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MINISTRY OF PLANNING

SOCIALIST REPUBLIC OF VIETNAM

AND INVESTMENT

Independence - Freedom - Happiness

No. 01/2013/TT-BKHĐT

Hanoi, January, 21st, 2013

CIRCULAR

ON BUSINESS REGISTRATION

Pursuant to the Enterprise Law dated November 29th, 2005;

Pursuant to the Law on Tax administration dated November 29th, 2006;

Pursuant to the Law on Credit institutions dated June 16th, 2010;

Pursuant to the Government Decree No. 43/ 2010/ND-CP of April 15, 2010, on business registration;

Pursuant to the Decree No. 05/2013/ND-CP dated January 9th, 2013 of the Government on amending, supplementing some provisions of administrative procedures of the Decree No. 43/2010/ND-CP;

Pursuant to the Decree No. 102/2010/ND-CP dated October 1st, 2010 of the Government detailing the implementation of a number of provisions of Enterprise Law;

Pursuant to the Decree No. 26/2007/ND-CP dated February 15th, 2007 of the Government detailing the implementation of the Law on E-transaction of digital signature and digital signature certification service;

Pursuant to the Decree No. 116/2008/ND-CP dated November 14th, 2008, of the Government defining the functions, tasks, powers and organizational structure of the Ministry of Planning and Investment;

Ministry of Planning and Investment promulgates the Circular on business registration as follows:

Chapter I

GENERAL PROVISIONS

Article 1 *Scope and subjects of regulation*

1. This Circular guides in detail the dossier, order and procedure and some related contents of business registration and house-hold business registration as regulated in:

a) Enterprise Law;

b) Decree No. 43/ 2010/ND-CP dated April 15th, 2010 of the Government on business registration (Decree No.43/2010/ND-CP);

c) Decree No. 05/2013/ND-CP dated January 9th, 2013 of the Government amending, supplementing some provisions on administrative procedures of the Decree No. 43/2010/ND-CP (Decree No. 05/2013/ND-CP);

d) Decree No. 102/2010/ND-CP dated October 1st, 2010 of the Government detailing the implementation of a number of provisions of Enterprise Law (Decree No. 102/2010/ND-CP).

2. This Circular applies to the subjects defined in Article 2 of Decree No. 43/2010/ND-CP.

Article 2 *Interpretation of terminology*

In this Circular, the terminology below are construed as follows:

1. “Business registration dossier” is a dossier registering for new establishment or amendment.

2. “Personal identification document” in the business registration dossier is the documents defined in the Article 24 of Decree No. 43/2010/ND-CP.

3. “Copy” of document in the business registration dossier is the valid copy of document as regulated in the Clause 2 Article 1 of Decree No. 05/2013/ND-CP.

4. “Online business registration” is business registration made by enterprise founder through the National Business Registration Portal.

5. “Online registration dossier” is an business registration dossier submitted through the National Business Registration Portal and comprising all documents as required for a paper-based dossier and is converted into electronic files. Online registration dossier has the same legally valid as paper-based dossier.

6. “E-documents” is electronic data created or scanned from paper-based document under “.pdf” or “.doc” format displaying the document’s content accurately and fully.

7. "Digital signature" is a form of electronic signature defined in Clause 4 Article 3 Decree No. 26/2007/ND-CP dated February 15th 2007 of the Government detailing the implementation of the Law on E-transaction of digital signature and digital signature certification service.

8. "Business registration account" is the account created by the National Business Registration System (NBRS) to grant to enterprise founder who makes business registration. Business registration account is used to authenticate online business registration dossier in case enterprise does not use CA signature for registration.

9. "National business registration database" includes information on business registration, business registration dossier, violation of enterprise in business registration, decision of provincial Business Registration Office on approval or rejection of registration dossier, enterprise history, information on receipt of enterprise code from tax registration system and other necessary information to support the process of business registration in provincial Business Registration Office.

