive printed or another printed version of the Current Corporate Communication, where applicable, or you would like to change your choice of language or means of receipt of the Company’s Corporate Communication in future, please complete the Change Request Form on the reverse side and return it to the Company c/o Computershare Hong Kong Investor Services Limited (the “Branch Share Registrar”) by using the mailing label provided (need not affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the Branch Share Registrar is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. You may also send your request to [tencent.ecom@computershare.com.hk](mailto:tencent.ecom@computershare.com.hk). The Change Request Form may also be downloaded from the Company’s website at [www.tencent.com](http://www.tencent.com) or the HKExnews’ website at [www.hkexnews.hk](http://www.hkexnews.hk).

Even if you have chosen (or are deemed to have consented) to receive all Corporate Communication posted on the Company’s website but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communication, the Company will promptly upon your request send the Current Corporate Communication to you in printed form free of charge.

Should you have any queries relating to any of the above matters, please call the Company’s telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays or send an 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

*Note: Corporate Communication refers to any document 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.*

各位股東：

騰訊控股有限公司(「本公司」)

– 2015年年報、通函、股東週年大會通告及代表委任表格(統稱「本次公司通訊」)之發佈通知

本公司的本次公司通訊的中、英文版本已上載於本公司網站 [www.tencent.com](http://www.tencent.com) 及香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk)，歡迎瀏覽，或按安排附上本次公司通訊之印刷本(如適用)。請在本公司網站主頁按「投資者關係」一項或在香港交易所披露易網站瀏覽本次公司通訊。

儘管閣下早前曾向本公司作出公司通訊<sup>(附註)</sup>收取方式或語言版本的選擇，但仍可以隨時更改有關選擇，轉為以印刷本或網上方式收取及只收取英文印刷本、或只收取中文印刷本；或同時收取中、英文印刷本，費用全免。如閣下欲收取本次公司通訊之印刷本或另一語言版本之印刷本(如適用)，或欲更改日後收取本公司的公司通訊之語言版本及收取方式之選擇，請填妥在本函背面的變更申請表格，並使用隨附之郵寄標籤寄回本公司經香港中央證券登記有限公司(「股份過戶登記分處」)(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)。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。閣下亦可電郵至 [tencent.ecom@computershare.com.hk](mailto:tencent.ecom@computershare.com.hk) 提出要求。變更申請表格亦可於本公司網站 [www.tencent.com](http://www.tencent.com) 或香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 內下載。

閣下如已選擇以網上方式收取本公司所有公司通訊(或被視為已同意以網上方式收取)但因任何理由未能閱覽載於本公司網站的本次公司通訊，閣下只要提出要求，本公司將盡快向閣下寄上所需要的本次公司通訊的印刷本，費用全免。

如對本函內容有任何疑問，請致電本公司電話熱線(852) 2862 8688，辦公時間為星期一至五(香港公眾假期除外)上午9時正至下午6時正或電郵至 [tencent.ecom@computershare.com.hk](mailto:tencent.ecom@computershare.com.hk)。

代表  
騰訊控股有限公司  
馬化騰  
主席  
謹啟

2016年3月29日

附註：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。

## Change Request Form 變更申請表格

To: Tencent Holdings Limited (the "Company")  
(Stock Code: 700)

c/o Computershare Hong Kong Investor Services Limited  
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)

經香港中央證券登記有限公司  
香港灣仔皇后大道東183號合和中心17M樓

I/We have already received a printed copy of the Current Corporate Communication in English/Chinese or have chosen (or are deemed to have consented) to read the Current Corporate Communication posted on the Company's website:  
本人/我們已收取本次公司通訊之英文/中文印刷本或已選擇(或被視為已同意)瀏覽本公司網站所登載之本次公司通訊：

**Part A: I/We would like to receive printed or another printed version of the Current Corporate Communication of the Company, where applicable, as indicated below:**

