



HCS Scientific & Chemical Pte Ltd

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Co. Reg No.: 200305150H
GST Reg No.: 20-0305150-H



12th November 2021

Dear Valued Partners,

Re: ANNUAL STOCK TAKE 2021

Please be informed that we will be conducting our annual stock-take from **6th December 2021 (Monday) to 10th December 2021 (Friday)**. To facilitate the stock take, the cut-off time for Invoice and Delivery Order will be at **3.00pm on 3rd December 2021 (Friday)**. Warehouse operations and delivery service will resume on **13th December 2021 (Monday)** and **14th December 2021 (Tuesday)** respectively.

Kindly place your purchase orders early and ensure that you have sufficient stocks to avoid any disruption to your operations.

Please feel free to contact your sales representatives and customer service officers at +65 6777 7077 for further assistance.

We thank you for your continuous support.

Best Regards,

Management of HCS Scientific & Chemical Pte Ltd