



25 March 2022

Dear Shareholder

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

- Notice of 2022 Annual General Meeting (www.hsbc.com/agm);
- Annual Report and Accounts 2021 (www.hsbc.com/financialresults); and
- Strategic Report 2021 (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. If you register, we will also send you notifications of future dividend entitlements by email.

Notice of Annual General Meeting ("AGM")

The 2022 AGM of HSBC Holdings plc will be held at the Queen Elizabeth Hall, Southbank Centre, Belvedere Road, London, SE1 8XX, United Kingdom at 11:00 BST on Friday, 29 April 2022. Shareholders should monitor the Company's website at www.hsbc.com/agm and stock exchange announcements for the latest information on any restrictions or additional procedures that will be in place at the AGM venue 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 2022 Annual General Meeting.

Enclosed with this letter is a form of proxy for use at the 2022 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) the appropriate Registrar: Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol, BS99 6ZZ, United Kingdom (email via website www.investorcentre.co.uk/contactus); Computershare Hong Kong Investor Services Limited, Rooms 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Hong Kong SAR (email: hsbc.ecom@computershare.com.hk); or the Investor Relations Team, HSBC Bank Bermuda Limited, 37 Front Street, Hamilton HM 11, Bermuda (email: hbbm.shareholder.services@hsbc.bm). 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

Registered Office and Group Head Office:
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Web: www.hsbc.com
Incorporated in England with limited liability. Registered in England: number 617987.