



Hong Kong Stock Code: 5

22 March 2024

Dear Shareholder

The following documents are now available on our website at www.hsbc.com:

- Notice of 2024 Annual General Meeting (www.hsbc.com/agm);
- Annual Report and Accounts 2023 (www.hsbc.com/financialresults); and
- Strategic Report 2023 (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.

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/investors/investing-in-hsbc and www.about.hsbc.com.hk/zh-hk/investor-relations.

Fourth Interim Dividend timetable

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|------------------|--|
| 21 February 2024 | Announcement of fourth interim dividend on ordinary shares |
| 7 March 2024 | Ex-dividend date |
| 8 March 2024 | Record date |
| 11 April 2024 | Deadline to change currency election |
| 15 April 2024 | Exchange rate announced for GBP/HKD dividend |
| 25 April 2024 | Payment date |

You may register or change banking instructions electronically through the Registrar's Investor Centre at www.investorcentre.com/hk. More details on the dividend, and information on how to manage your dividend payments, can be found at www.hsbc.com/dividends. Shareholders can also download a dividend currency election form from www.hsbc.com/dividends, www.investorcentre.com/hk, or www.hkexnews.hk.

Notice of Annual General Meeting ("AGM")

The 2024 AGM of HSBC Holdings plc will be held at the InterContinental London O2, 1 Waterview Drive, London, SE10 0TW, United Kingdom at 11:00 BST (18:00 HKT) on Friday, 3 May 2024. Shareholders should monitor the Company's website at www.hsbc.com/agm and stock exchange announcements for the latest information on any additional procedures that will be in place at the AGM or any changes to the current arrangements.

We are also 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 2024 AGM.

Enclosed with this letter is a form of proxy for use at the 2024 AGM. 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) 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). Printed copies will be provided without charge.

Yours sincerely

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。



香港股份代號：5

各位股東：

下列文件已上載於本公司網站 www.hsbc.com：

- 2024 年股東周年大會通告 (www.hsbc.com/agm)；
- 《2023 年報及賬目》(www.hsbc.com/financialresults)；及
- 《2023 年策略報告》(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 登記。

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/investors/investing-in-hsbc 及 www.about.hsbc.com.hk/zh-hk/investor-relations。

第四次股息時間表

| | |
|-----------------|----------------|
| 2024 年 2 月 21 日 | 公布第四次普通股股息 |
| 2024 年 3 月 7 日 | 除淨日 |
| 2024 年 3 月 8 日 | 紀錄日期 |
| 2024 年 4 月 11 日 | 更改貨幣選擇之最後限期 |
| 2024 年 4 月 15 日 | 公布英鎊 / 港元股息之匯率 |
| 2024 年 4 月 25 日 | 股息派發日 |

閣下可在股份登記處之投資者中心網頁 (www.investorcentre.com/hk) 以電子方式登記或更改銀行指示。有關股息的詳情，以及如何管理股息付款的資料，請參閱 www.hsbc.com/dividends。股東亦可於 www.hsbc.com/dividends、www.investorcentre.com/hk 或 www.hkexnews.hk 下載股息貨幣選擇表格。

股東周年大會通告

滙豐控股有限公司 2024 年股東周年大會將於 2024 年 5 月 3 日 (星期五) 英國夏令時間上午 11 時正 (香港時間下午 6 時正) 假座 InterContinental London O2, 1 Waterview Drive, London, SE10 0TW, United Kingdom 舉行。股東務必密切留意本公司網站 (www.hsbc.com/agm) 及證券交易所公告，了解股東周年大會將會採取任何額外程序的最新資料，或現行安排的任何變動。

本公司亦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 2024 年股東周年大會通告所載的指示。

本函件隨附 2024 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 (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)。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

2024 年 3 月 22 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