



HSBC Holdings plc

(Hong Kong Stock Code : 5)

26 January 2024

Dear registered shareholder(s),

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07A and 2.07B of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”) under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Articles of Association of HSBC Holdings plc (the “**Company**”) and the Companies Acts 2006 of the United Kingdom, the Company is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the “**Corporate Communications**”), which mean any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to (a) Annual Report and Accounts; (b) Interim Report; (c) Notice of a shareholder meeting; (d) listing documents and (e) circulars.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at www.hsbc.com and the HKEXnews website at www.hkexnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communications and Actionable Corporate Communications*, the Company recommends you to provide your email address by scanning your personalised QR code on the enclosed reply form (the “**Reply Form**”) or completing, signing and returning the Reply Form to the Company’s Hong Kong share registrar (the “**Share Registrar**”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong.

If the Company does not receive your electronic submission or the duly completed and signed Reply Form or any response in writing indicating any objection from you by 23 February 2024, and until you inform the Share Registrar, you are deemed to have consented to receive the website version of all future Corporate Communications, and a notification of the publication of the Corporate Communications on the Company’s website will be sent to you in the future.

If you elect to receive the website version of future Corporate Communications, you are requested to provide an email address for the purpose of receiving (i) email notifications for the publication of the relevant Corporate Communications on the website of the Company as and when Corporate Communications are published on the website of the Company and (ii) all future Actionable Corporate Communications* in electronic form from the Company.

If no valid and functional email address is provided by you or if you are otherwise deemed to have consented to receive the website version of future Corporate Communications, the Company will send to you by post at your address as appearing in the Company’s Hong Kong Overseas Branch Register maintained by the Share Registrar, (i) a notification letter for the publication of Corporate Communications on the website of the Company and (ii) all future Actionable Corporate Communications in printed form, until such time when you have provided a valid and a functional email address to the Share Registrar for receiving the same.

If you want to receive the Corporate Communications in printed form at any time, please complete the attached Reply Form or provide instructions in writing and send it to the Share Registrar (address above) or send an email to hsbc.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction, or until the instructions have been revoked or superseded, whichever is earlier.

Should you have any queries relating to this letter, please contact the Share Registrar at (852) 2862 8555 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours sincerely,

Aileen Taylor
Group Company Secretary and Chief Governance Officer

* *Actionable Corporate Communication(s) is any corporate communication that seeks instructions from Company’s securities holders on how they wish to exercise their rights or make an election as the Company’s securities holder.*

