

Confrérie de la Chaîne des Rôtisseurs Bailliage de Singapour

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CONSTITUTION

CONFRÉRIE DE LA CHAÎNE DES RÔTISSEURS BAILLIAGE DE SINGAPOUR

The Society shall be called “Confrérie de la Chaîne des Rôtisseurs” Bailliage de Singapour.

The “Confrérie de la Chaîne des Rôtisseurs” Bailliage de Singapour (sometimes hereinafter referred to as the Society) is a non-profit membership society organised and existing under the laws of the Republic of Singapore.

ARTICLE I

ORGANISATION

1.1 Objects

The objects of the Society are:

To promote, foster and encourage the art of cooking, the preparation and serving of food and particularly the technique of cooking by spit, barbecue or rotisserie and to collect and disseminate historical and other information with respect to the same and the enjoyment and tasting and understanding of superior cuisine and wines; to foster a knowledge and understanding with respect to such forms of cooking and to cooperate with other persons or organisations whose aims and objectives in whole or in part are similar to those hereinabove set forth; to encourage educational institutions, colleges, and universities to teach the culinary arts and establish departments within their institutions for that purpose, and, in general, to foster an awareness within the educational community concerning the importance of having the Republic of Singapore provide its own source of accomplished chefs and the like. To do all such other things as are conducive or incidental to the attainment of the above objects or any of them including but not limited to:

- (a) the holding of meetings, lectures, conferences, and competitions; and
- (b) the publication and distribution of literature.

1.2 Principal Office

The place of business and the address for correspondence of the Society shall be 11 Whitley Road 297801 Singapore, or care of The Bailli Délégué or such other place as may be designated by the Council from time to time, subject to the approval of the Registrar of Societies.

1.3 Titles, Grades, and Insignia

Only the titles, grades and insignia mentioned hereunder will be awarded by the International headquarters to members, whichever Bailliage National they may belong to.

1.3.1 Professional Members

1.3.1.1 Kitchen

Rôtisseur: The initial Professional grade of La Chaîne. Reserved for a young commis.

Silver medal and chain on orange ribbon with “Rôtisseur” insignia.

Chef Rôtisseur: Sous Chef, Chef de partie, Culinary Educator.

Silver medal and chain on orange ribbon edged in red with “Rôtisseur” insignia.

Maître Rôtisseur: Owner, Director, Manager, Head Chef, Culinary Programme Director involved in the running of the kitchen at a catering establishment.

Silver medal and chain on orange ribbon with two red stripes and “Rôtisseur” insignia.

Officier Maître Rôtisseur: Promotion for a Maître Rôtisseur.

Gold medal and chain on orange ribbon with two red stripes and “Rôtisseur” insignia.

Grand Officier Maître Rôtisseur: Special promotion for an Officier Maître Rôtisseur, possible after ten years in La Chaîne, but only with approval of the Président.

Gold medal and chain on orange ribbon with a red stripe in the middle and “Rôtisseur” insignia.

1.3.1.2 Front of House / Restaurant

Professionnel de la Table: a person directly involved in restaurant service.

Silver medal and chain on purple ribbon with “place setting” insignia.

Chef de Table: Maitre d’Hôtel, Chef de Rang, Restaurant Service Educator who, if needs be, cooks at the table.

Silver medal and chain on purple ribbon with orange stripe.

Maître Restaurateur: Owner/manager or director of a restaurant and not himself involved with the running of the kitchen in this establishment, Service Programme Educator.

Silver medal and chain on purple ribbon with orange stripe, edged in light blue, and “Maître Restaurateur” insignia.

Maître Hôtelier: Owner/manager or director of a hotel, Senior Hotel School Educator.

Silver medal and chain on purple ribbon with orange stripe edged in light blue, and “Hôtelier” insignia.

Officier Maître Restaurateur: Promotion for a Maître Restaurateur.

Gold medal and chain on purple ribbon with orange stripe, edged in red, and “Maître Restaurateur” insignia.

Officier Maître Hôtelier: Promotion for a Maître Hôtelier.