**甲部：本人/我們現在希望以下列方式收取本公司本次公司通訊之印刷本或另一語言版本之印刷本(如適用)：**

(Please mark **ONLY ONE (X)** of the following boxes 請從下列選擇中，僅在其中一個空格內劃上「X」號)

- I/We would like to receive a printed copy in English now.  
本人/我們現在希望收取一份英文印刷本。
- I/We would like to receive a printed copy in Chinese now.  
本人/我們現在希望收取一份中文印刷本。
- I/We would like to receive both the printed English and Chinese copies now.  
本人/我們現在希望收取英文和中文各一份印刷本。

**Part B: I/We would like to change the choice of language or means of receipt of future Corporate Communication of the Company as indicated below:**

**乙部：本人/我們現在希望更改以下列方式收取本公司日後公司通訊之語言版本或收取方式：**

(Please mark **ONLY ONE (X)** of the following boxes 請從下列選擇中，僅在其中一個空格內劃上「X」號)

- to read the website version of future Corporate Communication published on the Company's website in place of receiving printed copies; and receive a notification letter of the publication of Corporate Communication on the Company's website; **OR**  
瀏覽日後在本公司網站所登載之公司通訊網上版本，以代替印刷本，並收取公司通訊已在網上登載之通知信函；或
- to receive the printed English version of future Corporate Communication ONLY; **OR**  
僅收取日後公司通訊之英文印刷本；或
- to receive the printed Chinese version of future Corporate Communication ONLY; **OR**  
僅收取日後公司通訊之中文印刷本；或
- to receive both printed English and Chinese versions of future Corporate Communication.  
同時收取日後公司通訊之英文及中文印刷本。

Name(s) of Shareholder(s)<sup>#</sup>  
股東姓名<sup>#</sup>

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

Date  
日期

Address<sup>#</sup>  
地址<sup>#</sup>

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

Contact telephone number  
聯絡電話號碼

Signature(s)  
簽名

# You are required to fill in the details if you download this Change Request Form from the Company's website. 假如閣下從本公司網站下載本變更申請表格，請必須填上有關資料。

Notes 附註：

- Please complete all your details clearly.  
請閣下清楚填妥所有資料。
- If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Change Request Form in order to be valid.  
如屬聯名股東，則本變更申請表格須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
- For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.  
為免存疑，任何在本變更申請表格上的額外手寫指示，本公司將不予處理。
- Please note that both printed English and Chinese versions of all the Company's Corporate Communication which we have sent to our Shareholders in the past 12 months are available from the Company on request. They are also available on the Company's website ([www.tencent.com](http://www.tencent.com)) for five years from the date of first publication.  
本公司備有於過去12個月曾寄發予股東的所有公司通訊的英文及中文印刷本。該等通訊文件亦由首次登載日期起計，持續5年上載於本公司網站([www.tencent.com](http://www.tencent.com))。
- The above instruction will apply to all future Corporate Communication to be sent to you until you notify by reasonable notice in writing to the Company c/o the Branch Share Registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong, or by email to [tencent.ecom@computershare.com.hk](mailto:tencent.ecom@computershare.com.hk).  
上述指示適用於發送予閣下之所有日後公司通訊，直至閣下另行合理的書面通知予本公司經股份過戶登記處香港中央證券登記有限公司，地址為香港灣仔皇后大道東183號合和中心17M樓，或以電郵至 [tencent.ecom@computershare.com.hk](mailto:tencent.ecom@computershare.com.hk)。

閣下寄回此變更申請表格時，請將郵寄標籤剪貼於信封上。  
如在本港投寄毋須貼上郵票。

Please cut the mailing label and stick this on the envelope  
to return this Change Request Form to us.

No postage stamp necessary if posted in Hong Kong.

### 郵寄標籤 MAILING LABEL

香港中央證券登記有限公司  
Computershare Hong Kong Investor Services Limited  
簡便回郵號碼 Freepost No. 37  
香港 Hong Kong