| GENERAL TRADING L.L.C | MANAGEMENT REVIEW MINUTES | Effective Date: 01 Oct 2021 | |
|---|---|---|---|
| | | Document Code: QMS-MR-F05 | |
| | | Rev. No.00 | Ref #: |

| MEETING LOCATION: | MEETING DATE: | MEETING TIME: |
|---|---|---|
| HOOK GENERAL TRADING LLC. | DECEMBER 10, 2025 | 4:30 PM |
| **PREPARED BY:** Daisy | **MEETING #:** # 004 | **SHEET #:** |

**ATTENDED BY:**

| NAME | DEPARTMENT | SIGNATURE |
|---|---|---|
| HAMAD YUSUF ISA YUSUF JASIM | OWNER | |
| SAMEH AL YAMANI | COO | |
| MOHAMAD ABOUTET | SALES DIRECTOR | |
| YOUSSEF HESHAM | H.R MANAGER | |
| DAISY LOU | ADMIN MANAGER | |
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| S.NO | MINUTES | RESPONSIBLE | DEADLINE |
|---|---|---|---|
| 1 | 45 MINUTES | HAMAD | 2026 |
| 2 | 30 MINUTES | SAMEH | 2026 |
| 3 | 20 MINUTES | MOHAMAD | 2026 |
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