Gold medal and chain on purple ribbon with orange stripe edged in red, and “Hôtelier” insignia.

Grand Officier Maître Restaurateur: Special promotion for an Officier Maître Restaurateur, possible after ten (10) years in La Chaîne, but only with approval of the Président.

Gold medal and chain on purple ribbon with a wide orange stripe and a red stripe in the middle, edged in red, and “Maître restaurateur” insignia.

Grand Officier Maître Hôtelier: Special promotion for an Officier Maître Hôtelier, possible after ten years in La Chaîne, but only with approval of the Président.

Gold medal and chain on purple ribbon with a wide orange stripe and a red stripe in the middle, edged in red, and “Hôtelier” insignia.

1.3.1.3 Honorariat

On reaching retirement, a member holding a professional grade becomes “Honoraire”.

This status is signified by the addition of the word “Honoraire” to his professional title and the wearing of the “Honoraire” badge on his ribbon.

1.3.2 Non-professional Members

Chevalier / Dame de la Chaîne: The initial non-professional grades of La Chaîne.

Silver medal and chain on purple ribbon edged in light blue.

Officier: Promotion for a Chevalier or a Dame de la Chaîne. Also for a special member, or Président of an Association to be honoured.

Gold medal and chain on purple ribbon edged in red.

Grand Officier: Exceptional promotion for an Officier – a gastronome who has distinguished himself through his efforts for La Chaîne, possible after ten (10) years in La Chaîne, but only with approval of the Président.

Gold medal and chain on purple ribbon with two red stripes and an orange stripe in the middle Pair: Exceptional promotion for a Grand Officier, possible after fifteen (15) years in La Chaîne, but only with approval of the Président.

Gold medal and chain on a purple ribbon, edged in orange.

1.3.3 Honorary Titles

Chevalier d’Honneur: High honorary title, given to a very important person/celebrity. Awarded only with the approval of the Président.

Gold medal and chain on burgundy ribbon

Grand Officier d’Honneur: Highest honorary title, given to Royalty, Head of State or Ministers. Awarded only with the approval of the Président.

Gold medal and chain on burgundy ribbon, edged in gold braid.

1.3.4 Management

1.3.4.1 Bailliage

Bailli:

Gold medal and chain on green ribbon.

Bureau:

Gold medal and chain on blue ribbon.

1.3.4.2 Bailliage Provincial

Bailli Provincial:

Gold medal and chain on green ribbon edged in silver braid.

Bureau Provincial:

Gold medal and chain on blue ribbon edged in silver braid.

1.3.4.3 Bailliage National

Bailli Délégué:

Gold medal and chain on green ribbon edged in gold braid.

Bureau National:

Gold medal and chain on blue ribbon edged in gold braid.

1.3.4.4 International

Conseil d'Administration:

Gold medal and chain on red ribbon edged in gold braid with Conseil d'Administration insignia.

Conseil Magistral:

Gold medal and chain on red ribbon edged in gold braid with Conseil Magistral insignia.

Conseil d'Honneur:

Gold medal and chain on red ribbon edged in gold braid with Conseil d'Honneur insignia.

1.3.4.5 Honorariat

Members retiring from the Bureau of a Bailliage or a Bailliage Provincial or a Bailliage National, or from the Conseil Magistral or the Conseil d'Administration, may take "Honoraire" status.

This status is signified by the addition of the word "Honoraire" to the management title. The Conseil d'Administration may decide to award insignia showing "honoraire" and/or "active" status.

1.3.5 Awards

Awards as below may be made to members for long service or to reward contribution made to the organisation and management of La Chaîne.

1.3.5.1 Commandeurs

The "Commandeur" badge will be given upon request to all members, after twenty years of uninterrupted membership in La Chaîne since the date of induction.

The "Officier Commandeur" badge will be given upon request to all members, after thirty years of uninterrupted membership in La Chaîne since the date of induction.

The "Grand Commandeur" badge will be given upon request to all members, after forty years of uninterrupted membership in La Chaîne since the date of induction.

