



**XPeng Inc.**  
**小鵬汽車有限公司\***

(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: 9868)

(股份代號: 9868)

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## NOTIFICATION LETTER 通知信函

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Dear Non-Registered Shareholder<sup>(1)</sup>,

18 April 2024

**XPeng Inc. (the "Company")**

— Notification of publication of 2023 Annual Report (the "Current Corporate Communication") and Environmental, Social and Governance Report

The Current Corporate Communication of the Company, in both English and Chinese versions, is available on the websites of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) and the Company at [www.xiaopeng.com](http://www.xiaopeng.com). You may access the Current Corporate Communication by clicking the <Investor Relations> section of the Company's website.

If you wish to receive printed version of the Current Corporate Communication, please complete the Request Form on the reverse side and return it to the Company's Hong Kong Branch Share Registrar, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the mailing label (for pre-paid postage in Hong Kong) at the bottom of the Request Form.

Please note that by completing and returning the Request Form to request for the printed version of the Current Corporate Communication, you will expressly indicate that your instruction to receive printed version will apply to all future Corporate Communications<sup>(2)</sup> of the Company to be sent to you until you notify the Company's Hong Kong Branch Share Registrar to the contrary or you cease to hold any shares of the Company.

The Company's 2023 Environmental, Social and Governance Report is published in electronic form only on the websites of the Company's investor relations at [ir.xiaopeng.com](http://ir.xiaopeng.com) and The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk). If you wish to receive a printed copy of our 2023 Environmental, Social and Governance Report, you may submit your request to the Company's Hong Kong Branch Share Registrar by post at the above address.

Should you have any queries relating to this notification, please do not hesitate to call the enquiry hotline at (852) 2980 1333 from 9:00 a.m. to 5:00 p.m. (Monday to Friday, excluding public holidays).

By order of the Board  
**XPeng Inc.**  
**Xiaopeng He**  
Chairman

**Notes:**

- (1) This notification letter is addressed to "Non-registered Shareholder", which means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications.
- (2) "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's securities, 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.

\* For identification purpose only

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各非登記股東<sup>(1)</sup>：

**XPeng Inc. (「本公司」)**

— 2023年年度報告(「本次公司通訊」)及環境、社會及管治報告之發佈通知

本公司之本次公司通訊，均備有英文及中文版本，已登載於香港聯合交易所有限公司網站[www.hkexnews.hk](http://www.hkexnews.hk)及本公司網站[www.xiaopeng.com](http://www.xiaopeng.com)。閣下可於本公司網站內的「投資者關係」項目內瀏覽本次公司通訊。

如閣下欲收取本次公司通訊之印刷本，請填妥本函背面之申請表格及使用申請表格底部隨附之郵寄標籤(已預付在香港投寄之郵費)寄回本公司之香港股份過戶登記分處卓佳證券登記有限公司，地址為香港夏愨道16號遠東金融中心17樓。

請注意，當閣下填寫及寄回申請表格以索取本次公司通訊之印刷本後，即表示確認閣下收取印刷本之指示將適用於本公司今後所有之公司通訊<sup>(2)</sup>，直至閣下通知本公司之香港股份過戶登記分處另外之安排或停止持有本公司的股份。

本公司《2023環境、社會及管治報告》僅以電子形式載於本公司的投資者關係網站[ir.xiaopeng.com](http://ir.xiaopeng.com)及香港聯交所網站[www.hkexnews.hk](http://www.hkexnews.hk)。若閣下欲索取本公司《2023環境、社會及管治報告》的印刷本，閣下可向股份過戶登記分處(郵寄至上述地址)提出有關要求。

閣下如就本通知有任何疑問，請於上午九時至下午五時(星期一至星期五，公眾假期除外)，致電查詢熱線(852) 2980 1333。

承董事會命  
**XPeng Inc.**  
董事長  
何小鹏

2024年4月18日

**附註：**

- (1) 此函件乃向本公司之非登記之股東(指股份存放於中央結算及交收系統的人士或公司，並透過香港中央結算有限公司不時向本公司發出通知，希望收取公司通訊)發出。
- (2) 「公司通訊」指由本公司發出或將予發出以供本公司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、年度賬目連同核數師報告及財務摘要報告(如適用)；(b)中期報告及中期摘要報告(如適用)；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

\* 僅供識別

## REQUEST FORM 申請表格

To: **XPeng Inc. (the "Company")**  
(Stock Code: 9868)  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: **XPeng Inc. (「本公司」)**  
(股份代號: 9868)  
經卓佳證券登記有限公司  
香港夏愨道16號  
遠東金融中心17樓

I/We would like to receive the current and future Corporate Communications<sup>(1)</sup> in printed copy of the Company.  
本人/吾等要求索取本公司本次及今後刊發之公司通訊<sup>(1)</sup>之印刷本。

Signature:  
簽署:

Date:  
日期:

Name:  
姓名:

(English 英文)

(Chinese 中文)

(in block letters 請以正楷填寫)

Contact Phone Number:

聯絡電話: \_\_\_\_\_

Notes 附註:

- "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's securities, 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.  
「公司通訊」指由本公司發出或將予發出以供本公司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、年度賬目連同核數師報告及財務摘要報告(如適用)；(b)中期報告及中期摘要報告(如適用)；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。
- By completing and returning this Request Form to request for the printed copy of the Current Corporate Communication, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed copy.  
當閣下填寫及寄回此申請表格以索取刊發之本次公司通訊印刷本後，即表示閣下確認擬收取本公司日後刊發的所有公司通訊的印刷本。

(Please cut along the dotted line 請沿虛線剪下)



Please cut the mailing label and stick this on  
an envelope to return the Request Form to us.  
**No postage stamp is required for local mailing**

當閣下寄回此表格時，請將此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

### Mailing Label 郵寄標籤

Tricor Investor Services Limited  
卓佳證券登記有限公司  
Freepost No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港  
XPeng Inc. (9868)