

(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 <u>about.meituan.com</u> and the website of HKEXnews at <u>www.hkexnews.hk</u> in place of printed copies (except for Actionable Corporate Communications<sup>(Notc)</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 <a href="mailto:meituan.ecom@computershare.com.hk">meituan.ecom@computershare.com.hk</a> 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

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<u>about.meituan.com</u>和香港交易所披露易網站<u>www.hkexnews.hk</u>上提供,以代替印刷本(可供採 取行動的公司通訊<sup>(網註)</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>(網註)。</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** 董華段 謹啟

R	$\mathbf{E}$	PL	Y	FO	RM	回任	条
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Computershare Hong Kong Investor Services Limited (the "Share Registrar")

17M Floor, Hopewell Centre 183 Queen's Road East, Wanchai, Hong Kong

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 <u>choose ONLY ONE of the options below</u>) (請<u>從以下選項中只**選擇其中**一項</u>)

Option 1:

Provide your email address for receipt of future Corporate Communications (Note 3) of the Company via electronic dissemination by scanning  $\underline{your\ personalized\ QR\ code}$ 

選項1: 掃瞄 <u>閣下專屬二維碼</u>提供 閣下之電子郵件地址,以接收本公司通過電子方式發佈的未來公司通訊 $^{(Ħ\pm 3)}$ 

You are **NOT required** to return this Reply Form if you choose Option 1. 如選擇了選項1, 閣下**無須**交回本回條。

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(Note.3) of the following listed company (the "Company") via electronic dissemination												
選項2: 本人/吾等現以書面提供本人/吾等之的電子郵件地址,以確保收到以下上市公司(「公司」)通過電子方式發佈的未來公司通訊 <sup>(例註1)</sup>												
Name of Securities holder(s) 證券持有人姓名:	Name of the listed company 上市公司名稱: Meituan 美团											
Email address 電郵地址: (Note 3/開註3)												

簽	ignature(s): (Note I 套名:(附註1)		Contact number: 際絡電話號碼:	Date: 日期:			
	Eng	glish Version 英文版本	Chinese Version 中文版本	English and Chinese Versions 英文及中文版本	_		
	選項3:	本人/吾等現要求收取未來公司通訊 <sup>(例註4)</sup> 印刷版,並已知悉本指示由收取指示日期起計一年內有效,除非指示被提前撤銷或取代 <sup>(例註6)</sup> (如適用,請在以下方格內劃上 [✔]號)					
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 future receipt date of instruction valuess it is revoked or superseded before its expiry. (Please mark "\sqrt"" in the below box if applicable)							

(iv)

- Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid.

  高清差真美 周下之所有資料。如屬聯名股東:則本回條我由所有聯名股東聯合簽署,方為有效。
  Any Reply Form with no signature or otherwise incorrectly completed will be void.

  任何回錄在未有簽署或在其他方面消离不正確,則將對作樂
  If the Company does not receive a functional email address in your reply, the Company will send the Actionable Corporate Communication in printed form in the future. Actionable 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.

  如本公司沒有效劑 圖下的有效電子無序建筑,本公司揭记时剩本形式餐缸的採集和新的水类公司閩浦,但採集打新的公司閩浦指任何涉及要求餐行人的邀券特有人指示其農如何行使其有關證券持有人的權利或作出選擇的公司閩浦。
  Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Communication.
- 的公司通訊。
  Whese otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form. 

  R来另有结构,公司通讯分指本公司已要由现政策开设出以供其任何避券的特有人参照政策取行勤的任何文件,其中包括但不限效年报,中期报告,會議通告、通确及代表委任表格。

  If you provide more than one email address by QR code, email, reply form andor other means, only the latest one email address provided will be registered.

  If you mank \*\notice\noti\

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

(i)

(ii)

释劈明
"Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 4 86 of the Laws of Hong Kong ("PDPO").

本常男中所指的「他人資料」與希德法例第486章(個人資料(私意) 條例 ((私職機幣)))中、個人資料」的調義相同。
Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications and to liaise with you on other matters relating to your holdings in the Company. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.

In 下水平可整体提供的關 资料等用於(包括但不限於)有關本公司以電子方式發佈公司通訊及就 関下持有的公司證券有關的其他事宜上與 関下聯絡。 関下是自顧向本公司提供個人資料。若 関下未能提供足夠資料。本公司可能無法選理 關下在原始的法所及人 或要求。
Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes. 本公司或任何特別系列指性政策在表现是还有的规划有比较成本的表现,是不是不是不是不是不是不是不是不是不是不是不是不是不是一个专家的工作的。
You have the right to request access to and/or correction of your Personal Data in accordance with the provisional to the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the thing in the Replace of the Replace of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the thing the Replace of the Replace of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the thing the Replace of the Replace of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the thing the Replace of the Replace of the PDPO. Any such request for access to and/or correction of your Personal Data shoul (iii)

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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。