

WOH HUP TRUST

Annual Report for the Reporting Year Ended 31 December 2017

1 Corporate Information

Woh Hup Trust ("Trust") was incorporated on 4 October 2011 as a company limited by guarantee. The Trust is registered as a charity under the Charities Act, Chapter 37 on 9 November 2011. The Trust is approved as an Institution of Public Character (IPC Registration No. IPC 000745) under the Charities Act with effect from 1 December 2011. Our current validity period of IPC is from 01/12/2015 to 30/11/2018.

- ▶ **UNIQUE ENTITY NUMBER:** 201129946W
- ▶ **REGISTERED ADDRESS:** 217 Upper Bukit Timah Road, Woh Hup Building, Singapore 588185
- ▶ **BOARD OF DIRECTORS**
 - Chairman: Mr Yong Nam Seng
 - Honorary General Secretary: Ms Carla Jacqueline Barker
 - Honorary General Treasurer: Mr Goh Joon Seng
 - Member: Mr Tan Soo Nan @ Tan Soo Nam
 - Member: Mr Eugene Yong Kon Yoon
- ▶ **DONATION COMMITTEE**
 - Chairman: Mr Eugene Yong Kon Yoon
 - Member: Ms Carla Jacqueline Barker
 - Member: Mr Khoo Swee Kok
- ▶ **ADMINISTRATION**
 - Manager: Mr Khoo Swee Kok
 - Accountant: Ms Pearlyn Yap
 - Admin Officer: Ms Lynn Tan
- ▶ **BANK:** DBS Bank Ltd
- ▶ **AUDITORS:** Deloitte & Touche LLP
- ▶ **COMPANY SECRETARY:** Ms Eliza Lim of Trust Corporate Services Pte Ltd

2 Vision and Objectives

OUR VISION

- ▶ To provide financial support for social integration of the elderly and underprivileged children in our society.

OBJECTIVES

- ▶ To promote education, teaching, learning, science and research and to do all acts and things calculated to assist in connection with such promotion.
- ▶ To make provision for the relief of poverty and suffering which includes the comfort, relief and protection of the infirm, aged, sick or poor; the provision of medical and/or surgical attention and/or recuperative treatment to those in need of the same.
- ▶ To prevent or check the spread or incidence of disease or disability.

- ▶ To provide protection and care for the underprivileged children.

3 Conflict of Interests

The Conflict of Interest policy is read and understood by all Board members and staff upon the commencement of their term of office or employment. Declarations of interests are required to be submitted upon assuming office or commencement of work. Any subsequent changes in personal or professional interests are to be declared.

4 Financial Overview

▶ FINANCIAL ACTIVITIES

The Trust reported net income of \$1,048,047 for the financial year ended 31 December 2017.

Endowment funds increased by \$1,000,000 from the donations received from Woh Hup Pte Ltd.

Unrestricted funds increased by \$48,047 from investment income of \$289,580 net of payment for charitable donations of \$200,000 and governance costs of \$41,533.

▶ FUNDS OF CHARITY

The funds of the Trust which comprised of the unrestricted funds and the restricted funds amounted to \$8,371,269 as at 31 December 2017. The funds breakdown –

- ▶ Unrestricted Funds of \$179,221 and
- ▶ Endowment Funds of \$8,192,048

▶ ANNUAL AUDIT

The 2017 accounts have been audited by Deloitte & Touche LLP. The financial statements of the Trust are prepared in accordance with the provisions of the Singapore Companies Act, Chapter 50, the Charity Act and Charities Accounting Standard. The financial statements were signed off by Mr Yong Kon Yoon and Mr Goh Joon Seng.

5 Charitable Activities

During the FY 2017, the Board met on three occasions. The meeting was held in April, July and November respectively.

During the meetings, besides reviewing the reports submitted by Manager and the Accountant, the Board also considered the evaluation and recommendations submitted by the Donation Committee that reviewed the appeals of various charitable organizations requesting for financial assistance to support their initiatives and programs.

The Board also examined and approved the draft of Governance Evaluation Checklist for IPC for annual submission.

During the Fifth Annual General Meeting held on 26 April 2017, Messrs Deloitte & Touche LLP was appointed as Auditors of the Company in place of Messrs RSM Chio Lim LLP with effect from FY 2017.

