

HSBC Holdings plc

(Hong Kong Stock Code: 5)

Dear registered shareholder(s),

26 January 2024

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.



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To: Computershare Hong Kong Investor Services Limited (The "Share Registrar")

17M Floor, Hopewell Centre

183 Queen's Road East, Wanchai, Hong Kong

致: 香港中央證券登記有限公司 (「股份登記處」) 香港灣仔皇后大道東 183 號

合和中心 17M 樓

(Please <u>choose ONLY ONE</u> of the options below) (請從以下選項中**只選擇其中一項**)

Personalised QR Code 專屬二維碼

Option 1: Provide your email address for receipt of future Corporate Communications* of the Company via electronic dissemination by scanning your personalised QR code

選項1:

掃描閣下專屬二維碼提供閣下之電子郵件地址,以接收本公司通過電子方式 發布的未來公司通訊*

You are **NOT required** to return this Reply Form if you choose Option 1. 如選擇了選項 1,閣下無須交回本回條。

Option 2: I/we hereby provide my/our email address in writi 選項 2: 本人/吾等現以書面提供本人/吾等之電子郵件地址 Name of Securities holder(s) 證券持有人姓名:		2 7	dissemination				
Name of Securities moder(s) in 2010 1970 A 1	HSBC Holdings plc 滙豐控股有限公司						
Email address 電郵地址: (Notes 3 / 附註 3)							
Option 3:							
Signature(s): (Notes 1) 簽名:(附註 1)	Contact number: 聯絡電話號碼:	Date: 日期:					
Notes 附註: 1. Please complete all your details clearly. If your shares are held in joint names, all 湯漆美理學圈下之所有資料。如屬學名股東,則太回修須由所有聯名股東數合養 2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 在何回條若未有養養理在其他方面填露不正確,則太回條務會作義 3. Please use legible handwriting. If the Company does not receive a functional email and a mixing more all the state of the company does not receive a functional email and a mixing more all the state of the company does not receive a function and and and a function of the company does not receive a function and and or of mixing more detailed and state of the company does not receive a function of the company	dress in your reply, you will be unable to receive no 到有關發布公司通訊*的電影通知 * her means, only the latest one email address provid 另個下最後提供的電子製件地址將會被用於營記	tifications regarding the publication of Corporate Communicatio ed will be registered. •	ms*.				

- 如園下在選項 3 方格內劃上',號·將不會有電子郵件地址被登記·只會收取公司通訊*的印刷本。 6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 高発存髮 在本回除上的任何顏外指示,本公司將不予穩煌。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

(i)

- 個人資料聲明

 "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
 本管明中所指的「個人資料」與香港法例第 486 章 【個人資料(私種)條例》(「《私庫條例》」)中「個人資料」的遊養相同。

 Your Personal Data provided in this Reply Form will be used in connection with, including but not licitized to the Company's electronic dissemination of Corporate Communications* and to liaise with you on other matters relating to your holdings in the Company. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.

 國下於本回條所提供的個人資料將用於包括但不限於为實際本公司以電子方式發布公司通酬*及就關下持有的公司證券有關的其他事宜上與關下聯絡。關下是自願向本公司提供個人資料。若關下未能提供足夠資料・公司可能日本公司可以推供個人資料。在國下未能提供足夠資料・公司可以中Stonal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes, 本公司可就任何所說明的用途或在法例规定的情况下。將關下的個人資料政體或轉移給本公司的開涮公司、股份登記處及/或其他公司或團體・並將在適當期間開保留該等個人資料作核實及紀錄用途・You have the right to request for access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data in accorda

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司

Freepost No. 簡便回郵號碼:37 Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this form to us.

常関下寄回此回條時・請將郵寄標籤剪貼於信封ト 如在本港投寄・閣下無須支付郵費或貼上郵票

No postage is necessary if posted in Hong Kong.