



110/12 Salonika Street, NT 0820, Australia

ABN: 14690982597

Phone: 0406 005 063

<http://vitachoice.org.au>

vitachoice.clg@gmail.com

Committee Meeting Minutes of VITACHOICE LTD

Meeting No: 005

Date: 31/10/2025

Time: 6:15pm - 6:42 pm (Darwin Time)

Place: 110/12 Salonika St, Parap, NT 0820

Meeting ID: Meeting ID: 631 017 0000

Password: 631017

URL: <https://us06web.zoom.us/j/6310170000?pwd=UnNLd01aSzlpOS81TzZpU2djYUEyQT09&omn=85223641935>

Meeting Host: Yuping HE was authorized

Minute Secretary: Yuping HE

Time Keeper: Yuping HE



Attendees

(A=Apology, P= Present, L=Leave of Absence, Abs=Absent and Silent)

No	Name	Position	Attendance	Method
1.	BENNIE SPIRIT	Planner	P	in person
2.	Yuping HE	Managing Director	P	in person
3.	DAWN SPIRIT	Chairperson	P	in person
4.	LE THI MY TRANG	Marketing Manager (Vietnamese)	P	in person
5.	Chaoqun CAI	Marketing Manager	P	in person
6.	Xinming ZHAO	Cook	P	in person

Attendance Report	
P	6
A	0
L	0
Abs	4
Total	10



Meeting open	Chairperson Dawn Spirit Authorized Yuping HE to open the meeting at 6: 15 PM Darwin Time Zone.
Apology	
Participant status	

Reports and Proposal

Bennie SPIRIT	<p>TOPICS:</p> <ol style="list-style-type: none"> 1. Separated the meetings into Director Resolutions and Committee Meetings respectively 2. Reviewed all the meeting minutes, including Minutes of 5 Director Resolutions and 4 Committee Meetings 3. Resignation of Secretary- Ms CAI CHAOQUN 4. Reviewed all the documents, especially Policies made through Director Resolutions
Major Resolutions	<p>Topic 1: Separated the meetings into Director Resolutions and Committee Meetings respectively</p> <p>On 23 September 2025, a committee was formed and Organizational Structure was established. Thus, all the meeting minutes should be separated accordingly and be reviewed at this meeting.</p> <p>Topic 2: Reviewed all the meeting minutes, including Minutes of 5 Director Resolutions and 4 Committee Meetings</p> <p>Yuping HE led committee members to review all the meeting minutes, including Minutes of 5 Director Resolutions and 4 Committee Meetings from Sept 15, 2025, Date of the Company established.</p> <p>Topic 3: Resignation of Secretary- Ms CAI CHAOQUN</p> <p>Ms CAI CHAOQUN submitted her Resignation Letter of Secretary on Oct 17, 2025.</p> <p>In that case, the vacancy should be filled by Yuping HE.</p> <p>Relevant updates with ASIC were to proceed shortly.</p> <p>Topic 4: Reviewed all the documents, especially Policies made through Director Resolutions</p> <p>Yuping HE led all present committee members to go through all the documents on policy or plans from the date of the Company was established.</p>



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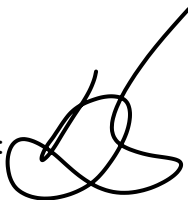
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Minutes of the previous meeting	Committee Meeting 004 was confirmed.
Chairperson's comment	N/A
Future Program	Nov 2 Committee Meeting about Employment Issue
Meeting close	The meeting was declared closed at 7:00pm, Darwin Time Zone.

Confirmation of the minutes

This minute is a true and accurate record of the meeting.

Signed by: 


Minutes prepared by: HE, YUPING