



22 March 2024

Dear Shareholder

The following documents are now available on our website at www.hsbc.com:

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

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.

If you would like to receive future notifications by email that shareholder documents are available on our website, please register at www.hsbc.com/ecomms.

Fourth Interim Dividend timetable

21 February 2024	Announcement of fourth interim dividend on ordinary shares
7 March 2024	Ex-dividend date
8 March 2024	Record date
11 April 2024	Deadline to change currency election
15 April 2024	Exchange rate announced for GBP/HKD dividend
25 April 2024	Payment date

You may register or change banking instructions electronically through the Registrar's Investor Centre at www.investorcentre.co.uk. More details on the dividend, and information on how to manage your dividend payments, can be found at www.hsbc.com/dividends.

Notice of Annual General Meeting ("AGM")

The 2024 AGM of HSBC Holdings plc will be held at the InterContinental London O2, 1 Waterview Drive, London, SE10 0TW, United Kingdom at 11:00 BST on Friday, 3 May 2024. Shareholders should monitor the Company's website at www.hsbc.com/agm and stock exchange announcements for the latest information on any additional procedures that will be in place at the AGM or any changes to the current arrangements.

We are also enabling shareholders to participate electronically in the AGM. Shareholders wishing to attend the AGM electronically should follow the instructions set out in the Notice of 2024 AGM.

Enclosed with this letter is a form of proxy for use at the 2024 AGM. 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.

Delivery of documentation

If you would like to receive a printed copy of the documents listed above or give instructions for all future shareholder communications to be sent to you in printed form, please contact (quoting your Shareholder Reference Number) our Registrar Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol, BS99 6ZZ, United Kingdom (email via website www.investorcentre.co.uk/contactus). Printed copies will be provided without charge.

Yours sincerely

A handwritten signature in black ink, appearing to read "Aileen Taylor".

Aileen Taylor
Group Company Secretary and Chief Governance Officer

HSBC Holdings plc

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Incorporated in England with limited liability. Registered in England: number 617987.