



Tongcheng Travel Holdings Limited

同程旅行控股有限公司

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立的有限公司)

(Stock Code 股份代號: 0780)

Dear Shareholder(s),

Election of Means of Receipt of Corporate Communications

With reference to the notification letter of Tongcheng Travel Holdings Limited (the “Company”) dated 28 June 2024 titled “Election of Means of Receipt of Corporate Communications”, the Company is writing to remind you that the Company has adopted electronic dissemination of corporate communications (the “Corporate Communications”), which means any document(s) issued or to be issued by the Company including but not limited to (a) the directors’ report, where applicable, the ESG report, the annual accounts together with a copy of the auditors’ report and, where applicable, the summary financial report; (b) the interim report and, where applicable, the summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; (f) a proxy form and (g) Actionable Corporate Communications^(Note). All future Corporate Communications will be available electronically on the website of the Company at www.tongchengir.com and the HKEXnews website at www.hkexnews.hk in place of printed copies (the “Website Version”).

To make your election of means of receipt of Corporate Communications, please complete the enclosed reply form (the “Reply Form”) in accordance with the instructions printed thereon and sign and return it by mail or by hand to the Company. Please use your own envelope stuck with stamp to return the Reply Form to us at Tongcheng Travel Mansion, No. 66 Yunhui Road, Suzhou Industrial Park, Jiangsu Province, the PRC. You may also send email with a scanned copy of the duly completed and signed Reply Form to TongchengSA@ly.com.

If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you by June 28, 2025, and until you inform the Company by reasonable prior notice (not less than 7 days) in writing to the Company at Tongcheng Travel Mansion, No. 66 Yunhui Road, Suzhou Industrial Park, Jiangsu Province, the PRC or by email to TongchengSA@ly.com, you are deemed to have consented to receive the Website Version of all future Corporate Communications. The Company will not send a notification of publication of the Website Version of Corporate Communications to its Shareholders. The Shareholders are encouraged to proactively monitor the availability of all future Corporate Communications on the websites and access the Website Version of Corporate Communications by themselves.

You are entitled at any time by reasonable prior notice (not less than 7 days) in writing to the Company at Tongcheng Travel Mansion, No. 66 Yunhui Road, Suzhou Industrial Park, Jiangsu Province, the PRC or by email to TongchengSA@ly.com to change your choice of means of receipt of future Corporate Communications.

Even if you have chosen (or are deemed to have consented) to receive the Website Version of future Corporate Communications but for any reason have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company will, upon your request in writing or by email to TongchengSA@ly.com, send the printed form of the Corporate Communications to you free of charge.

Please note that printed copies of the English and Chinese versions of all future Corporate Communications will be available from the Company on request. The Website Version of all future Corporate Communications will also be available on the Company’s website at www.tongchengir.com and the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk.

Should you have any query relating to this letter, please email the Company at TongchengSA@ly.com.

Note: “Actionable Corporate Communication” refers to any Corporate Communication from the Company that seeks instructions from its securities holders on how they wish to exercise their rights or make an election as the securities holder of the Company.

By order of the Board
Tongcheng Travel Holdings Limited
Ma Heping
Executive Director and Chief Executive Officer

Hong Kong, May 30, 2025

各位股東，

選擇公司通訊的收取方式

根據同程旅行控股有限公司（「公司」）日期為2024年6月28日有關「選擇公司通訊的收取方式」之通知信函所述，公司謹此提醒 閣下，公司已採用以電子方式發佈公司通訊（「公司通訊」），該公司通訊是指公司向向其任何證券持有人提供資訊或提醒其採取行動而發佈或將予發佈的任何文件，包括但不限於：(a)董事會報告、ESG報告（如適用）、年度財務報告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)會議通知；(d)上市文件；(e)通函；(f)委任代表表格；及(g)可採取行動之公司通訊^(附註)。所有未來公司通訊將在公司網站www.tongchengir.com和披露易網站www.hkexnews.hk上提供（「網上版本」），以代替印刷本。

為 閣下選擇收取公司通訊的方式，請 閣下按照隨附的回條（「回條」）上印有的指示填妥該回條並簽署，郵寄或交回本公司，請 閣下使用貼有郵票的自備信封將回條交回本公司，地址為中國江蘇省蘇州工業園區醴慧路66號同程旅行大廈。 閣下亦可將填妥及簽署的回條掃描本電郵至TongchengSA@ly.com。

倘本公司於2025年6月28日或之前仍未收到 閣下已填妥並簽署的回條或任何表示反對的書面回覆，及直至 閣下另行以合理時間（不少於7天）的事先書面通知本公司（地址為中國江蘇省蘇州工業園區醴慧路66號同程旅行大廈）或電郵至TongchengSA@ly.com，即表示 閣下已同意收取所有日後公司通訊網上版本，本公司不會向股東發出公司通訊網上版本的登載通知。本公司鼓勵股東主動留意網站上所有日後的公司通訊的登載情況，並自行瀏覽公司通訊的網上版本。

