



18 March 2016

Dear Shareholder

## ***Informal Meeting of Hong Kong Shareholders***

I am pleased to invite you to an informal meeting with Douglas Flint, the Group Chairman and Stuart Gulliver, the Group Chief Executive, to discuss the 2015 results and other matters of interest. The meeting will be held at Level 28, HSBC Main Building, 1 Queen's Road Central, Hong Kong on Monday 18 April 2016 at 4:30 pm.

The registration for the meeting will take place from 3:30 pm to 4:30 pm. I encourage you to arrive in good time as seating capacity is limited.

If Typhoon Signal No. 8 or above, or a black rainstorm warning is in effect any time after 12:00 noon on 18 April, the meeting will be cancelled.

Corporations and nominees that wish to authorise representatives or clients to attend the meeting should write to the Registrar, Computershare Hong Kong Investor Services Limited, at Rooms 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Hong Kong giving the names of those who are to attend the meeting. They should also give each person who is to attend the meeting a written authorisation which he/she should present to the registration counter on arrival.

## ***Annual General Meeting***

The Annual General Meeting of the Company ("AGM") will be held at the Queen Elizabeth II Conference Centre, Broad Sanctuary, London SW1P 3EE at 11:00 BST on Friday 22 April 2016.

If you do not intend to attend the AGM in person, we urge you to complete and submit the enclosed Form of Proxy to exercise your voting rights. If you would like assistance in completing the Form, please contact the Registrar at the address above. The Registrar will also be available to help you complete the Form at the registration for the informal meeting of Hong Kong shareholders. 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.

Yours sincerely

Ben J S Mathews  
*Group Company Secretary*

### **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*



各位股東：

## 香港股東之非正式會議

本公司將於2016年4月18日（星期一）下午4時30分假座香港皇后大道中1號滙豐總行大廈28樓召開香港股東之非正式會議，本人現特函邀請閣下出席。集團主席范智廉及集團行政總裁歐智華將於會上與各股東討論2015年度業績，以及其他事項。

會議的登記入場時間為下午3時30分至4時30分。由於座位有限，務請閣下及早到達會議場地。

如4月18日中午12時正後任何時間懸掛8號或以上颱風警告信號，又或黑色暴雨警告信號，是次會議將會取消。

公司股東及代名人如欲授權代表或客戶出席是次會議，須致函本公司股份登記處—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），詳列將出席會議各人之姓名，並應向每名該等人士發出授權書，以便抵步時於登記櫃檯出示作為證明文件。

## 股東周年大會

本公司的股東周年大會（「股東周年大會」）將於2016年4月22日（星期五）英國夏令時間11時正假座 Queen Elizabeth II Conference Centre, Broad Sanctuary, London SW1P 3EE 舉行。

如閣下不打算親身出席股東周年大會，務請填妥並交回隨附的代表委任表格，以行使閣下的投票權。在填寫表格時如需協助，請按上述地址聯絡本公司股份登記處。股份登記處亦會在香港股東非正式會議的登記櫃檯協助閣下填寫表格。閣下如欲透過電子方式於 [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。

集團公司秘書長

馬振聲 謹啟

2016年3月18日

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

在英格蘭註冊成立之有限公司。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