

**HCA HOSPICE LIMITED**  
Company Registration Number: 202114297R  
(Incorporated in the Republic of Singapore)  
(the “Company”)

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of the Company will be held at Oasis@Outram Day Hospice, 10 Hospital Blvd, #02-01, Outram Community Hospital, Singapore 168582 and using virtual meeting technology on 16 August 2025 at 11.00 a.m. for the purpose of transacting the following:

**As Ordinary Business**

1. As an Ordinary Resolution: To receive and adopt the audited accounts for the financial year ended 31 March 2025 and the Reports of the Directors and the Auditors thereon.
2. As an Ordinary Resolution: To re-appoint M/s Baker Tilly TFW LLP as Auditor of the Company to hold office until the conclusion of the next Annual General Meeting and to authorise the Directors to fix their remuneration.

**As Special Business**

3. As an Ordinary Resolution: To receive and adopt the Annual Report for the financial year ended 31 March 2025.
4. As an Ordinary Resolution: Pursuant to Regulation 12(1) of the Constitution and subject to the provisions of the Constitution, to admit each of the following persons into membership of the Company:

S/N	Name	NRIC
a	Ng Boon Ching Serene	SXXXX254C
b	Bryan Tan Hon Jonn	SXXXX890Z
c	Wee Mei-Yi	SXXXX382G

5. As an Ordinary Resolution: Noted that pursuant to Regulation 34 of the Constitution, a Director shall be a Member of the Company. Pursuant to Regulation 35 of the Constitution, as separate and individual resolutions under Section 150 of the Companies Act and subject to the provisions of the Constitution, to appoint each of the following persons, who has been admitted into Membership of the Company and has consented to be appointed as a Director of the Company, as a Director of the Company, with effect from 20 August 2025 (or such other date as each Director may consent and the Board may approve) and for the period until 19 August 2028, and upon such terms and conditions as he / she may each consent and the Board of Directors of the Company may approve:

S/N	Name	NRIC	Position	Term	Period
a	Ng Boon Ching Serene	SXXXX254C	Director	3 years	20 August 2025 – 19 August 2028
b	Bryan Tan Hon Jonn	SXXXX890Z	Director	3 years	20 August 2025 – 19 August 2028
c	Wee Mei-Yi	SXXXX382G	Director	3 years	20 August 2025 – 19 August 2028

6. As an Ordinary Resolution: Pursuant to Regulation 35 of the Constitution, as separate and individual resolutions under Section 150 of the Companies Act and subject to the provisions of the Constitution, to re-appoint each of the following persons, who has consented to be re-appointed as a Director of the Company, as a Director of the Company, with effect from 20 August 2025 (or such other date as each Director may consent and the Board may approve) and for the term and period stated below, and upon such terms and conditions as he / she may each consent and the Board of Directors of the Company may approve:

S/N	Name	Position	Term	Period
a	Pang Wai Yin	Director	2 years	20 August 2025 – 19 August 2027
b	Tay Swee Yuan	Director	2 years	20 August 2025 – 19 August 2027
c	Terence Kew Huat Meng	Director	3 years	20 August 2025 – 19 August 2028
d	Leong Teik Ping	Director	3 years	20 August 2025 – 19 August 2028
e	Neo Soek Hui	Director	3 years	20 August 2025 – 19 August 2028
f	Tay Beng Hwee	Director	3 years	20 August 2025 – 19 August 2028

7. To transact such other business as can be transacted at an Annual General Meeting of the Company.

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This Notice has been made available on the Company's website and may be accessed at the URL <https://www.hca.org.sg>.

**Attached are:**

- (i) the agenda for this meeting;
- (ii) Minutes of the 3<sup>rd</sup> Annual General Meeting ;
- (iii) Impact Report for FY24/25 (Please scan QR code in the Impact Report to read the full FY24/25 Annual Report including the Directors' Statement, Audited Financial Statements and Auditor's Report for Financial Year ended on 31 March 2025);
- (iv) Key information on Directors proposed to be appointed;
- (v) Attendance Slip and Form of Proxy.

**Important Notes:**

The following arrangements will be adopted for the Annual General Meeting:

- (a) If a Member wishes to attend the Annual General Meeting, the member must RSVP using the attendance slip enclosed (item v);
- (b) A Member may submit questions to the Company via post (to 705 Serangoon Road Block A, #03-01 @Kwong Wai Shiu Hospital, Singapore 328127, Attention: Ms Zhang Kaiyu) or email (to [kaiyuZ@hcahospicecare.org.sg](mailto:kaiyuZ@hcahospicecare.org.sg)). The questions must reach the Company at least 7 days prior to the Annual General Meeting;
- (c) All substantial and relevant questions will be addressed by the Board and/or management prior to, or at, the Annual General Meeting. Questions that concern a matter that will be put to a vote will be addressed by the Board and/or management before the closing date for the lodgement of proxy forms. Such questions will be addressed via the Company's website (<https://www.hca.org.sg>) or at the Annual General Meeting;
- (d) A Member of the Company entitled to attend and vote at the Meeting is entitled to appoint the chairperson of the meeting or another person (whether a Member or not) as his PROXY to attend and vote in his stead. The Form of Proxy, duly signed, must be deposited at the Company's Registered Office (at 705 Serangoon Road Block A, #03-01 @Kwong Wai Shiu Hospital, Singapore 328127, Attention: Ms Zhang Kaiyu), or by electronic mail to [kaiyuZ@hcahospicecare.org.sg](mailto:kaiyuZ@hcahospicecare.org.sg), not less than 72 hours before the time appointed for holding the Meeting or any adjournment thereof at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than 24 hours before the time appointed for the taking of the poll. A copy of the Form of Proxy is attached (item v). If the Member appoints a proxy, the Member must give specific instructions with regards to voting, or abstentions from voting, in the Form of Proxy, failing which the appointment may be treated as invalid.

BY ORDER OF THE BOARD



(Signature)  
Name: Tan Soh Keng  
Chairperson

Board of Directors

Dated: 31 July 2025  
Singapore