閣下有權隨時以合理時間（不少於7天）的事前書面通知本公司（地址為中國江蘇省蘇州工業園區醴慧路66號同程旅行大廈）或電郵至TongchengSA@ly.com，以更改日後公司通訊收取方式的選擇。

倘 閣下已選擇（或被視為已同意）以網上版本形式收取日後公司通訊，如因任何原因以致收取或接收公司通訊的網上版本出現困難，只需向本公司以書面方式或電郵至TongchengSA@ly.com提出要求，均可立即獲免費發送公司通訊的印刷本。

請注意， 閣下可提出要求向本公司索取所有日後公司通訊的英文版及中文版印刷本。所有日後公司通訊的網上版本亦將於本公司網站www.tongchengir.com及香港聯合交易所有限公司網站www.hkexnews.hk上刊載。

閣下如有任何與本函件有關的疑問，請電郵本公司至TongchengSA@ly.com。

附註：「可採取行動之公司通訊」指本公司發出的任何公司通訊，該通訊尋求其證券持有人就如何行使其作為本公司證券持有人的權利或進行選擇作出的指示。

承董事會命
同程旅行控股有限公司
執行董事兼首席執行官
馬和平

香港，2025年5月30日



To: **Tongcheng Travel Holdings Limited (the “Company”)**
(Stock Code: 0780)
Tongcheng Travel Mansion
No. 66 Yunhui Road
Suzhou Industrial Park
Jiangsu Province, the PRC

致: 同程旅行控股有限公司 (「本公司」)
(股份代號: 0780)
中國江蘇省
蘇州工業園區
蠡慧路66號
同程旅行大廈

(Please mark a "✓" in ONLY ONE of the following boxes.)
本人／吾等希望以下列方式收取本公司的所有日後公司通訊：
(請僅在下列其中一個空格內劃上「✓」號)

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to read all future corporate communications (the “**Corporate Communication(s)**”) published on the Company’s website at www.tongchengir.com (the “**Website Version**”) instead of receiving printed copies, provided that for all Actionable Corporate Communications and will be sent to you individually by email. If the Company does not possess your email address or the email address provided is not functional, the Company will send the Actionable Corporate Communication in printed form to you; or

瀏覽本公司網站www.tongchengir.com所有日後公司通訊（「**公司通訊**」）的網上版本（「**網上版本**」）以代替通過收取印刷本，惟就所有可採取行動之公司通訊而言，該公司通訊將以電郵個別發送予閣下，如果本公司沒有獲取閣下的電子郵箱地址或其提供的電子郵箱地址無效，本公司將以印刷本形式閣下發送可供採取行動之公司通訊；或

[illegible]

(Please provide the email address in English Capital Letters and the email address will be used for the purpose of receiving all future Actionable Corporate Communications in electronic form from the Company only.)
(請以英文正楷填寫電郵地址，有關電郵地址將僅用作以電子形式發送的可供採取行動的公司通訊。)

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to receive the printed English version of all future Corporate Communications only; or
僅收取所有日後公司通訊的英文印刷版本；或

to receive the printed Chinese version of all future Corporate Communications only; or
僅收取所有日後公司通訊的中文印刷版本；或

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to receive both the printed English and Chinese versions of all future Corporate Communications.
同時收取所有日後公司通訊的英文及中文印刷版本。

Date
日期：

(Chinese)
(中文)

