



## **LETTER TO MEMBERS ON 28<sup>TH</sup> ANNUAL GENERAL MEETING**

Dear Members of Dover Park Hospice,

1. **28<sup>th</sup> AGM.** Due to the ongoing COVID-19 pandemic and in view that physical gatherings in large groups are currently not feasible, DPH's 28<sup>th</sup> Annual General Meeting ("AGM") will be held on Saturday, 22 August 2020 at 2.00 p.m. (Singapore Time) as a virtual meeting via Zoom.<sup>1</sup>

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

2. **Proxy Form.** It is important that you fill in and submit the Proxy Form (Annex B) as soon as possible, and preferably by Tuesday, 11 August 2020, for planning and processing purposes.

**Those who wish to view or listen to the AGM proceedings must indicate so in the Proxy Form, and will be provided with further details.** Members can also indicate in the Proxy Form if they wish to receive via mail a hardcopy of the Annual Report for the financial year ended 31 March 2020, the softcopy of which is also accessible at <https://www.doverpark.org.sg/AGM2020>.

As voting will not be carried out at the AGM itself, the only way for a member to vote on the resolutions tabled at the AGM is to complete the Proxy Form to appoint the Chairman of the AGM as their proxy to vote on their behalf. The appointment of the Chairman as a member's proxy will also allow the member to count towards the quorum.

Appointment of proxies via Proxy Forms received after Tuesday, 11 August 2020 will not be disregarded so long as they reach us by the deadline of 2:00 p.m. on Thursday, 20 August 2020.

3. **Other Matters**

**29<sup>th</sup> Governing Council.** Please refer to the Notice of AGM (Annex A) and Proxy Form (Annex B) for a list of the nominees to the 29<sup>th</sup> 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 Saturday, 15 August 2020.

4. **FAQs on Arrangements for Virtual AGM.** For further information, please refer to the FAQ in relation to the arrangements for the virtual AGM (Annex C).

If you have problems with viewing or listening to the AGM proceedings on Saturday, 22 August 2020, please call DPH IT support at any of the following numbers: 65000649, 65007565, or 65082799.

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1 The AGM will be conducted in accordance with the requirements of the COVID-19 (Temporary Measures) Act 2020 and the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Registered Societies) Order 2020.

If you need assistance with setting up and/or conducting a test run prior to the AGM, please contact our IT support before Saturday, 15 August 2020 to arrange for an appointment via email at [wingkit\\_kwok@doverpark.sg](mailto:wingkit_kwok@doverpark.sg).

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.** Please refer to the following accompanying documents which are attached to this letter:

**Annex A** - Notice of 28<sup>th</sup> AGM and Agenda

**Annex B** - Proxy Form for the 28<sup>th</sup> AGM

**Annex C** - FAQ for DPH AGM

**Annex D** - Audited Financial Statements for financial year ended 31 March 2020

**Annex E** - Minutes of the 27<sup>th</sup> AGM and DPH Chairman's Report at the 27<sup>th</sup> AGM

This letter, the Notice of AGM, other documents above and the English version of the Annual Report for the financial year ended 31 March 2020 are also published on DPH's website at <https://www.doverpark.org.sg/AGM2020>.

DPH would like to thank all members for their patience and co-operation in enabling it to hold the 28<sup>th</sup> AGM via virtual means amidst the COVID-19 pandemic.

Yours faithfully,



Mr. Robert Chew  
Chairman



Mr. Chey Chor Wai  
Honorary Secretary

**DOVER PARK HOSPICE**  
1 August 2020