



Xtep International Holdings Limited

特步國際控股有限公司

(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: 1368)

1 April 2022

Dear Non-registered Shareholder(s) ^(Note),

**Xtep International Holdings Limited (the “Company”)
- Annual General Meeting (“AGM”) of the Company to be held on Friday, 6 May 2022**

The AGM of the Company will be held with a combination of a physical meeting at the principal place of business in Hong Kong at Unit A, 27/F, Tower A, Billion Centre, 1 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong, and an online meeting on Friday, 6 May 2022 at 10:00 a.m. In view of the ongoing COVID-19 epidemic and recent requirements for prevention and control of its spread, the attendees of the physical meeting will be limited to Directors or other staff members of the Company who are Shareholders or proxies. **NO** other Shareholders shall attend the Annual General Meeting physically. Shareholders have the option of attending, participating and voting in the AGM through the online platform. Shareholders attending the AGM using the online platform will be able to cast their votes and submit questions through the online platform.

Online Attendance at the AGM

You, as a Non-registered Shareholder whose shares are held in the Central Clearing and Settlement System through banks, brokers, custodians, nominees or HKSCC Nominees Limited (together, the “Intermediary”), may opt to attend the AGM online. If you choose to attend the AGM online, you will be able to view a live webcast of the AGM, cast your votes on the resolutions in real time and submit online questions to the Company. From 9:30 a.m. on Friday, 6 May 2022, you can log in to the AGM online platform by visiting <http://meetings.computershare.com/XTEP2021AGM>.

In order to attend the AGM online, you need to (i) contact your Intermediary to appoint you as a proxy and (ii) provide your e-mail address to your Intermediary, before the deadline required by your Intermediary. Details regarding the AGM arrangements including the login details to access the AGM online platform will be sent by Computershare Hong Kong Investor Services Limited, the Company’s Hong Kong branch share registrar, to the e-mail address provided by you.

If you require any technical support during login or have any question in relation to this letter, please call the telephone hotline of Computershare Hong Kong Investor Services Limited at (852) 2862 8555 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays.

**For and on behalf of
Xtep International Holdings Limited**

Note: This Letter is addressed to Non-registered Shareholder(s) of the shares in the Company (“Non-registered Shareholder” 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 in the Company, please disregard this Letter.

各位非登記股東 ^(附註) :

**特步國際控股有限公司 (「本公司」)
- 於 2022 年 5 月 6 日 (星期五) 舉行之本公司股東週年大會 (「股東週年大會」)**

本公司之股東週年大會將於 2022 年 5 月 6 日 (星期五) 上午 10 時正結合於香港主要營業地點香港九龍九龍灣宏光道 1 號億京中心 A 座 27 樓 A 室之實體會議及網上會議舉行。鑒於新冠肺炎疫情持續及近期有關預防及控制病毒傳播之規定，實體會議之參加者將限於董事或身為股東或受委任代表之本公司職員。概無其他股東可親身出席股東週年大會。股東可選擇透過網上平台出席、參與股東週年大會並於會上投票。使用網上平台出席股東週年大會之股東將可透過網上平台投票及提交問題。

以網上方式出席股東週年大會

如閣下為通過銀行、經紀、託管商、代理人或香港中央結算 (代理人) 有限公司 (統稱「中介公司」) 於中央結算及交收系統持有股份的非登記股東，閣下可選擇以網上方式出席股東週年大會。如閣下選擇以網上方式出席股東週年大會，將可透過網上直播觀看股東週年大會，實時就決議案投票，並可於網上向本公司提交問題。由 2022 年 5 月 6 日 (星期五) 上午 9 時 30 分開始，閣下可瀏覽 <http://meetings.computershare.com/XTEP2021AGM> 以登入股東週年大會網上平台。

閣下須(i)聯絡閣下之中介公司以委任閣下為代表；及(ii)於閣下之中介公司所規定之期限前向該中介公司提供閣下之電郵地址，以便以網上方式出席股東週年大會。有關股東週年大會安排之詳情 (包括進入股東週年大會網上平台之登入資料)，將會由本公司之香港股份過戶登記分處香港中央證券登記有限公司發送至閣下所提供之電郵地址。

閣下如需要任何技術支援或任何與本函內容有關的疑問，請致電香港股份過戶登記分處香港中央證券登記有限公司電話熱線(852) 2862 8555，辦公時間為星期一至星期五 (香港公眾假期除外) 上午 9 時正至下午 6 時正。

**特步國際控股有限公司
謹啟**

2022 年 4 月 1 日

附註：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。