

22 March 2024

Dear non-registered Shareholder<sup>1</sup>

## HSBC Holdings plc (the “Company”) Notice of publication of Corporate Communications<sup>2</sup>

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

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

The documents are also available on the website of the HKEXnews at [www.hkexnews.hk](http://www.hkexnews.hk)<sup>3</sup>.

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.

By making financial reports and other information available on the website, we reduce our impact on the environment and save printing and mailing costs for the benefit of all shareholders, many of whom are telling us they do not want to receive the printed documents that we distribute. **If you do not respond to this letter, we will communicate with you by means of a website.**

If you wish to receive corporate communications from the Company by email, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries.

If, however, you would like to receive a printed copy of the documents listed above and future corporate communications by post, free of charge, please complete the enclosed request form and return it to Computershare Hong Kong Investor Services Limited by using the enclosed reply paid envelope.

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](http://www.hsbc.com/investors/investing-in-hsbc) and [www.about.hsbc.com.hk/zh-hk/investor-relations](http://www.about.hsbc.com.hk/zh-hk/investor-relations).

### Annual General Meeting (“AGM”)

The AGM will be held at 11.00am London time (6.00pm Hong Kong time) on Friday 3 May 2024 at the InterContinental London O2, 1 Waterview Drive, London, SE10 0TW, United Kingdom. As your shares are registered in the Central Clearing and Settlement System, please contact your Intermediaries, if you would like to give voting instructions. Intermediaries have their own timelines and procedures for attendance at meetings and processing requests for voting instructions, you are advised to contact them as early as possible.

### Online Attendance at the AGM

Non-registered shareholders whose shares are held in the Central Clearing and Settlement System have the option to attend and participate at the AGM electronically. If you chose to attend the AGM online you should liaise with your Intermediaries to register your attendance with HKSCC Nominees Limited by providing the required details (including your email address), thereby enabling you to attend and vote. It is recommended that instructions are sent to Intermediaries by the non-registered shareholder as early as possible to allow time for the instructions to be processed. Once non-registered shareholders receive their login details they should follow the instructions set out in the Notice of 2024 AGM.

Yours sincerely



Aileen Taylor  
Group Company Secretary and Chief Governance Officer

### Notes:

- 1 This letter is sent to non-registered shareholders whose shares are held in the Central Clearing and Settlement System and who have notified the Company from time to time through Hong Kong Securities Clearing Company Limited that they wish to receive corporate communications from the Company.
- 2 Corporate communications include but are not limited to the Company’s (a) Annual Report and Accounts; (b) Interim Report; (c) Notice of a shareholder meeting; (d) listing documents; and (e) circulars.
- 3 Please note that for best results when accessing the documents, we recommend you use the latest vendor supported release of the following browsers: Microsoft Edge, Chrome, Firefox and Safari. Some documents will be made available in pdf format and will require Adobe Reader, which can be downloaded free of charge at [www.adobe.com](http://www.adobe.com).

### HSBC Holdings plc

Hong Kong Office: 1 Queen’s Road Central, Hong Kong  
Incorporated in England with limited liability. Registered in England: number 617987  
Registered Office and Group Head Office: 8 Canada Square, London E14 5HQ, United Kingdom

各位非登記股東<sup>1</sup>：

**HSBC Holdings plc**  
**滙豐控股有限公司（「本公司」）**  
**發布公司通訊文件<sup>2</sup>之通知**

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)：

- 2024 年股東周年大會通告 ([www.hsbc.com/agm](http://www.hsbc.com/agm))；及
- 《2023 年報及賬目》 ([www.hsbc.com/financialresults](http://www.hsbc.com/financialresults))。

有關文件亦已上載披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk))<sup>3</sup>。

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。

本公司把財務報告及其他資料上載網站，此舉可減少對環境造成的影響、節省印刷費及郵費，使全體股東受惠。不少股東亦曾向本公司表示不希望收取印刷本文件。倘閣下並無就本函作出回覆，本公司將透過網站與閣下通訊。

