



# 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 Non-registered Shareholders (Note 1),

### Tongcheng Travel Holdings Limited (the “Company”)

### – Notification of publication of 2023 Annual Report and 2023 Environmental, Social and Governance Report (the “Current Corporate Communications”)

The Current Corporate Communications of the Company (in English and Chinese) are available on the Company’s website at [www.tongchengir.com](http://www.tongchengir.com) and the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at [www.hkexnews.hk](http://www.hkexnews.hk).

You may access the Current Corporate Communications through the Company’s website or by browsing through the Stock Exchange’s website.

If you have any query about how to obtain a copy of the Current Corporate Communications or how to access the Current Corporate Communications on the Company’s website, please contact the Company by email to [TongchengSA@ly.com](mailto:TongchengSA@ly.com).

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

Hong Kong, April 29, 2024

Note 1: This letter is addressed to non-registered shareholders of the Company (“**Non-registered Shareholders**”) means such person or company whose shares are held in the Central Clearing and Settlement System and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that he/she/it wishes to receive the Corporate Communications. If you have sold or transferred your shares held in the Company, please disregard this letter.

Note 2: Corporate Communications include but are not limited to (a) an annual report; (b) an interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各位非登記股東 (附註1)：

同程旅行控股有限公司 (「本公司」)

– 2023年年報及2023年環境、社會及管治報告 (「本次公司通訊」) 之登載通知

本公司本次公司通訊 (中、英文版) 已於本公司網站 [www.tongchengir.com](http://www.tongchengir.com) 及香港聯合交易所有限公司 (「聯交所」) 網站 [www.hkexnews.hk](http://www.hkexnews.hk) 登載。

閣下可於本公司網站或聯交所網站瀏覽本次公司通訊。

倘 閣下對於如何索取本次公司通訊或如何在公司網站上閱覽本次公司通訊有任何疑問，請電郵至 [TongchengSA@ly.com](mailto:TongchengSA@ly.com) 與本公司聯絡。

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4月29日

附註1：此為致本公司股份非登記股東 (「非登記股東」) 指所持有的本公司股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，表示欲收取公司通訊)。倘 閣下已出售或轉讓所持有的本公司股份，則毋須理會本函件。

附註2：公司通訊包括但不限於：(a) 年度報告；(b) 中期報告；(c) 會議通告；(d) 上市文件；(e) 通函；及(f) 代表委任表格。