1.3.5.2 Performance Awards

Awards as below may be made to members for long service or to reward contribution made to the organisation and management of La Chaîne. Awards should be presented at a Chapitre event by the inducting officer in the presence of the Bailli Délégué / Bailli where present.

The criteria generally are "an excellent, an outstanding or an exceptional contribution to the Bailliage, Province or National organisation".

The awards shall be approved by the officer who has the right to give one after receiving recommendations from any member of a Bailliage, Bailliage Provincial or Bailliage National.

Bronze

For recognition of an excellent contribution in the ranks of his Bureau, the Bailli may award one Bronze Award annually and is encouraged to do so. Such awards may, with the permission of the Bailli Délégué (or Bailli Provincial where applicable), even be awarded to a non-officer, a member who through dedicated service to the Bailliage deserves to be recognised.

It is also encouraged that the Bailli Délégué (or Bailli Provincial where applicable), awards Bronze Medals to those Baillis who have excelled in managing a Bailliage. (In addition to the medal, the recipient receives a pin to wear on his/her ribbon.)

Silver

For an outstanding contribution to La Chaîne a member may be given a Silver Award. This Award may only be given by the Bailli Délégué however he may request that the Bureau Provincial and/or Bureau National make recommendations as to who should receive such recognition. (In addition to the medal, the recipient receives a pin to wear on his/her ribbon.)

Gold

For an exceptional contribution to La Chaîne a member may be given the highest Gold Award. It may only be awarded by the Bailli Délégué or by the Président. (In addition to the medal, the recipient receives a pin to wear on his/her ribbon.)

ARTICLE II

MEMBERSHIP

2.1 Admission to Membership

- (a) Every candidate for admission as a member shall be sponsored by two (2) members, both of whom shall vouch, from their personal knowledge, for the fitness of the candidate. The sponsors shall fully complete and sign an application known as an "Admission Form", which form must be accompanied by a payment for all dues and fees required under Article III. The Admission Form shall be filed with the Bailli Délégué.
- (b) The Council shall decide on the admission of any new members.
- (c) The successful candidate shall be inducted into membership by the Bailli Délégué or any member of the Administrative Council, under the classification or rank given to him by the Council.
- (d) No person shall be admitted to membership who shall not have attained the age of eighteen (18).

ARTICLE III

INITIATION FEES, DUES, ARREARS, ASSESSMENTS

3.1 Initiation Fees

The initiation fees for all members (which shall include the cost of decorations and certificates of membership) and the Annual Dues shall be determined by the Council from time to time. Annual Dues shall become payable on the first day of October of each year, in advance.

The initiation fees and the first year's dues shall accompany the application for membership.

3.2 Dues

All dues shall be payable by every member of the Society regardless of rank, with the exception of a Chevalier d' Honneur and Grand Officier d' Honneur, all of whom shall hold these honorary titles without the payment of dues.

3.3 Re-admission

Upon the re-admission of any member who has previously resigned from the Society and who was a member in good standing at the time of his resignation, the Council, in its sole discretion, may waive the payment of initiation fees by such person. Such readmitted person shall not, however, receive a new ribbon or new certificate of membership unless he pays the costs thereof.

3.4 Failure to pay Dues, Assessments, Etc.

Annual dues shall be paid on or before the first day of October of each year. Any member which fails to pay his dues shall cease to be a Member of the Society. The Council shall have power to extend the period for payment of any member.

3.5 Expulsion of Members

Any member may be expelled from membership for conduct unbecoming a member of the Society with or without any formal charge being lodged against him. The Council shall inform the member in writing of such action and shall grant him seven (7) days, or such other period as the Council shall determine, to offer an explanation, which shall be in writing.

The Council shall consider his explanation before expelling the member.

3.6 Resignation of Members

Any member may resign his membership by giving to the Society notice in writing to that effect. Every such notice shall, unless otherwise expressed, be deemed to take effect thirty (30) days after receipt of the letter.

3.7 Conviction, Bankruptcy, Etc.

If any member shall be convicted of any criminal offence of a grave nature or is sentenced to a term of imprisonment or is adjudged a bankrupt, he shall thereupon cease to be a member of the Society; but the Council shall have power, in their discretion, to reinstate him without payment of initiation fees.