10. "Digitalization" is the process of converting paper-based business registration dossier into electronic documents stored in the national business registration database.

11. "Cong ty CP", "cong ty TNHH" are the abbreviation of "cong ty co phan" (shareholding company), "cong ty trach nhiem huu han" (limited liability company) respectively.

Article 3 *Enterprise code, code of branch, representative office, business location and house-hold business identification number*

1. Enterprise code, code of branch, representative office, business location:

a) Enterprise code, code of branch, representative office comply with Article 8 of Decree No. 43/2010/ND-CP.

b) Enterprise code is also the tax code of an enterprise; code of branch is also the tax code of a branch; code of representative office is also the tax code of a representative office.

c) Code of business location is a 5-digit code issued by the order from 00001 to 99999. This code is generated by the tax agency and sent to business registration office to state in the Business Registration Certificate (in the case that business location belongs to enterprise) or state in Branch operation registration certificate (in the case that business location belongs to branch). This code is not the tax code of the business location.

d) Code of enterprise, branch, representative office, business location shall be created and granted according to the process specified in Article 26 of Decree No. 43/2010/ND-CP.

đ) In case an enterprise, its subordinate units have their tax code invalidated for their violations of the tax law, the enterprise and its subordinate units may not use their tax code in economic transactions as soon as a tax office notifies the invalidation of tax code.

e) For branches and representative offices which were established before this Circular takes effect but have not issued tax code as stipulated in Item a, Clause 1 of this Article, enterprise directly contacts with tax agency for issuance of 13-digit tax code; afterwards, enterprise registers for amendment in the content of operation registration of branch and representative office in Business Registration Office as regulated.

2. Household business identification number:

a) District-level Business Registration Offices shall record household business identification number in household Business Registration Certificates in the following sequential order:

- Provincial code: which consists of 2 characters according to Appendix VII-2 promulgated together with this Circular;

- District-level code, which consists of 1 character according to Appendix VII-2 promulgated together with this Circular;

- Business type code, which consists of 1 digit (8 for household business);

- Ordinal number of household business, which consists of 6 digits, from 000001 to 999999.

b) For a new district, town or provincial city established after the date of issuance of this Circular, a new code shall be made according to Vietnamese alphabetic order.

c) In case a district, town or provincial city is divided into two after the date of issuance of this Circular, one new district-level unit will retain the old character code while the other will have a new code according to Vietnamese alphabetic order.

d) Provincial Planning and Investment Departments shall notify in writing the Ministry of Planning and Investment of new codes for district-level units newly established.

Article 4 *Business activities*

1. The stating of business activity in business registration is implemented as stipulated in Article 7 Decree No. 43/2010/ND-CP, Article 1 Decree No.05/2013/ND-CP, Decision No. 10/2007/QĐ-TTg of the Prime Minister dated 23 January 2007 promulgating the Vietnam's System Industrial Classification and Decision No. 337/2007/QĐ-BKH dated 10 April 2007 by the Minister of Planning and Investment promulgating the regulation of the content of the VSIC.

2. When registering for new enterprise, registering for amendment and for change of Business Registration Certificate, enterprise founder or enterprise must choose and write down the 4 digit-code business activity in VSIC in the application form, Notice for amendment of business registration or Letter of request for converting to new format of Business Registration Certificate.

3. In case that enterprise has the demand for registering more detailed business activity than the 4 digit-code business activity, enterprise has to choose one 4 digit-code business activity in VSIC and write down the detailed business activity below the chosen 4 digit-code business activity provided that the detailed business activity is in accordance with the chosen 4 digit-code business activity. In this case, enterprise is allowed to do business in the scope of the detailed business activity.

4. Business activities regulated in Clause 2, 3 Article 7, Decree No. 43/2010/ND-CP are written down according to Clause 3 of this Article. Accordingly, the detailed business activity is written down according to business activities stipulated in specialized legal documents.

