

# 美团 Meituan

(A company controlled through weighted voting rights and incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立以不同投票權控制的有限公司)

(Stock Code: 3690)  
(股份代號: 3690)

April 20, 2022

Dear Registered Shareholder(s),

**Meituan (the “Company”)**  
**- Notification of publication of 2021 Annual Report (the “Current Corporate Communication”)**

The Current Corporate Communication of the Company (in English and Chinese) is available on the Company’s website at [about.meituan.com](http://about.meituan.com) and the website of Hong Kong Exchanges and Clearing Limited (“HKEx”) at [www.hkexnews.hk](http://www.hkexnews.hk).

You are entitled at any time to change your means of receipt and/or choice of language of the Current Corporate Communication or all future Corporate Communications<sup>(Note)</sup> of the Company by providing reasonable prior notice in writing to the Company c/o the Company’s Hong Kong share registrar (the “Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong, or simply completing the Change Request Form on the reverse side and returning it to the Company c/o the Share Registrar, using the pre-paid postage mailing label at the bottom of the Change Request Form (a stamp is not required if posted in Hong Kong). You may also send an e-mail with a scanned copy of the completed Change Request Form to [meituan.ecom@computershare.com.hk](mailto:meituan.ecom@computershare.com.hk). The Change Request Form may also be downloaded from the Company’s website at [about.meituan.com](http://about.meituan.com) or the website of HKEx at [www.hkexnews.hk](http://www.hkexnews.hk).

Even if you have chosen (or are deemed to have agreed) to read the website version of the Company’s Current Corporate Communication published on the Company’s website in place of receiving printed copies, if for any reason, you have difficulty in receiving or gaining access to such website version, the Company will, upon your request in writing or by e-mail, promptly send the printed version(s) of the Current Corporate Communication to you free of charge. You may also request a printed copy in the other language if you have received either the English or the Chinese version.

Should you have any queries relating to the above, please call the service hotline of the Share Registrar at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,  
By order of the Board  
**Meituan**  
**Wang Xing**  
Chairman of the Board

Note: Corporate Communications include but are not limited to (a) an annual report; (b) an interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各位登記股東：

**美团（「本公司」）**  
**- 2021 年年報（「本次公司通訊」）之登載通知**

本公司本次公司通訊（中、英文版）已於本公司網站 [about.meituan.com](http://about.meituan.com) 及香港交易及結算所有限公司（「香港交易所」）網站 [www.hkexnews.hk](http://www.hkexnews.hk) 登載。

倘閣下欲更改本公司本次公司通訊或所有日後公司通訊<sup>(附註)</sup>之收取方式及／或語言版本，閣下有權隨時透過本公司香港證券登記處（「證券登記處」），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，預先給予本公司合理時間的書面通知，或可簡單透過填妥本函背面的變更申請表，使用變更申請表下方的已預付郵費郵寄標籤（如在香港投寄，毋須貼上郵票），經證券登記處交回本公司。閣下亦可將已填妥的變更申請表的掃描副本電郵至 [meituan.ecom@computershare.com.hk](mailto:meituan.ecom@computershare.com.hk)。變更申請表亦可於本公司網站 [about.meituan.com](http://about.meituan.com) 或香港交易所網站 [www.hkexnews.hk](http://www.hkexnews.hk) 下載。

閣下如已選擇（或被視為已同意）閱覽在本公司網站登載的本次公司通訊的網上版本以代替收取印刷本，但因任何理由以致在收取或接收本次公司通訊網上版本時出現困難，本公司將應閣下書面或電郵要求盡快向閣下寄發本次公司通訊的印刷本，費用全免。若閣下已收取中文或英文版本的本次公司通訊，閣下亦可要求索取另一種語言版本的印刷本。

如閣下對上述事項有任何疑問，請於辦公時間內（星期一至星期五（香港公眾假期除外）上午9時正至下午6時正）致電證券登記處熱線(852) 2862 8688查詢。

承董事會命  
**美团**  
董事長  
**王興**  
謹啟

2022年4月20日

附註：公司通訊包括但不限於：(a) 年度報告；(b) 中期報告；(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

