

# 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 (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](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」）

### - 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](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

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。