5. In case a provincial Business Registration Office receives a competent agency's written confirmation that an enterprise conducts a conditional business activity but fails to fully satisfy law-prescribed conditions, it shall issue a notice, made according to a form provided in Appendix V-5 promulgated together with this Circular, requesting the enterprise to temporarily stop that conditional business activity and concurrently notify such to the competent agency for handling according to the law.

Article 5 *Legal validity of Business Registration Certificate and operation registration certificate of branch, representative office under the electronic format*

1. Business Registration Certificate and certificate of operation registration of branches or representative offices shall be stored in the form of electronic data in the National business registration database (hereinafter called electronic Business Registration Certificate) and having legally valid as written Business Registration Certificate and operation registration certificate granted by Business Registration Office to enterprise, branch, representative office.

2. In case an electronic Business Registration Certificate of an enterprise stored in the National business registration database has contents different from those of the same enterprise's written Business Registration Certificate or certificate of operation registration of branch or representative office, the certificate with contents consistent with the business registration dossier will be legally valid.

Article 6 *Time limit for enterprise to register for amendment and other documents replacing Meeting minutes in business registration dossier*

1. An enterprise shall register for amendment within 10 working days after it issues a decision (or resolution) to change, otherwise provided by law.

2. The owner of a one-member limited liability company, the Members' Council of a limited liability company with two or more members, the Shareholders' General Meeting or the Board of Directors of a shareholding company or competent persons in an enterprise shall issue a written decision (written resolution) to change business registration contents within 10 working days after the enterprise decides to change these contents, unless a meeting minutes indicates a specific time limit for issuing a decision (or a resolution) different from the above time limit.

3. In case Member Council of Limited Liability Company and General Shareholder of shareholding company approve decisions by getting comments in written form as stipulated in Notice, meeting minutes in business registration dossier as stipulated in Decree No. 43/2010/ND-CP and this Circular is replaced by the minutes of voting result of General Shareholder of shareholding company or report on voting result of Member Council of Limited Liability Company.

Article 7 *Registration for change of Business Registration Certificate*

1. Enterprises which were granted Business Registration Certificate or Business Registration and Tax Registration Certificate before the date when the Circular No.43/2010/ND-CP takes effect and enterprises which were granted Business Registration Certificate by Management Board of economic zones, industrial zones, and processing zones do not have to register for change of new Business Registration Certificate. These enterprises shall be granted the new Business Registration Certificate when they registering for amendment.

2. In case enterprises want to change the old Business Registration Certificate or Business Registration and Tax Registration Certificate into the new Business Registration Certificate without changing the content of business registration and tax registration, enterprises may submit the application made according to Appendix II-13 promulgated together with this Circular with the original of new Business Registration Certificate and original of Tax Registration Certificate; or original of Business Registration and Tax Registration Certificate to Business Registration Office in order to issue Business Registration Certificate in the new template within 2 working days.

Article 8 *Re-grant of Business Registration Certificate, operation registration certificate of branch, representative office*

1. Cases of re-granting Business Registration Certificate, operation registration certificate of branches, representative offices comply with the Article 58 of Decree No. 43/2010/ND-CP.

Letter of request for re-granting Business Registration Certificate, operation registration certificate of branches, representative offices made according to the form regulated in the Appendix II-4 promulgated together with this Circular.

2. For Business Registration Certificates which have been granted not in line with legal regulations on dossiers, order and procedures, Business Registration Offices shall send a Notice and request enterprises to complete and submit valid dossiers as regulated within 30 days after the date of Notice for re-granting Business Registration Certificate.

Article 9 *Authorization to perform business registration*

In case an enterprise founder authorizes other individual, organization to submit an business registration dossier and receive the registration result, the provincial Business Registration Office shall, upon receiving the dossier, request the authorized person to show his/her identity card or passport or other legally personal identification papers and these following documents:

1. Service contract among enterprise founder, enterprise and organization which provides service of submitting dossier, receiving result; and letter of that organization to introduce an individual to submit dossier and receive the result; or
2. Letter of authorization for another individual to submit the dossier and receive the result in accordance with the law.

