

Dear Shareholder

11 March 2024

Informal Meeting of Hong Kong Shareholders

I am pleased to invite you to an informal meeting of our Hong Kong shareholders with Mark Tucker, Group Chairman and Noel Quinn, Group Chief Executive, to discuss the Group's 2023 results and other matters of interest. The meeting will be held at 3/F, Kowloonbay International Trade & Exhibition Centre (KITEC), 1 Trademart Drive, Kowloon Bay, Hong Kong on Wednesday, 3 April 2024 at 4:30 pm (Hong Kong time).

Registration for the meeting will take place **from 2:30 pm to 4:30 pm (Hong Kong time)**. I encourage you to arrive in good time as seating capacity is limited. **Please bring this letter to facilitate the registration process at the meeting.** Please refer to the notes of this letter for safety notices and restrictions that will apply.

Corporations and nominees that wish to authorise representatives or clients to attend the meeting should write to the Registrar, Computershare Hong Kong Investor Services Limited, at Rooms 1712-1716, 17/F, Hopewell Centre, 183 Queen's Road East, Hong Kong giving the names of those persons who are to attend the meeting.

Shareholders or authorised representatives (as mentioned in the above paragraph) who attend the meeting in person will each receive a small souvenir as a token of appreciation. If a shareholder is also appointed as representative/representatives of other shareholder(s), or a representative represents multiple shareholders, the number of souvenirs each of the aforesaid shareholder or representative will receive is still limited to ONE.

Annual General Meeting

The Annual General Meeting of the Company ("AGM") will be held in London, United Kingdom at 11:00 am London time (6:00 pm Hong Kong time) on Friday, 3 May 2024.

Information on how to vote and participate, both in advance and on the day, can be found in the Notice of the 2024 AGM, which will be sent to shareholders on 22 March 2024 and be available on www.hsbc.com/agm.

We look forward to welcoming you to the informal meeting.

Yours sincerely



Aileen Taylor
Group Company Secretary and Chief Governance Officer

Notes:

1. The informal meeting will be cancelled or rescheduled if Typhoon Signal No. 8 or above, or a black rainstorm warning is in effect any time after 12:00 noon (Hong Kong time) on 3 April 2024.
2. No food or beverages will be permitted inside the venue, and no refreshments will be served during the event. Cameras and recording equipment will not be allowed. Mobile telephones must be switched off or set to silent.
3. Any enquires regarding the informal meeting should be directed to the Registrar, Computershare Hong Kong Investor Services Limited (telephone: +852 2862 8555 and online enquiry via website: www.computershare.com/hk/en/contact).

HSBC Holdings plc

Hong Kong Office: 1 Queen's Road Central, Hong Kong
Incorporated in England with limited liability. Registered in England: number 617987
Registered Office and Group Head Office: 8 Canada Square, London E14 5HQ, United Kingdom

2024年3月11日

各位股東：

香港股東之非正式會議

滙豐將於2024年4月3日（星期三）香港時間下午4時30分假座香港九龍灣展貿徑1號九龍灣國際展貿中心3樓召開香港股東之非正式會議，本人現特函邀請閣下出席。集團主席杜嘉祺及集團行政總裁祈耀年將於會上與各股東討論2023年業績和其他事項。

會議的登記入場時間為**香港時間下午2時30分至4時30分**。由於座位有限，務請閣下及早到達會議場地。**請攜同本函件以加快會議的登記程序**，並請參照本函備註以了解適用的安全須知及限制。

法團股東及代名人如欲授權代表或客戶出席是次會議，須致函本公司股份登記處 — 香港中央證券登記有限公司（地址為：香港皇后大道東183號合和中心17樓1712-1716室），詳列將出席會議各人之姓名。

親臨會議的股東或授權代表（如上文所述）每人可獲贈紀念品乙份，以表謝意。若某一股東亦獲委任為其他股東的代表，或某一代表為多名股東之代表，其所獲贈的紀念品數量仍以乙份為限。

股東周年大會

本公司股東周年大會（「股東周年大會」）將於2024年5月3日（星期五）倫敦時間上午11時正（香港時間下午6時正）在英國倫敦舉行。

有關事前及於大會當日進行投票及參與會議的資訊，可參閱《2024年股東周年大會通告》。有關文件將於2024年3月22日寄發予股東，並上載至網頁 www.hsbc.com/agm。

我們熱切期待於香港股東非正式會議上與閣下會面。



集團公司秘書長及管治總監
戴愛蘭 謹啟

備註：

- 如2024年4月3日香港時間中午12時正後任何時間懸掛8號或以上颱風警告信號或黑色暴雨警告信號，是次非正式會議將會取消或延期舉行。
- 會場內不准飲食，活動亦不設茶點招待。不可攜帶攝影機及攝錄器材進場。流動電話必須關掉或設定為靜音模式。
- 如對香港股東之非正式會議有任何疑問，可向股份登記處香港中央證券登記有限公司查詢（電話：+852 2862 8555及網站：www.computershare.com/hk/en/contact）。

HSBC Holdings plc

滙豐控股有限公司

香港辦事處：香港皇后大道中1號

英格蘭註冊有限公司。英格蘭註冊編號：617987

註冊辦事處及集團總管理處：8 Canada Square, London E14 5HQ, United Kingdom