Address:
通訊地址：

Notes: 附註：

- Notes: 附註
1. Please complete all your details clearly.
請 閣下清楚填妥所有資料。
2. If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you by June 28, 2025, and until you inform the Company by reasonable prior notice (not less than 7 days) in writing to the Company at Tongcheng Travel Mansion, No. 66 Yunhu Road, Suzhou Industrial Park, Jiangsu Province, the PRC or by email to TongchengSA@ly.com, you are deemed to have consented to the use of the Website for the purpose of the future collection of shareholders' information and the future publication of the Website Version of Corporate Communications to its Shareholders. The Shareholders are encouraged to proactively monitor the availability of all future Corporate Communications and access the Website Version of Corporate Communications by themselves.
- 倘本公司於2025年6月28日或之前仍未收到 閣下已填妥並簽署的回條或任何書面反對的書面回覆，及直至 閣下另行以合理時間（不少於7天）的事先書面通知本公司（地址為中國江蘇省蘇州工業園臨慧路66號同程旅行大廈），或電郵至 TongchengSA@ly.com，即表示 閣下已同意收取所有日後公司通訊網上版本。本公司不會向股東發出公司通訊網上版本的登載通知。本公司就向股東主動留意意欲於所有日後的公司通訊網上版本，或透過中國互聯網訊網上版本。
3. If your names are held in joint names, the shareholder whose name stands first on the register of the members of the Company in respect of the joint holding should sign on this Reply Form in order to be valid.
如屬聯名股東，則應由就聯名持有股份在本公司股東名冊上排名最前的股東於本回條上簽署，方為有效。
4. The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise the Company by reasonable prior notice (not less than 7 days) in writing to the Company at Tongcheng Travel Mansion, No. 66 Yunhu Road, Suzhou Industrial Park, Jiangsu Province, the PRC or by email to TongchengSA@ly.com.
- 上述適用指示將適用於 閣下的所有日後公司通訊，直至 閣下向本公司（地址為中國江蘇省蘇州工業園臨慧路66號同程旅行大廈）發出合理時間（不少於7天）的事前書面通知或電郵至 TongchengSA@ly.com 為止。
5. You are entitled at any time by reasonable prior notice (not less than 7 days) in writing to the Company to change your choice of means of receipt of future Corporate Communications.
閣下有權隨時以合理時間（不少於7天）的事前書面通知本公司，更改 閣下對日後公司通訊接收方式的選擇。
6. For the purpose of doubt, the Company does not accept any special instructions written on this Reply Form.
為免存疑，在本回條上的任何額外指示，公司將不予處理。
7. Corporate Communications refer to any documents 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, where applicable, the ESG report, the annual accounts together with a copy of the auditors' report and, where applicable, the summary financial report; (b) the interim report and, where applicable, the summary interim report; (c) a company communication notice; (d) a circular; (e) a document of offer; (f) a document of allotment; (g) a document of redemption; (h) a document of exchange; (i) a document of variation of rights; (j) a document of variation of capital; (k) a document of variation of the constitution; (l) a document of variation of the articles of association; (m) a document of variation of the memorandum of association; (n) a document of variation of the conditions of the offer; (o) a document of variation of the conditions of the allotment; (p) a document of variation of the conditions of the redemption; (q) a document of variation of the conditions of the exchange; (r) a document of variation of the conditions of the variation of rights; (s) a document of variation of the conditions of the variation of capital; (t) a document of variation of the conditions of the variation of the constitution; (u) a document of variation of the conditions of the variation of the articles of association; (v) a document of variation of the conditions of the variation of the memorandum of association; (w) a document of variation of the conditions of the variation of the conditions of the offer; (x) a document of variation of the conditions of the variation of the conditions of the allotment; (y) a document of variation of the conditions of the variation of the conditions of the redemption; (z) a document of variation of the conditions of the variation of the conditions of the exchange; (aa) a document of variation of the conditions of the variation of the conditions of the variation of rights; (ab) a document of variation of the conditions of the variation of the conditions of the variation of capital; 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(ak) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of capital; (al) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the constitution; (am) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the articles of association; (an) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the memorandum of association; (ao) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the offer; (ap) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the allotment; (aq) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the redemption; 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(ax) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the offer; (ay) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the allotment; (az) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the redemption; (ba) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the exchange; (bb) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of rights; (bc) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of capital; (bd) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the constitution; (be) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the articles of association; (bf) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the memorandum of association; (bg) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the offer; (bh) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the allotment; (bi) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the redemption; (bj) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the exchange; (bk) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of rights; (bl) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of capital; (bm) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the constitution; (bn) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the articles of association; (bo) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the memorandum of association; (bp) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the offer; (bq) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the allotment; (br) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the redemption; (bs) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the exchange; (bt) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of rights; (bu) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of capital; (bv) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the constitution; (bw) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the articles of association; (bx) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the memorandum of association; (by) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the offer; (bz) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the allotment; (ca) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the redemption; (cb) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the exchange; (cc) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of rights; (cd) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of capital; (ce) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the constitution; (cf) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the articles of association; (cf) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the memorandum of association; (cg) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the offer; (ch) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the allotment; (ci) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the redemption; (cj) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the exchange; (ck) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of rights; (cl) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of capital; (cm) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the constitution; (cn) a document of variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the conditions of the variation of the articles of association; (co) a document of variation of the conditions of the variation of the

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

Mailing Address 郵件地址

Please use your own envelope stuck with stamp to return the Reply Form to us.
當閣下寄回此回條時，請自備信封，並貼上郵票郵寄。

**Tongcheng Travel Mansion,
No. 66 Yunhui Road, Suzhou Industrial Park,
Jiangsu Province, the PRC
中國江蘇省蘇州工業園區韻慧路66號
同程旅行大廈**