Article 10 *Dossier, order, procedure for registration of credit institution*

Dossier, order, procedure for registration of credit institution, its subordinate, its business location shall be applied in compliance with Decree No. 43/2010/ND-CP and this Circular, enclosed with the dossier must be copy of operating license issued by State bank of Vietnam.

Article 11 *Journalizing, processing the dossier for business registration, operation registration of branch, representative office, Notice of establishment of business location*

1. The provincial Business Registration Office where enterprise's head office is located is the agency responsible for journalizing, processing business registration dossier of enterprise.
2. The provincial Business Registration Office where enterprise locates its branch, representative office, business location is the agency responsible for journalizing, processing operation registration dossier of subordinate units and Notice of establishment of business location.
3. When journalizing the dossier, the Business Registration Office gives the Receipt Slip to an enterprise.
4. Within 05 working days since receiving the valid dossier, Business Registration Office processes and issues the Business Registration Certificate, operation certificate of branch, representative office.

Article 12 *Performing business registration under back-up process*

1. Performing business registration under back-up process is the business registration process which is not done through the National business registration system.
2. The cooperation of processing the business registration between provincial Business Registration Office and tax agency in this case shall be done under process of exchanging paper-based dossiers.
3. Based on the expected time to overcome the incident or upgrading of the National Business Registration System, except for force majeure, the Agency for Business Registration under the Ministry of Planning and Investment will issue the Notice requesting the Business Registration Office to perform the business registration under the back-up business registration process.
4. Within 15 working days since the date of finishing the back-up business registration process, the Business Registration Office must enter, transfer the whole data granted for enterprises to the National business registration database.

Chapter II

REGISTRATION OF ENTERPRISE NAME, BRANCH, REPRESENTATIVE OFFICE AND BUSINESS LOCATION

Article 13 *Enterprise name, name of branch, representative office and business location*

1. The list of letters which may be used in naming enterprise under Clause 1 Article 13 of Decree No. 43/2010/ND-CP is provided in Appendix VII-1 promulgated together with this Circular. This list of letters may also be used in naming branch and representative office, business location of an enterprise.
2. Enterprise name includes two components arranged in the following order:
 - a) The first part: Enterprise type;
 - b) The second part: Proper name of an enterprise.
3. Name of an enterprise written in foreign language cannot be duplicated with name in foreign language of registered enterprises. Abbreviation name of enterprise cannot be duplicated with abbreviation name of registered enterprises.
4. Beside Vietnamese name, branch, representative office of enterprise can register a name in foreign language and abbreviation name.

5. The proper name in the name of a branch, representative office or business location of enterprise must not use the word "cong ty" (company) or "doanh nghiep" (enterprise).

Article 14 *Settling disputes and complaints over enterprise name*

1. Enterprises whose name are identical or misleading shall negotiate with each other to change the name. An enterprise may add into its name a name of geographical location as a distinctive element. Only the name of the geographical location where an enterprise locates its headquarterd can be added into its name. The registration of name of geographical location in registered names of enterprise as a distinctive element must not violate the law on intellectual property.

In case enterprises fail to negotiate by themselves to register for change of enterprise name or adding the name of geographical location as a factor to distinguish enterprise name, the settling of identical or misleading enterprise names can be done in accordance with the regulation on intellectual property.

2. In case this Business Registration Office detects that enterprise which was issued business registration in other provinces and cities has its name identical with that of other enterprise being issued business registration in the locality, this Business Registration Office should discuss with the other Business Registration Office to require enterprise to register for change of its name as stipulated in Clause 1 of this Article.

3. All disputes and complaints on identical or misleading enterprise names due to the business registration back-up process can be settled in accordance with the regulation on intellectual property.

