



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

Pursuant to Rule 2.07 of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") and the articles of association of Tongcheng Travel Holdings Limited (the "Company"), the Company is making available to you the following options for you to elect means of receipt of future corporate communications of the Company (the "Corporate Communication(s)"), 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), in the following manners:

Option 1: to read all future Corporate Communications 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

Option 2: to receive the printed English version of all future Corporate Communications only; or

Option 3: to receive the printed Chinese version of all future Corporate Communications only; or

Option 4: to receive both the printed English and Chinese versions of all future Corporate Communications.

To support environmental protection and enhance efficient communication with you, the Company encourages and recommends that you select Option 1 above to receive the Website Version of all future Corporate Communications.

To make your election, 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 February 25, 2024, 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, and a notification of the publication of the Corporate Communications will be posted on the Company's website in the future. The notification will be sent to you by post at your address as it appears in the Company's register of members maintained by the share registrar of the Company.

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, January 25, 2024

各位股東

選擇公司通訊的收取方式

根據香港聯合交易所有限公司證券上市規則（「上市規則」）第2.07條及同程旅行控股有限公司（「本公司」）章程，謹此通知閣下，本公司將向閣下提供下列選項以便日後收取本公司公司通訊（「公司通訊」）之方式，即本公司按下列方式發出或將發出以供任何本公司證券持有人參考或採取行動之任何文件，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）。

方案一：瀏覽本公司網站www.tongchengir.com所有日後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向閣下發送可供採取行動的公司通訊；或

方案二：僅收取所有日後公司通訊的英文印刷版本；或

方案三：僅收取所有日後公司通訊的中文印刷版本；或

方案四：同時收取所有日後公司通訊的英文及中文印刷版本。

為響應環保及提升與閣下的溝通效率，本公司鼓勵及建議閣下選擇上文方案一，即日後以網上版本方式收取所有公司通訊。

在行使上述選擇權時，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2024年2月25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，日後亦將本公司網站發佈公司通訊的通知發送予閣下。通知將透過郵寄至閣下在本公司股份過戶登記處存置的本公司股東名冊中所示地址。

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，2024年1月25日

