

Dear Shareholder

11 March 2020

Informal Meeting of Hong Kong Shareholders

I am pleased to invite you to an informal meeting of our Hong Kong shareholders with Mark Tucker, Group Chairman and Noel Quinn, Group Chief Executive, to discuss the 2019 results and other matters of interest.

The health of our shareholders, our employees and our customers is of paramount importance to us. In view of the evolving COVID-19 situation and public health concerns, the meeting this year will be held via webcast on Wednesday, 15 April 2020 at 4:30 pm.

As a valued shareholder, you are invited to go online on the day and access the webcast at www.hsbc.com.hk/ismwebcast.

If Typhoon Signal No. 8 or above, or a black rainstorm warning is in effect any time after 12:00 noon on 15 April, the webcast will be cancelled or rescheduled if possible.

Annual General Meeting

The Annual General Meeting ("AGM") will be held at the Queen Elizabeth Hall, Southbank Centre, Belvedere Road, London, SE1 8XX, United Kingdom at 11:00 BST on Friday, 24 April 2020.

If you have any questions relating to the business of the AGM, please send an email to shareholderquestions@hsbc.com, including your shareholder reference number, and we will endeavor to address the issues raised. Any questions that are submitted that are not relevant to the business of the AGM, may be forwarded to the relevant executive or registrar as appropriate.

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: Computershare Hong Kong Investor Services Limited, Rooms 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Hong Kong SAR (telephone: +852 2862 8555, email: hsbc.ecom@computershare.com.hk). 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.

We look forward to welcoming you to the online informal meeting on Wednesday, 15 April 2020.

Yours sincerely



Aileen Taylor
Group Company Secretary and Chief Governance Officer

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

本人特函誠邀閣下出席本公司之香港股東非正式會議，與集團主席杜嘉祺及集團行政總裁祈耀年討論2019年度業績和其他事項。

滙豐以股東、員工及客戶的健康為首要考慮。鑑於新型冠狀病毒(COVID-19)疫情及公眾健康考慮，今年的會議將於2020年4月15日(星期三)下午4時30分以網絡直播形式舉行。

貴為本公司股東，謹請閣下於當日登入www.hsbc.com.hk/ismwebcast參與網絡直播。

如4月15日中午12時正後任何時間懸掛8號或以上颱風或黑色暴雨警告信號，是次網絡直播將會取消，或在可行情況下延期舉行。

股東周年大會

股東周年大會(「股東周年大會」)將於2020年4月24日(星期五)英國夏令時間上午11時正假座Queen Elizabeth Hall, Southbank Centre, Belvedere Road, London, SE1 8XX, United Kingdom舉行。

如閣下對本公司股東周年大會的事項有任何疑問，請發送電郵至shareholderquestions@hsbc.com，並註明閣下的股東參考編號，我們將盡力解答。凡已經提交但與股東周年大會事項無關的問題，可能會在適當情況下轉交有關的行政人員或股份登記處。

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。如需協助填寫表格，請聯絡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(電話：+852 2862 8555；電郵：hsbc.ecom@computershare.com.hk)。閣下如欲透過電子方式於www.hsbc.com/proxy網頁遞交代表委任表格，請輸入列印於表格上(英文版)的股東參考編號及個人密碼。

我們熱切期待於2020年4月15日(星期三)香港股東非正式會議網絡直播上與閣下見面。

集團公司秘書長及管治總監

戴愛蘭 謹啟

2020年3月11日