閣下如有意通過電郵收取公司通訊，應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介機構」），並向閣下的中介機構提供閣下的電子郵件地址。

閣下如欲收取上述文件及日後發出的公司通訊文件之免費郵寄印刷本，請填妥隨附之申請表格，並以隨附之已付郵資回郵信封寄回香港中央證券登記有限公司。

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](http://www.hsbc.com/investors/investing-in-hsbc) 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

股東周年大會將於 2024 年 5 月 3 日（星期五）倫敦時間上午 11 時正（香港時間晚上 6 時正）假座 InterContinental London O2, 1 Waterview Drive, London, SE10 0TW, United Kingdom 舉行。由於閣下的股份在中央結算及交收系統登記，如閣下有意發出投票指示，請聯絡持有閣下股份的中介機構。各中介機構均設有出席會議及處理投票指示要求的時限及程序，故務請閣下盡早與他們聯絡。

#### 網上出席股東周年大會

在中央結算及交收系統持有股份的非登記股東，可選擇以電子方式出席並參與股東周年大會。閣下如選擇網上出席股東周年大會，應與閣下的中介機構聯絡並提供所需資料（包括閣下的電郵地址），以便中介機構向香港中央結算（代理人）有限公司登記，從而讓閣下出席股東周年大會並於會上投票。本公司建議非登記股東盡早向中介機構發送指示，以便預留時間處理指示。當非登記股東收到登入資料後，應遵從 2024 年股東周年大會通告所載的指示。



集團公司秘書長及管治總監  
戴愛蘭 謹啟  
2024 年 3 月 22 日

附註：

- 1 本函只寄給非登記股東（其股份存放於中央結算及交收系統），並已經透過香港中央結算有限公司不時向本公司發出通知，表示希望收到本公司之公司通訊文件。
- 2 公司通訊文件包括但不限於本公司之 (a) 年報及賬目；(b) 中期業績報告；(c) 股東大會通告；(d) 上市文件；及(e) 通函。
- 3 閣下取閱文件時如欲獲得最佳瀏覽效果，請使用以下最新版本的供應商支援瀏覽器：Microsoft Edge、Chrome、Firefox 及 Safari。由於部分文件以 pdf 格式上載，因此閣下須安裝 Adobe Reader（可於 [www.adobe.com](http://www.adobe.com) 免費下載）。

**HSBC Holdings plc**  
**滙豐控股有限公司**

香港辦事處：香港皇后大道中 1 號

英格蘭註冊有限公司。英格蘭註冊編號：617987

註冊辦事處及集團總管理處：8 Canada Square, London E14 5HQ, United Kingdom



## Request Form

**Only to be returned if you do not wish to view Corporate Communications via a website**

To: Computershare Hong Kong Investor Services Limited  
Rooms 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Hong Kong

I/We would like to receive printed copies of corporate communications\* of HSBC Holdings plc (the "Company") by post, free of charge and in the language as indicated below:

Chinese       English      (Please mark ONLY ONE (X) in one of the boxes)

UK companies are now required to produce a strategic report, which contains the same information found in the strategic report section of our Annual Report and Accounts and focuses on HSBC's strategy and business model and the principal risks and challenges we face. It includes analysis of performance using key performance indicators. This is in addition to the directors' report and the remuneration report, which, together with the corporate governance report and the financial statements, form our annual report. The stand-alone strategic report is considered to be summary financial statements under the requirements of the UK Companies Act 2006 but does not constitute summary financial statements for the purposes of the Hong Kong listing rules. Therefore, to comply with our obligation under Hong Kong listing rules to make our annual report available to you, we will provide you with the full Annual Report and Accounts.

We appreciate that some shareholders may not wish to review the level of detail contained in our full annual report and accounts, therefore, the stand-alone strategic report is available on our website at [www.hsbc.com/financialresults](http://www.hsbc.com/financialresults).