3.8 Attendance

Every member should attend the events organised by the Council where possible. The membership of any member, other than an honorary member, may be terminated if he fails to attend a minimum of three (3) events or dinners per year. The Council may for good and sufficient reason waive this requirement for any member for any year.

ARTICLE IV

MANAGEMENT, GENERAL MEETINGS

4.1 Management

The Management of the Society shall be deputed to the Council, presided over by the Bailli Délégué.

4.2 Annual General Meeting

The Annual General Meeting of the Society shall be held in the month of March every year upon a date and at a time to be fixed by the Council. At other times a general meeting shall be called by the Bailli Délégué on the request in writing of ten or more members and a general meeting may be called at any time by order of the Council.

4.3 Notice of Annual General Meeting

At least twenty-one (21) days' notice shall be given of an Annual General Meeting and at least seven days' notice of any other general meeting and particulars of its Agenda shall be contained in the notice. The following matters shall be considered at the Annual General Meeting:

- (i) The previous year's accounts and report of the Council for the preceding financial year;
- (ii) The election of office bearers to the Council;
- (iii) The appointment of auditors for the ensuing year; and
- (iv) Any resolution which may be duly submitted to the meeting as hereinafter provided.

Any member who wishes to place an item on the agenda or to move any resolution at the Annual General Meeting shall give notice thereof in writing to the Chargé de Missions (Archiviste) not less than ten (10) days before the date of such meeting.

4.4 Special General Meeting

Special general meetings may be called at any time by the Council by giving fourteen days' notice to the members. The Council shall, forthwith upon the requisition in writing of ten members stating the purpose for which the meeting is required, call a special general meeting. No business other than that specified in the notice shall be transacted at a special general meeting.

4.5 Quorum

The Quorum at all general meetings shall be ten (10) members. In the event of there being no quorum the meeting shall be adjourned to the same day in the following week at a place and time to be appointed and, should the number then present be insufficient to form a quorum, those present shall be considered a quorum but they shall have no power to alter, amend or make additions to any of the existing Bye-Laws.

ARTICLE V

THE COUNCIL

5.1 The Council

A committee called the Council consisting of the following ten (10) officers shall be elected at each Annual General Meeting:

- (a) A President who shall be known as the Bailli Délégué;
- (b) An Honorary Secretary who shall be known as the Chargé de Missions (Archiviste);
- (c) An Honorary Treasurer who shall be known as the Argentier; and
- (d) An Honorary Assistant Treasurer who shall be known as the Chargé de Missions (Finance/ACCR). ACCR or “Association Caritative de la Chaîne des Rôtisseurs” is La Chaîne’s’ non-profit making entity established with the objective of giving help and assistance through its project initiatives and charitable programmes worldwide.

Six (6) Council members whose designations shall be as follows:

- (a) The Chancelier, who shall be in charge of administration and shall be the deputy to the Bailli;
- (b) The Conseiller Gastronomique, who shall be in charge of the establishment of the menus and who shall be non-professional;
- (c) The Conseiller Culinaire, who shall be in charge of the realisation of the menus and who shall be a professional;
- (d) The Chargé de Presse, who shall be in charge of press and publicity;
- (e) The Chargé de Missions (Protocol), who shall be in charge of public relations and protocol; and
- (f) The Chargé de Missions (Wines & Spirits), who shall be in charge of all matters relating to wines, spirits and beverages.

In addition, up to four (4) other Council members may be co-opted by the Council at any time and their designations shall be either Honorary Conseiller or Chargé de Missions. The term of such Council members shall end at the following Annual General Meeting.

In the event of a vacancy arising during the year, the Council shall have power to appoint a member to fill the vacancy. All the officers are eligible for re-election or re-appointment at the end of their year of office. However, the Argentier shall not hold the same office for more than two (2) consecutive terms. The Council shall consist of the Bailli Délégué and a maximum of thirteen (13) members.

