



110/12 Salonika Street, NT 0820, Australia

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Committee Meeting Minutes of VITACHOICE LTD

Meeting No: 006

Date: 02/11/2025

Time: 5:30pm - 6:08 pm (Darwin Time)

Place: 110/12 Salonika St, Parap, NT 0820 (In person & By Videoconference)

Meeting ID: Meeting ID: 631 017 0000

Password: 631017

URL: <https://us06web.zoom.us/j/6310170000?pwd=UnNLd01aSzlpOS81TzZpU2djYUEyQT09&omn=84856038046>

Meeting Host: Yuping HE was authorized

Minute Secretary: Yuping HE

Time Keeper: Yuping HE



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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.	Fei QIAN	Business Consultant	P	in person
3.	Yuping HE	Managing Director	P	in person
4.	DAWN SPIRIT	Chairperson	P	in person
5.	Jing DONG	Data Organizer	P	in person
6.	LE THI MY TRANG	Marketing Manager (Vietnamese)	P	in person
7.	Chaoqun CAI	Marketing Manager	P	in person
8.	Xinming ZHAO	Cook	P	in person
9.	CHENGLI LI	Marketing Manager (Chinese)	P	by Videoconference
10.	YINFENG WANG	Web Content Manager	P	by Videoconference

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



Meeting open	Chairperson Dawn Spirit Authorized Yuping HE to open the meeting at 5: 30 PM Darwin Time Zone.
Apology	
Participant status	

Reports and Proposal


Bennie SPIRIT	<p>TOPICS:</p> <ol style="list-style-type: none"> 1. Confirm VC Employment Contract Template 2. Confirm the Template of VC Timesheet 3. PAYG Withholding Issue before getting the first salary 4. SUPER Issue before getting the first salary 5. Authority to pay IAS of September
Major Resolutions	<p>Topic 1: Confirm VC Employment Contract Template</p> <p>Chairperson Dawn Spirit authorized Managing Director Yuping HE to hold this committee meeting.</p> <p>Yuping HE invited Business Consultant Fei QIAN (Bonnie) to deliver a training on the VC employment issues.</p> <p>Firstly, Bonnie led the members to review VC Employment Contract Template and that template was confirmed to be used later on.</p> <p>Topic 2: Confirm the Template of VC Timesheet</p> <p>Bonnie led the members to review the Template of VC Timesheet and confirmed it as the final version to be used by the Company.</p> <p>Topic 3: PAYG Withholding Issue before getting the first salary</p> <p>Bonnie guided that before paying employees' wages, the Tax file number declaration should be filed with employers and ATO.</p>




	<p>Topic 4: SUPER Issue before getting the first salary</p> <p>Bonnie guided that before paying employees' wages, the Superannuation Standard Choice Form should be filled and filed accordingly.</p> <p>Topic 5: Authority to pay IAS of September</p> <p>The Treasurer Yuping HE asked for Authority to fill IAS of September.</p> <p>The authority has been received at this meeting.</p>
Minutes of the previous meeting	Committee Meeting 005 was confirmed.
Chairperson's comment	N/A
Future Program	TBC – in the middle of Nov, regular Monthly Committee Meeting
Meeting close	The meeting was declared closed at 6.08pm, 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