

China, 27 June 2023

Temporary Adjustments to Travel Standard and Mileage Allowance Standard of China Employee Handbook

Dear All,

As part of internal review of policies and guidelines, we reviewed the current travel policy specified in the Item 19.4 and 19.6.2 of China Employee Handbook for Shanghai entities and would like to announce relevant temporary adjustments as follows:

19.4 Mileage Allowance Standard:

For the employee using his/her own car for business purpose, RMB 2/km can be claimed for gasoline and vehicle wear and tear and will be paid together with monthly payroll which is subject to individual tax. The parking charge or toll charge which is caused by using private car for business purpose shall be reimbursed with invoices documented in line with Company Reimbursement Policy.

19.6.2 Travel Accommodation Standard:

Beijing, Shanghai, Guangzhou, Shenzhen: Capped at RMB 650/night

Other Domestic Cities: Capped at RMB 550/night

Two employees with same gender travel to same city shall share one standard room.

The above temporary adjustments will take effect immediately and the resumption time will be notified separately. Please feel free to advise via internal communication channels for further clarifications.

Cordially,

HR Operations APAP