5.2 Council Meetings

Council meetings shall be convened by the Chargé de Missions (Archiviste) on the direction of the Bailli at any time by giving three (3) days' notice thereof and at least three (3) Council members must be present for the proceedings of the Council to be valid. The Council shall meet at least four (4) times a year. Every member of the Council shall have one vote on every question and in the case of equality, the Bailli Délégué or other member presiding at the meeting shall have a second or casting vote. The Chargé de Missions (Archiviste) shall keep minutes of the proceedings at the meeting, which shall be read and confirmed at the next meeting.

5.3 Sub-Committees

The Council may appoint sub-committees and depute to them any of its powers, except those relating to the election and expulsion of members.

5.4 Office Bearers

The duties of the Council members shall be as follows:-

- (a) The Bailli Délégué shall act as Chairman at all general and Council meetings and shall represent the Society in its dealings with outside persons.
- (b) The Chancelier shall deputise for the Bailli Délégué in the latter's absence. In the absence of both the Bailli Délégué and the Chancelier from any meeting that meeting shall elect its own Chairman from the Council members present.
- (c) The Chargé de Missions (Archiviste) shall keep all records except financial records of the Society and shall be responsible for their correctness. He shall keep minutes of all general and Council meetings.
- (d) The Argentier shall keep all funds and shall collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and be responsible for their correctness. He is authorised to expend a sum not exceeding \$500.00 per month for petty expenses on behalf of the Society. He shall not keep more than \$100.00 in the form of cash and any money in excess of this shall be deposited in the Society's bank account, which shall be maintained with the branch of a bank to be approved by the Council. Cheques, etc. for withdrawals from the bank account shall be signed by the Argentier and any one Council member. The Argentier is also authorised to endorse cheques drawn in favour of the Society.
- (e) The Chargé de Missions (Finance/ACCR) shall assist the Argentier and shall be responsible for all matters and funds relating to the ACCR.
- (f) Any member of the Council absenting himself from three meetings consecutively without a satisfactory explanation shall be deemed to have withdrawn from the Council and a successor may be co-opted by the Council to serve until the next Annual General Meeting.

ARTICLE VI

ELECTION OF OFFICE BEARERS

- 6.1 The Chargé de Missions (Archiviste) shall, no later than twenty-one (21) days before the day appointed for the Annual General Meeting, invite members in writing, to nominate candidates for the posts of office bearers, and make available a nomination form, for such purposes. The nomination form shall be in the form described in Annex A.
- 6.2 Nominations shall be made on the nomination form referred to in Clause 6.1 hereof. Each nomination form shall be delivered to the Chargé de Missions (Archiviste) no later than fourteen (14) days before the day appointed for the Annual General Meeting.
- 6.3 Each nomination shall be signed by two (2) voting members who shall propose and second, and the nomination form shall bear the written consent of the member so nominated.
- 6.4 Nominations made from the floor at the Annual General Meeting shall not be accepted unless they are nominated for a post for which no valid nomination has been received in accordance with the provisions herein.
- 6.5 Every nominated candidate and his respective proposer and seconder, and each of them shall not be in arrears of his or their respective subscriptions as at the date of nomination.
- 6.6 Every nomination form shall be delivered to the Chargé de Missions (Archiviste) or in the manner specified in the nomination form.
- 6.7 Any nomination that is not made in accordance with the provisions herein shall be invalid.
- 6.8 The Chargé de Missions (Archiviste), after verifying the eligibility of each nominee to be a candidate for election, shall cause to be posted by electronic direct mail, not later than seven (7) days before the date appointed for the Annual General Meeting, the list of candidates validly nominated for election for the post of each office in the Council, listed in alphabetical order.
- 6.9 For the purposes of these sub-clauses relating to the election of office bearers, electronic mail to members will constitute notification in writing.
- 6.10 Election at the Annual General Meeting will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.

ARTICLE VII

AUDIT

7.1 Two (2) persons, not being members of the Council, shall be elected as Honorary Auditors at each Annual General Meeting and shall hold office for one (1) year only, and may not be re-elected. They shall audit each year's accounts and present a report upon them at the Annual General Meeting. They may be required by the Bailli Délégué to audit the Society's accounts for any period within their tenure of office at any date and to make a report to the Council.

