



LETTER TO MEMBERS ON 30TH ANNUAL GENERAL MEETING

Dear Members of Dover Park Hospice,

1. Greetings, I have sent you a letter on the 30th Annual General Meeting dated 4 August. I must apologise that in the earlier letter, I have missed out the confirmation of the Minutes of the EGM held on 23 April 2022. This letter seeks to incorporate the confirmation of the minutes of EGM as an item under AOB of the AGM Agenda. I also enclosed the revised notice of the 30th Annual General Meeting (Annex A) and the new Annex G consisting of the Minutes of the EGM held on 23 April 2022.
2. **30th AGM.** DPH's 30th Annual General Meeting ("**AGM**") will be held on **Saturday, 20 August 2022 at 2:00 p.m.** (Singapore Time) as a **physical meeting at Dover Park Hospice Auditorium (Level 3 of Day Care Building), 12 Jalan Tan Tock Seng, Singapore 308437.**

Please refer to the attached Notice of AGM and Agenda (Annex A).

3. **Proxy Form.** Members of Dover Park Hospice ("**DPH**") who are not able to attend the physical AGM can complete the attached Proxy Form (Annex B) to appoint a proxy to vote on his/her behalf.

If you wish to appoint a proxy, please submit the Proxy Form (Annex B) as soon as possible, and preferably by Friday, 12 August 2022, for planning and processing purposes.

Appointment of proxies via Proxy Forms received after Friday, 12 August 2022 will not be disregarded so long as they reach us by the deadline of 2:00 p.m. on Thursday, 18 August 2022.

4. **Other Matters**

31st Governing Council. Please refer to the Notice of AGM (Annex A) and Proxy Form (Annex B) for a list of the nominees to the 31st Governing Council.

Questions. Members wishing to raise any questions in relation to the resolutions tabled at the AGM should submit the same as soon as possible and in any event by Friday, 12 August 2022.

We will do our best to answer all questions at the AGM if time permits but will give priority to substantial and relevant questions relating to the resolutions set out in the Notice of AGM.

5. **Correspondence.** All correspondence and queries relating to the AGM, including the Proxy Form, should be submitted in one of the following ways:

- via email to karen_tan@doverpark.sg;
- via mail to DPH's registered address, at Dover Park Hospice, 10 Jalan Tan Tock Seng, Singapore 308436, Attention: Ms. Karen Tan; or

- via fax to 62547650.

6. **Accompanying Documents (had been previously sent in the letter dated 4 August 2022).**
Please refer to the following accompanying documents which are attached to this letter:

Annex A - Notice of 30th AGM and Agenda (*Revised*)

Annex B - Proxy Form for the 30th AGM

Annex C - Audited Financial Statements for financial year ended 31 March 2022

Annex D - Minutes of the 29th AGM

Annex E - DPH Chairman's Report at the 30th AGM

Annex F - Revised DPH Constitution 2022

Annex G – Minutes of the EGM held on 23 April 2022 (*New*)

This letter, the Notice of AGM, other documents above and the English version of the Annual Report for the financial year ended 31 March 2022 are also published on DPH's website at <https://www.doverpark.org.sg/AGM2022>.

7. **COVID-19.** Members should note that the COVID-19 safe management measures will be implemented at the physical meeting and these are subject to change depending on any regulations, directives, measures or guidelines that may be issued by any government or regulatory agency in light of the COVID-19 situation in Singapore from time to time. Accordingly, if there are any updates relating to the 30th AGM, these will be published on DPH's website at <https://www.doverpark.org.sg/AGM2022>.

8. **Reply Slip.** The AGM will be preceded by lunch at 1:00 p.m.

Please indicate in the attached Reply Slip whether you will be attending the AGM and/or lunch, for catering purposes. Please return the Reply Slip to DPH as soon as possible and in any event by Friday, 12 August 2022, for planning and processing purposes.

DPH would like to thank all members for their patience and co-operation in enabling it to hold the 30th AGM as a physical meeting amidst the COVID-19 pandemic.

Yours faithfully,



A/Prof Jeremy Lim
Chairman



Prof. Ho Yew Kee
Honorary Secretary

DOVER PARK HOSPICE
10 August 2022