



21 March 2025

Dear Shareholder

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

- Notice of 2025 Annual General Meeting (www.hsbc.com/agm);
- Annual Report and Accounts 2024 (www.hsbc.com/financialresults); and
- Strategic Report 2024 (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

19 February 2025	Announcement of fourth interim dividend on ordinary shares
6 March 2025	Ex-dividend date
7 March 2025	Record date
10 April 2025	Deadline to change currency election
14 April 2025	Exchange rate announced for GBP/HKD dividend
25 April 2025	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 2025 AGM of HSBC Holdings plc will be held on the Lumi online platform and at the broadcast venue, the InterContinental London O2, 1 Waterview Drive, London, SE10 0TW, United Kingdom at 10:00 BST on Friday, 2 May 2025. 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 encouraging shareholders to participate electronically in the AGM via the Lumi online platform by logging on to <https://web.lumiagm.com/172020475>. Details on how to participate in the AGM can be found in the Notice of 2025 AGM.

Enclosed with this letter is a form of proxy for use at the 2025 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
Company Secretary

HSBC Holdings plc

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Web: www.hsbc.com
Incorporated in England and Wales with limited liability. Registration number 617987