ARTICLE VIII

TRUSTEES

8.1 If the Society at any time acquires any immovable property, such property shall be vested in Trustees for the Society who shall be appointed from time to time as necessary by the Council.

8.2 A Trustee being a trust corporation shall be entitled to remuneration not exceeding the remuneration stipulated in its standard rates from time to time in force.

8.3 The Trustees shall deal with such property as directed by the Council (of which entries in the Council's Minute Book shall be conclusive evidence) and they shall be indemnified against risk and expense out of the Society's property.

8.4 Any Trustees may at any time resign or be discharged from his trusteeship, if he dies or becomes a lunatic or of unsound mind or moves permanently or is absent from the Republic of Singapore for a period of one (1) year.

8.5 A Trustee being guilty of misconduct of such a kind as to render it undesirable that he continues as a Trustee may be removed from the trusteeship by a general meeting of the Society, of which not less than two (2) weeks' notice has been given, specifying the proposal to remove such Trustee from office. The result of such meeting shall then be notified to the Registrar of Societies.

ARTICLE IX

VISITORS AND GUESTS

9.1 Guests may be admitted to such functions of the Society as the Council may from time to time determine.

ARTICLE X

PROHIBITIONS

10.1 Gambling of any kind is forbidden on the Society's premises and the introduction of materials for gambling into the premises is prohibited.

- 10.2 The funds of the Society shall not be used to pay fines of the members who have been convicted in Court.
- 10.3 The Society shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade union activity as defined in the Trade Union Ordinance.
- 10.4 The Society shall not hold any lottery whether confined to its members or not in the name of the Society or its Office Bearers, Council or members.
- 10.5 The Society shall not indulge in any political activity or allow its funds or any of its activities to be used for political purposes.

ARTICLE XI

AMENDMENT TO BYE-LAWS

- 11.1 No alterations or additions to these Rules shall be made except at a general meeting and they shall not come into force without the prior sanction of the Registrar of Societies.

ARTICLE XII

DISSOLUTION

- 12.1 The Society shall not be dissolved except with the consent of not less than three-fifths (3/5) of the members of the Society for the time being resident in Singapore expressed either in person or by proxy at a general meeting convened for the purpose.
- 12.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged and any remaining funds shall be donated to a charity in Singapore to be determined by the members.
- 12.3 Notice of dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

ARTICLE XIII

NOTICE

- 13.1 Unless otherwise expressly stated in these Rules, any notice given to or by any person pursuant to these Rules shall be in writing or shall be given using electronic communications to an address for the time being notified for that purpose to the person giving the notice. For the avoidance of doubt, notwithstanding anything contained in these Rules:

(a) any notice of an Annual General Meeting or a Special General Meeting may be given to a member of the Society by using electronic communications to an address for the time being notified to the Society by the member;

(b) any notice of a meeting by the Council may be given to a member of the Council by using electronic communications to an address for the time being notified to the Council by the member of the Council.

13.2 Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators of England, mutatis mutandis, shall be conclusive evidence that the notice was given.

13.3 A notice contained in an electronic communication shall be deemed to be given at the expiry of forty-eight (48) hours after the time it was sent.

Annex A
Nomination Form

_____ ¹ (“**Candidate**”) is hereby nominated as a candidate for election to following position in the Council of Confrérie de la Chaîne des Rôtisseurs Bailliage de Singapour.

Position Nominated: _____

Proposed by:

	First Proposer	Second Proposer
Name (as shown in NRIC/Passport)		
Mobile No:		
Email Address		
Membership No.		
Signature		

_____ ¹ Insert Full Name of Candidate as in NRIC

Acknowledgement by Candidate:

I, _____

Membership No. _____) agree to stand for election to the Council of
Confrérie de la Chaîne des Rôtisseurs Bailliage de Singapour for the position(s) I am
nominated for above.

Signature

Date:

Mobile No: _____ Email Address: _____