

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

9 August 2024

Dear Registered Shareholder(s),

## Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Meituan (the “Company”) is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the “Corporate Communications”), which mean any documents issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors’ report, its annual accounts together with a copy of the auditors’ 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.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at [about.meituan.com](#) and the website of HKEXnews at [www.hkexnews.hk](#) in place of printed copies (except for Actionable Corporate Communications<sup>(Note)</sup>). You need to proactively check the Company’s website and the HKEXnews website to keep up with the publication of Corporate Communications.

Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communications, the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the “Reply Form”). Alternatively, you may sign and return the Reply Form to 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.

**If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Share Registrar, you may (i) be unable to receive any notifications regarding the publication of Corporate Communications; and (ii) the Company will send the Actionable Corporate Communications<sup>(Note)</sup> in printed form in the future.**

In support of this environmentally friendly communication, the Company recommends you to elect to receive Corporate Communications electronically.

If you want to receive future Corporate Communications in printed form, please complete and return the Reply Form on the reverse side to the Share Registrar or send an email to [meituan.ecom@computershare.com.hk](#) specifying your name, address and request to receive the Corporate Communications in printed form. Please note that (i) instructions made previously to receive Corporate Communications in printed form will expire on 30 August 2024; and (ii) instructions made in this instance to receive future Corporate Communications in printed form shall be valid for one year starting from the receipt date of your instruction and will expire thereafter, unless it is revoked or superseded before its expiry.

Should you have any queries relating to this letter, please contact the Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

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

Note: Actionable Corporate Communication is any Corporate Communication that seeks instructions from issuer’s securities holders on how they wish to exercise their rights or make an election as the issuer’s securities holder.

各位登記股東：

## 以電子方式發佈公司通訊之安排

根據自2023年12月31日起生效的擴大無紙化上市機制及以電子方式發佈公司通訊規定下香港聯合交易所有限公司證券上市規則（「上市規則」）第2.07A條，美团（「本公司」）謹此通知閣下，本公司已採用以電子方式發佈公司通訊（「公司通訊」）之安排，該公司通訊是指本公司發出或將要發出以供其任何證券的持有人或投資大眾參照或採取行動的任何文件，包括但不限於(a)董事報告、年度賬目以及審計報告副本以及（如適用）財務摘要報告；(b)中期報告及其中期報告摘要（如適用）；(c)會議通知；(d)上市文件；(e)通函；和(f)委任表格。

請注意，所有日後公司通訊的英文版和中文版將在本公司網站[about.meituan.com](#)和香港交易所披露易網站[www.hkexnews.hk](#)上提供，以代替印刷本（可供採取行動的公司通訊<sup>(附註)</sup>除外）。閣下需要主動查看本公司網站和香港交易所披露易網站以留意公司通訊的發佈。

徵集電子聯絡資料

為確保及時收到最新的公司通訊，本公司建議閣下透過掃描本函背頁之回條（「回條」）上列印的閣下專屬二維碼來提供閣下的電子郵件地址。或者，閣下也可以簽署回條並交回本公司的香港股份過戶登記處（「股份過戶處」）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。

如果本公司沒有收到閣下的有效電子郵件地址，直至股份過戶處收到閣下有效的電子郵件地址前，(i)閣下將無法收到任何有關發佈公司通訊的通知，及(ii)本公司未來將以印刷本形式發送可供採取行動的公司通訊<sup>(附註)</sup>。

為響應對環境友善的通訊方式，本公司建議閣下選擇以電子方式收取公司通訊。

若閣下希望收取未來公司通訊之印刷本，請填妥本函背頁之回條並交回股份過戶處，或發送電子郵件至[meituan.ecom@computershare.com.hk](#)，並註明閣下的姓名、地址以及收取公司通訊印刷本的要求。請注意，(i)過往已選擇收取公司通訊印刷版之指示將於2024年8月30日過期；及(ii)本次選擇收取未來公司通訊印刷版之指示由收悉閣下指示當日起計一年內有效，此後將過期，除非閣下提前撤回或取代指示。

如閣下對本函件有任何疑問，請於辦公時間星期一至五（香港公眾假期除外）上午9時正至下午6時正（香港時間）期間致電股份過戶處(852)2862 8688查詢。

承董事會命  
美团  
王興  
董事長  
謹啟

二零二四年八月九日

附註：可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited (the "Share Registrar")
17M Floor, Hopewell Centre
183 Queen's Road East, Wanchai, Hong Kong

致：香港中央證券登記有限公司(「股份過戶處」)
香港灣仔皇后大道東183號
合和中心17M樓

(Please choose ONLY ONE of the options below)
(請從以下選項中只選擇其中一項)

Option 1: Provide your email address for receipt of future Corporate Communications of the Company via electronic dissemination by scanning your personalized QR code. Personalized QR Code 專屬二維碼. [QR Code]

Option 2: I/we hereby provide my/our email address in writing for receipt of future Corporate Communications of the following listed company (the "Company") via electronic dissemination. 本人 / 吾等現以書面提供本人 / 吾等之電子郵件地址...

Option 3: I/we hereby request for receipt of future Corporate Communications in printed form and noted that this instruction shall be valid for one year starting from the receipt date of instruction... English Version 英文版本, Chinese Version 中文版本, English and Chinese Versions 英文及中文版本

Signature(s): 簽名; Contact number: 聯絡電話號碼; Date: 日期

Notes 附註:

- 1. Please complete all your details clearly. 2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 3. If the Company does not receive a functional email address in your reply... 4. Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company... 5. If you provide more than one email address by QR code, email, reply form and/or other means... 6. If you mark 'x' in the box in Option 3, no email address will be registered and only Corporate Communications in printed form will be received. 7. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.

PERSONAL INFORMATION COLLECTION STATEMENT

收集個人資料聲明

- (i) "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance... (ii) Your Personal Data provided in this Reply Form will be used in connection with... (iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies... (iv) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO...



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 form to us.

No postage is necessary if posted in Hong Kong.
當閣下寄回此回條時, 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。