



Hong Kong Stock Code: 5

11 March 2020

Dear Shareholder

The following documents are now available in English and Chinese on our website www.hsbc.com:

- Notice of 2020 Annual General Meeting (www.hsbc.com/agm);
- Annual Report and Accounts 2019 (www.hsbc.com/financialresults);
- Strategic Report 2019 (www.hsbc.com/financialresults); and
- Scrip dividend circular for the fourth interim dividend for 2019 (www.hsbc.com/dividends).

This letter is not a summary of the documents listed above and should not be regarded as a substitute for reading them, which you are encouraged to do.

If you would like to receive future notifications by email that shareholder documents are available on our website, please register at www.hsbc.com/ecomms. If you register, we will also send you notifications of future dividend entitlements by email.

HSBC has two Chinese investor pages on both its Corporate website and the local Hong Kong website, where shareholders can access information and resources in the Chinese language:

www.hsbc.com/investor-relations/investor-resources/investor-information-in-chinese

www.about.hsbc.com.hk/zh-hk/investor-relations

Notice of Annual General Meeting

The 2020 Annual General Meeting of HSBC Holdings plc will be held at the Queen Elizabeth Hall, Southbank Centre, Belvedere Road, London, SE1 8XX, United Kingdom at 11.00 BST on Friday, 24 April 2020.

Enclosed with this letter is a form of proxy for use at the 2020 Annual General Meeting. If you would like to submit your form of proxy electronically via the internet at www.hsbc.com/proxy you will need your Shareholder Reference Number and Personal Identification Number printed on the form.

Delivery of documentation

If you would like to receive a printed copy of the documents listed above; or give instructions for all future shareholder communications to be sent to you in printed form, please contact (quoting your Shareholder Reference Number) the appropriate Registrar: Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol, BS99 6ZZ, United Kingdom (email via website www.investorcentre.co.uk/contactus); Computershare Hong Kong Investor Services Limited, Rooms 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Hong Kong SAR (email: hsbc.ecom@computershare.com.hk); or the Investor Relations Team, HSBC Bank Bermuda Limited, 37 Front Street, Hamilton HM 11, Bermuda (email: hbbm.shareholder.services@hsbc.bm). Printed copies will be provided without charge.

Yours sincerely

A handwritten signature in black ink, appearing to read "Aileen Taylor".

Aileen Taylor
Group Company Secretary and Chief Governance Officer

HSBC Holdings plc

Registered Office and Group Head Office:
8 Canada Square, London E14 5HQ, United Kingdom
Web: www.hsbc.com

Incorporated in England with limited liability. Registered in England: number 617987.

此乃要件，請即處理。倘閣下對本文件或應採取之行動有任何疑問，應諮詢股票經紀、律師、會計師或其他適當之獨立專業顧問。閣下如已將名下之全部股份出售或轉讓，請即與經手買賣或轉讓之股票經紀或其他代理人聯絡，諮詢應採取之行動。



滙豐

香港股份代號：5

各位股東：

下列文件的中、英文版已上載於本公司網站 www.hsbc.com：

- 2020年股東周年大會通告 (www.hsbc.com/agm)；
- 《2019年報及賬目》(www.hsbc.com/financialresults)；
- 《2019年策略報告》(www.hsbc.com/financialresults)；及
- 2019年度第四次股息之通函 (www.hsbc.com/dividends)。

敬請注意，本函件並非上述文件的摘要，亦不等同該等文件，請閣下細閱有關文件。

閣下日後如希望經電郵收取有關股東文件已上載本公司網站的通知，請於 www.hsbc.com/ecomms 登記。如閣下進行登記，本公司亦會以電郵向閣下發出日後的應收股息通知。

滙豐於集團全球網站及香港本地網站設有兩個中文投資者網頁，股東可於相關網頁內獲取中文資訊及資源：

www.hsbc.com/investor-relations/investor-resources/investor-information-in-chinese

www.about.hsbc.com.hk/zh-hk/investor-relations

股東周年大會通知

滙豐控股有限公司的2020年股東周年大會將於2020年4月24日（星期五）英國夏令時間11時正假座 Queen Elizabeth Hall, Southbank Centre, Belvedere Road, London, SE1 8XX, United Kingdom 舉行。

本函件隨附2020年股東周年大會代表委任表格。若閣下擬於 www.hsbc.com/proxy 網頁遞交2020年股東周年大會之代表委任表格，將需要輸入列印於表格（英文版）的股東參考編號及個人密碼。

文件寄送

閣下如欲收取上述文件的印刷本，或發出指示要求本公司寄送所有日後股東通訊文件的印刷本，請聯絡適當的股份登記處（提供閣下之股東參考編號）：Computershare Investor Services PLC，地址為 The Pavilions, Bridgwater Road, Bristol, BS99 6ZZ, United Kingdom（透過網站發出電郵：www.investorcentre.co.uk/contactus）；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（電郵：hsbc.ecom@computershare.com.hk）；或百慕達滙豐銀行有限公司，地址為 Investor Relations Team, HSBC Bank Bermuda Limited, 37 Front Street, Hamilton HM 11, Bermuda（電郵：hbbm.shareholder.services@hsbc.bm）。各文件的印刷本將免費寄予股東。

集團公司秘書長及管治總監

戴愛蘭 謹啟

2020年3月11日

HSBC Holdings plc
滙豐控股有限公司

註冊辦事處及集團總管理處：
8 Canada Square, London E14 5HQ, United Kingdom
網站：www.hsbc.com
英格蘭註冊有限公司。註冊編號：617987