\_\_\_\_\_  
Signature(s)

Notes:

1. This request form is for use by non-registered shareholders whose shares are held in the Central Clearing and Settlement System and who have notified the Company from time to time through Hong Kong Securities Clearing Company Limited that they wish to receive corporate communications from the Company.
2. Any form with no signature or otherwise incorrectly completed will be void.
3. The above instruction to receive printed copies will apply to corporate communications to be sent to you until you notify Hong Kong Securities Clearing Company Limited to the contrary or you cease to hold shares in the Company.
4. Your main point of contact remains your broker, custodian or nominee, as the case may be. Any changes or queries relating to your personal details and holdings (including any administration thereof) must continue to be directed to them and not the Company's Registrar. The only exception is where the Company, in exercising one of its powers under the UK Companies Act 2006, writes to you directly for a response.

\* Corporate communications include but are not limited to the Company's (a) Annual Report and Accounts; (b) Interim Report; (c) Notice of a shareholder meeting; (d) listing documents; and (e) circulars.

**HSBC Holdings plc**

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滙豐

## 申請表格

只供不希望透過網站瀏覽公司通訊文件之股東交回

致：香港中央證券登記有限公司  
香港皇后大道東 183 號合和中心 17 樓 1712-1716 室

本人 / 我們不希望在滙豐控股有限公司（「本公司」）及香港聯合交易所有限公司之網站內瀏覽公司通訊文件\*。請免費郵寄下列語文的印刷本：

中文                       英文                      （請在空格填入「X」號，只選一項）

英國公司現在必須編製《策略報告》，內容涵蓋與《年報及賬目》中「策略報告」一節相同的資料，重點闡述滙豐的策略及業務模式，以及所面對的主要風險及挑戰。報告並包括採用集團表現關鍵指標分析之業績。《策略報告》連同董事會報告及董事薪酬報告，以及企業管治報告和財務報表，共同組成公司的年報。根據《2006年英國公司法》的規定，單獨編製的《策略報告》被視為財務報表概要，但就香港上市規則而言，並不構成財務報表概要。在香港上市規則下，本公司需要提供年報，為了符合有關規定，我們因此向閣下提供完整版的《年報及賬目》。

我們明白有些股東可能不希望閱讀載有詳盡資料的完整版《年報及賬目》，因此亦提供單獨編製的《策略報告》，閣下可於我們的網站 [www.hsbc.com/financialresults](http://www.hsbc.com/financialresults) 瀏覽。

**閣下如欲採取行動，請填妥及簽署  
本表格英文版後交回股份登記處。**

**Please complete, sign and  
return the English version  
if you wish to take action.**

簽名

附註：

1. 本申請表格只供非登記股東使用（其股份存放於中央結算及交收系統），並已經透過香港中央結算有限公司不時向本公司發出通知，表示希望收到本公司之公司通訊文件。
2. 如本表格未有簽署、或填寫不當，則予作廢。
3. 上述收取印刷本的指示適用於發送予閣下之所有公司通訊文件，直至閣下通知香港中央結算有限公司另外作出安排，或閣下不再持有本公司的股份為止。
4. 閣下的主要聯絡人仍為閣下的經紀、託管人或代名人（視乎情況而定）。有關閣下的個人資料及持股的任何變動或查詢（包括任何有關行政手續）必須繼續轉交上述人士而非本公司的股份登記處處。唯一例外情況是本公司根據《2006年英國公司法》行使其某一項權利時直接致函閣下以待回應。

\* 公司通訊文件包括但不限於本公司之(a)年報及賬目；(b)中期業績報告；(c)股東大會通告；(d)上市文件；及(e)通函。

HSBC Holdings plc

滙豐控股有限公司

香港辦事處：香港皇后大道中1號

英格蘭註冊有限公司。英格蘭註冊編號：617987

註冊辦事處及集團總管理處：8 Canada Square, London E14 5HQ, United Kingdom