

(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 (HKD counter) and 83690 (RMB counter) 股份代號: 3690 (港幣櫃台) 及83690 (人民幣櫃台)

April 29, 2024

Dear Registered Shareholder(s),

### Meituan (the "Company")

- Notification of publication of 2023 Annual Report and 2023 Environmental, Social and Governance 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 and the website of Hong Kong Exchanges and Clearing Limited ("**HKEx**") at 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 (Note) 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 prepaid 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. The Change Request Form may also be downloaded from the Company's website at about.meituan.com or the website of HKEx at 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」)

- 2023 年年報及 2023 年環境、社會及管治報告(「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 及香港交易及結算所有限公司(「**香港交易所**」)網站 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,地址爲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。變更申請表亦可於本公司網站 about.meituan.com或香港交易所網站 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)28628688查詢。

承董事會命 **美团** *董事長* **王興** 謹啟

2024年4月29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 Codes: 3690 (HKD counter) and 83690 (RMB counter)

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 (港幣櫃台)及83690 (人民幣櫃台)

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 <b>printed English and Chinese versions</b> . 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 an e-mail notification or a notification letter of the publication of Corporate Communications on the Company's website; <b>OR</b> 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電郵通知或通知信函; <b>或</b>
E-mail Addi 電郵地址	ress
	(The Company will send to the e-mail address provided above (if any) a notification of the publication of the Corporate Communications on the Company's website in the future. If no e-mail address is provided, only a notification letter of the publication of the Communications on the Company's website will be sent instead. <u>Please provide the e-mail address in English Capital Letters</u> and the e-mail address is used for e-mail notification of the release of the Corporate Communications only.)  (公司日後僅將公司總訊已在公司總路登載的通知發送至如上提供之電郵地址(划有)。如未有提供電郵地址,則僅會向 閣下寄發公司通訊已在公司網路登載之通知信函。 <u>請以英文正情境寫電郵地址</u> ,有關電郵地址僅用作收取公司通訊已發佈的電郵通知。
	to receive the <b>printed English version</b> of all future Corporate Communications ONLY; <b>OR</b> 僅收取所有日後公司通訊的 <b>英文印刷本:或</b>
	to receive the <b>printed Chinese version</b> of all future Corporate Communications ONLY; <b>OR</b> 僅收取所有日後公司通訊的 <b>中文印刷本</b> : <b>或</b>
	to receive both the <b>printed English and Chinese versions</b> of all future Corporate Communications. 同時收取所有日後公司通訊的 <b>中、英文印刷本</b> 。
	Contact telephone number: 聯絡電話號碼:
Signature: 簽名:	VITE CHEWY
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 29, 2024. 除本文另有界定外,本變更申請表中所用詞彙與日期為 2024 年 4 月 29 日致登記股東之函件所界定者具有相同涵義。
- 2.
- 除本文另有养定外,本要更申請农中所用詞樂與日期為 2024 中 4 月 29 日 以至此成本之國田內所水化田水內田田西城 Please complete all your details clearly. 請 閣下清楚鎮妥所有資料。
  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、或未有企署、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. 島兔存疑,任何在本變更申請表上作出的特別指示,公司將不予處理。

- hal Information Collection Statement 收集個人資料學明:
  "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.

  閻下是自願向公司提供個人資料。若 閻下未能提供足夠資料,公司可能無法處理 閻下在本表格上所述的指示及/或要求。 (ii)
- (iii)
- 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 閣下的個人資料按舊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,並將任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 Hong Kong 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)的香港隱私主任提出。 (iv)
- \* 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