



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]

☐ 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

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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。

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Signature(s)
簽名：

Full Name: (English)
全名：(英文)

Contact Telephone Number:
聯絡電話號碼：

Address:
通訊地址：

Date
日期：

(Chinese)
(中文)

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 future use of the Website for the purpose of the 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 and access the Websites and accept Webcast Version of Corporate Communications by themselves.
- 倘本公司於2025年6月28日或之前仍未收到 閣下已填妥簽署者之回條或任何表示反對的書面回覆，及直至 閣下另行以合理通知（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 閣下已同意接收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。本公司就與股東主動留意意欲網站上所有日後的公司通訊情況，並鼓勵股東主動監閱。
3. If your shares 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單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.
- 上述指示適用於 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通知（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 sake 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) circulars; (e) documents relating to corporate governance matters; (f) notices of general meetings; (g) notices of tender offers; (h) notices of rights issues; (i) notices of share repurchases; (j) notices of dividend payments; (k) notices of capital raising; (l) notices of debt financing; (m) notices of asset disposal; (n) notices of business expansion; (o) notices of business restructuring; (p) notices of business acquisition; (q) notices of business divestiture; (r) notices of business combination; (s) notices of business merger; (t) notices of business spin-off; (u) notices of business split-up; (v) notices of business split-out; (w) notices of business split-off; (x) notices of business split-out; (y) notices of business split-off; (z) notices of business split-off.
- 公司通訊乃指本公司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)委任代表表決票；及(g)可採取行動之公司通訊。
8. "Actionable Corporate Communication(s)" refer 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.
- "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。
9. If you do not provide your email address or provide an invalid or non-functional email address, all future Actionable Corporate Communications and the notifications thereof in printed form will be sent to you by post at your address as appearing on the register of members maintained by the share registrar of the Company or at any other address which you have provided to us for such purpose.
- 倘若並無提供或無提供有效的電子郵件地址，所有日後的可採取行動之公司通訊及有關通知的印刷本將按 閣下在本公司股份過戶登記分處置存置的本公司股東名稱上的地址或 閣下為此目的向本公司提供的任何其他地址寄發予 閣下。

(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**