



Hong Kong Stock Code: 5

24 March 2021

Dear Shareholder

The following documents are now available in English and Chinese on our website [www.hsbc.com](http://www.hsbc.com):

- Notice of 2021 Annual General Meeting ([www.hsbc.com/agm](http://www.hsbc.com/agm));
- Annual Report and Accounts 2020 ([www.hsbc.com/financialresults](http://www.hsbc.com/financialresults)); and
- Strategic Report 2020 ([www.hsbc.com/financialresults](http://www.hsbc.com/financialresults)).

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](http://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](http://www.hsbc.com/investor-relations/investor-resources/investor-information-in-chinese) and [www.about.hsbc.com.hk/zh-hk/investor-relations](http://www.about.hsbc.com.hk/zh-hk/investor-relations).

#### **Notice of Annual General Meeting ("AGM")**

At the time of preparing this document, COVID-19 restrictions remain in place which would prevent shareholders from attending the AGM in person. The health and safety of our shareholders, our employees and the wider communities in which we operate remains our primary concern.

Therefore, the meeting at the physical location of the AGM will be a closed meeting and will be held at 11.00am London time (6.00pm Hong Kong time) on Friday 28 May 2021 at 8 Canada Square, London E14 5HQ. Only the minimum number of persons required to form a quorum and to conduct the business of the meeting will attend the AGM in person.

However, for the first time, we are enabling shareholders to participate electronically in the AGM. Shareholders wishing to attend the AGM electronically should follow the instructions set out in the Notice of Annual General Meeting.

We will continue to monitor the situation as we approach the AGM. You should continue to monitor the Company's website at [www.hsbc.com/agm](http://www.hsbc.com/agm) and stock exchange announcements for any updates.

Enclosed with this letter is a form of proxy for use at the AGM. If you would like to submit your form of proxy electronically via the internet at [www.hsbc.com/proxy](http://www.hsbc.com/proxy) you will need your Shareholder Reference Number and Personal Identification Number printed on the form.

#### **Informal Meeting of Hong Kong Shareholders ("ISM")**

The Board has decided to postpone this year's ISM due to the current restrictions on travel and general health and safety concerns. Shareholders can attend and participate electronically in the AGM this year.

#### **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) 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](mailto:hsbc.ecom@computershare.com.hk)). 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](http://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。



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](http://www.hsbc.com)：

- 2021年股東周年大會通告 ([www.hsbc.com/agm](http://www.hsbc.com/agm))；
- 《2020年報及賬目》([www.hsbc.com/financialresults](http://www.hsbc.com/financialresults))；及
- 《2020年策略報告》([www.hsbc.com/financialresults](http://www.hsbc.com/financialresults))。

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](http://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](http://www.hsbc.com/investor-relations/investor-resources/investor-information-in-chinese) 及 [www.about.hsbc.com.hk/zh-hk/investor-relations](http://www.about.hsbc.com.hk/zh-hk/investor-relations)。

#### 股東周年大會通告

於擬備本文件時，因應新冠病毒疫情而實施的相關限制措施仍然維持，導致股東無法親身出席股東周年大會。本公司繼續視滙豐的股東、員工及經營所在地整體社區的健康與安全為首要考慮。

因此，在股東周年大會實體地點進行的會議將為閉門會議，並將於2021年5月28日（星期五）倫敦時間上午11時正（香港時間晚上6時正）假座8 Canada Square, London E14 5HQ舉行。親身出席股東周年大會的人數，將為構成法定人數及進行會議事務所需的最低人數。

不過，本公司首度容許股東以電子方式參與股東周年大會。擬以電子方式出席股東周年大會的股東應遵從股東周年大會通告所載的指示。

隨著股東周年大會臨近，本公司會繼續監察情況。閣下應繼續留意本公司網站([www.hsbc.com/agm](http://www.hsbc.com/agm))及證券交易所公告的最新消息。

本函件隨附股東周年大會代表委任表格。若閣下擬於 [www.hsbc.com/proxy](http://www.hsbc.com/proxy) 網頁遞交代表委任表格，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。

#### 香港股東之非正式會議（「香港非正式股東會」）

鑑於目前的差旅限制以及公眾健康與安全的考慮，董事會決定延期舉行今年的香港非正式股東會。股東可透過電子方式出席及參與今年的股東周年大會。

#### 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（提供閣下之股東參考編號）：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](mailto:hsbc.ecom@computershare.com.hk)）。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

2021年3月24日

HSBC Holdings plc  
滙豐控股有限公司

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