The Board members were last re-elected on 27 November 2015. In accordance with Article 5.3 of the Constitution, Board members serve for two-year terms and were eligible to be re-elected

for up to five consecutive terms. The Board was satisfied that collectively, all members had been responsible in ensuring that Woh Hup Trust had been well-governed and prudently managed in achieving the charitable objects for which it has been set up. By unanimous consent of all the members of the Board, all directors would continue in office for another two-year term beginning on first day of next fiscal year, i.e. 1 January 2018. During the 2nd meeting, the Company Secretary updated the Board on the new Code of Governance on Registrable Controllers that came into effect from 31 March 2017. The Board noted that :

1. Woh Hup Private Limited and Woh Hup Holdings Private Limited had confirmed that they are Controllers of the Company; and
2. The Registers of Controllers are maintained and kept at the office of Trust Corporate Services Ptd Ltd, the Registered Filing Agent appointed by the Company.

The Company Secretary also updated the Board that the Companies Act. Cap. 50 has been amended to introduce the Register of Nominee Directors which also came into effect on 31 March 2017. The Board noted that the Company does not have any nominee directors.

In addition, the Secretary also informed the Board that the Charity Council has released its refined Code of Governance for Charities and Institutions of a Public Character (IPCs) (the "Code). The new Code will take effect in respect of Annual Reports relating to financial years commencing from 1 January 2018.

Mr Eugene Yong, during the 3rd meeting, informed the Board that he was invited by Dr June Lee Gek Hoon, a ACSEP Research Fellow at Asia Centre for Social Entrepreneurship & Philanthropy (ACSEP), NUS Business School, National University of Singapore, to participate in a research study that sought to explore the practice and evolution of family philanthropy in Singapore.

The Board also approved the recommendations of Donation Committee, a total amount of \$200,000 for FY 2017 for the financial assistance to the following charitable organizations :

1. NUS Children's Kidney Research Fund	\$100,000
2. Down Syndrome Association (Singapore)	50,000
3. Kheng Chiu Loke Tin Kee Home	<u>50,000</u>
Total	\$200,000

Mr Eugene Yong Kon Yoon, our Board Director, presented the cheques to the representatives of the above beneficial organizations during the Woh Hup Charity Luncheon for the Aged held at Ban Heng, Harbourfront Centre on Sunday, 26 November 2017.

6 Staff

The Trust currently employs no staff. The administrative, financial, accounting, payroll and other services it requires, including accommodation and the processing of donations and the payments made, are provided by a founding member.

7 Compliance with the Code of Governance

- (a) The Trust has in place a conflict of interest policy to manage and avoid situation of conflict of interest. Volunteers, staff and board members are advised to avoid situations that may give rise to conflict of interest and are required to make full declaration and disclosure should it inevitably arise.
- (b) Where a conflict of interest arises at a Board meeting, the Board member concerned shall not vote on the matter nor participate in discussions and offer to withdraw from the meeting or subject to discretion by the Board members if this is required. The reason for

how a final decision is made on the transaction or contract which give rise to a conflict of interest shall be recorded in the minutes of the meeting.

- (c) Transactions with parties with whom a conflicting interest exists may be permitted only if all of the following are observed.
 - (i) The conflicting interest is to be fully disclosed;
 - (ii) The person with the conflict of interest is to abstain from the discussion, voting and approval of such a transaction;
 - (iii) Competitive bids or comparable valuation is to be obtained; and
 - (iv) The Board of directors has determined that the transaction is in the best interest of the Trust though there may be a conflict of interest.
- (d) As the Board members holds the ultimate responsibility and is always accountable to public trust, they should uphold and maintain a standard of conduct such as the avoidance of conflict of interest to fulfill public trust responsibilities. Therefore, Board members must lead by example an attitude and act of personal integrity.

8 Reserves Policy

The Trust's reserves policy is set at 6 years (reserves level expressed in the ratio of reserves to annual operating expenditures). This level of reserves is maintained to ensure long term financial sustainability and to contribute to the Board's ability to balance the needs of current and future beneficiaries. It also ensure that the Trust is well managed and that it has a strategy for building up resources.

The Board monitors and reviews the reserves policy on an annual basis to ensure that the reserves are adequate, taking into account forecasting levels of income in future years, the reliability of each source of income and prospects for opening up new sources.