**To: Meituan (the "Company")**  
**(Stock Code: 3690)**  
 c/o Computershare Hong Kong Investor Services Limited  
 17M Floor, Hopewell Centre  
 183 Queen's Road East  
 Wan Chai, Hong Kong

**致：美团（「公司」）**  
**（股份代號：3690）**  
 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

**Part A - I/We have already received printed version of the Current Corporate Communication in English/Chinese or have chosen (or are deemed to have agreed) to read the Current Corporate Communication published on the Company's website. I/we would like to request the following printed version(s) of the Current Corporate Communication:**  
**甲部 - 本人/吾等已收取本次公司通訊之中文/英文印刷本或已選擇（或被視為已同意）閱覽在公司網站登載的本次公司通訊，本人/吾等欲要求索取下列所示之本次公司通訊的印刷本：**

(Please mark "X" in ONLY ONE of the following boxes) (請僅在下列其中一個空格內劃上「X」號)

- the printed English version; OR  
 英文印刷本；或
- the printed Chinese version; OR  
 中文印刷本；或
- both the printed English and Chinese versions.  
 中、英文印刷本。

**Part B - I/We would like to change the means of receipt and choice of language of all future Corporate Communications\* of the Company in the manner as indicated below:**  
**乙部 - 本人/吾等欲更改以下列方式收取 貴公司所有日後公司通訊\*的收取方式及語言版本：**

(Please mark "X" in ONLY ONE of the following boxes) (請僅在下列其中一個空格內劃上「X」號)

- to read all future Corporate Communications published on the Company's website at about.meituan.com in place of receiving printed copies, and to receive a notification letter of the publication of Corporate Communications on the Company's website; OR  
 閱覽所有日後在公司網站 about.meituan.com 登載的公司通訊，以代替收取印刷本，並收取公司通訊已在公司網站登載的通知信函；或
- to receive the printed English version of all future Corporate Communications ONLY; OR  
 僅收取所有日後公司通訊的英文印刷本；或
- to receive the printed Chinese version of all future Corporate Communications ONLY; OR  
 僅收取所有日後公司通訊的中文印刷本；或
- to receive both the printed English and Chinese versions of all future Corporate Communications.  
 同時收取所有日後公司通訊的中、英文印刷本。

**Contact telephone number:**

**聯絡電話號碼:**

**Date:**

**日期:**

**Signature:**

**簽名:**

Notes 附註:

- Unless otherwise defined herein, terms used in this Change Request Form shall bear the same meanings as those defined in the Letter to Registered Shareholder(s) dated April 20, 2022.  
 除本文另有界定外，本變更申請表中所用詞彙與日期為 2022 年 4 月 20 日致登記股東之函件所界定者具有相同涵義。
- Please complete all your details clearly.  
 請 閣下清楚填寫所有資料。
- 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 given on this Change Request Form.  
 為免存疑，任何在本變更申請表上作出的特別指示，公司將不予處理。

**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 supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this form.  
 閣下是自願向公司提供個人資料。若 閣下未能提供足夠資料，公司可能無法處理 閣下在本表格上所述的指示及/或要求。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its share registrar, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for verification and record purposes.  
 公司可就任何所說明的用途，將 閣下的個人資料披露或轉移給公司的附屬公司、證券登記處，及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及記錄用途。
- 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 made in writing to the Personal Data Privacy Officer of Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.  
 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向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）的個人資料私隱主任提出。

\* Corporate Communications include but are not limited to (a) an annual report; (b) an interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

\* 公司通訊包括但不限於：(a) 年度報告；(b) 中期報告；(c) 會議通告；(d) 上市文件；(e) 通函；及 (f) 代表委任表格。

### 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.**

當 閣下寄回本申請表格時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無需支付郵費或貼上郵票。

### Get in touch with us 與我們聯繫

Send us an enquiry 垂詢  
Rate our service 評價  
Lodge a complaint 投訴



**Contact Us 聯繫我們**

[www.computershare.com/hk/contact](http://www.computershare.com/hk/contact)