



**LETTER TO MEMBERS ON 31<sup>ST</sup> ANNUAL GENERAL MEETING**

Dear Members of Dover Park Hospice,

1. **31<sup>st</sup> AGM.** DPH's 31<sup>st</sup> Annual General Meeting ("AGM") will be held on **Saturday, 26 August 2023 at 10:00 a.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).

2. **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, 18 August 2023, for planning and processing purposes.

Appointment of proxies via Proxy Forms received after Friday, 18 August 2023 will not be disregarded so long as they reach us by the deadline of 10:00 a.m. on Thursday, 24 August 2023.

3. **Other Matters**

**32<sup>nd</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 32<sup>nd</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 Friday, 18 August 2023.

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.

4. **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](mailto: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.

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

**Annex A** - Notice of 31<sup>st</sup> AGM and Agenda

**Annex B** - Proxy Form for the 31<sup>st</sup> AGM

**Annex C** - Audited Financial Statements for financial year ended 31 March 2023

**Annex D** - Minutes of the 30<sup>th</sup> AGM

**Annex E** - DPH Chairman's Report at the 31<sup>st</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 2023 are also published on DPH's website at <https://www.doverpark.org.sg/AGM2023>.

6. **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 31<sup>st</sup> AGM, these will be published on DPH's website at <https://www.doverpark.org.sg/AGM2023>.

7. **Reply Slip.** The AGM will be preceded by Tea Reception at 9:00 a.m.

Please indicate in the attached Reply Slip whether you will be attending the AGM and/or Tea Reception, for catering purposes. Please return the Reply Slip to DPH as soon as possible and in any event by Friday, 18 August 2023, for planning and processing purposes.

Yours faithfully,



A/Prof Jeremy Lim  
Chairman



Prof. Ho Yew Kee  
Honorary Secretary

**DOVER PARK HOSPICE**  
7 August 2023