Chapter III

**DOSSIER, ORDER AND PROCEDURE FOR BUSINESS REGISTRATION,
OPERATION REGISTRATION OF BRANCH OR REPRESENTATIVE OFFICE,
NOTICE OF ESTABLISHMENT OF BUSINESS LOCATION**

Article 15 *Documents in business registration dossier of an enterprise, subordinate units and Notice of establishment of business locations*

1. Business registration form, list of members, founding shareholders and authorized representatives, made according to Appendix I promulgated together with this Circular.

2. The Notice and other documents issued by an enterprise made according to Appendix II promulgated together with this Circular.

Article 16 *Documents issued by Business Registration Office*

1. Business Registration Certificate, certificate of operation registration of branch or representative office, made according to Appendix IV promulgated together with this Circular.
2. Notice of contents of business registration dossiers which need to be modified or supplemented, notice of violation of enterprise in case of revocation of Business Registration Certificate, and other notices of Business Registration Office, made according to Appendix V promulgated together with this Circular.
3. Letter of confirmation on registration for operation suspension of enterprise, branch, representative office made according to Appendix V-6, V-7 promulgated together with this Circular.
4. Receipt slip is made according to Appendix V-15, V-16 promulgated together with this Circular.
5. Decision on revocation of Business Registration Certificate and decision on cancellation of Business Registration Certificate, made according to Appendices V-9 and V-10 promulgated together with this Circular.

Article 17 *Dossier for change of legal representatives of limited liability companies and shareholding companies*

1. Dossier for change of legal representatives of limited liability companies and shareholding companies comprises:

- a) A notice of change of the company's legal representative;
- b) A valid copy of the personal identification paper of the person who will act as the company's new legal representative;
- c) Decision of company owner for one-member limited liability company, a written decision and a copy of the meeting minutes of the Members' Council for limited liability company with two or more members on change of legal representative;

A written decision and a copy of the meeting minutes of the Shareholders' General for shareholding company on change of legal representative in case such change results in a change in the company charter or in case the company charter regulates Chairman of the Board is the legal representative and General Shareholder votes for Chairman of the Board;

A written decision and a copy of the meeting minutes of the Board of Directors for shareholding company on change of legal representative in case such change does not result in a change in the company charter, except the full name and signature of the company legal representative specified in Clause 15 Article 22 of the Enterprise Law.

2. The notice of change of the legal representative must be signed by any of the following individuals:

- a) The company owner, for one-member limited liability company owned by individual.
- b) The Chairman of the Members' Council or the company president, for one-member limited liability company owned by organization.
- c) The Chairman of the Members' Council, for limited liability company with two or more members. In case the Chairman of the Members' Council acts as the legal representative, the notice must be signed by the new Chairman of the Members' Council elected by the Members' Council.
- d) The Chairman of the Board of Directors for shareholding company. In case the Chairman of the Board of Directors acts as the legal representative, the notice must be signed by the new Chairman of the Board of Directors elected by the Board of Directors.

Article 18 *Registration for change of the owner of an LLC1 because of the inheritance*

1. In the case an LLC1 changes its owner because of the inheritance, enterprise makes registration for change of company's owner. Dossier comprises:

- a) Notice on amendment of the owner of an LLC1 signed by the new owner of the enterprise or legal representative of an enterprise;
- b) Amended Company Charter signed by the new owner or legal representative of an enterprise;
- c) Valid copy of one of the personal identification documents of the new owner;
- d) Copy of death statement of the former owner;
- dd) Document confirming the legal inheritance right of the heir.

2. In case there is more than one individual or an organization that inherits the capital of owner of a LCC1, the company must implement the procedure to transform to limited liability company with two or more members. The dossier for conversion includes:

- a) Business registration form;
- b) Company charter of transformed enterprise signed by individuals, organizations who are the heir;
- c) List of members;

d) Valid copy of the personal identification papers of members in case member is individual, and copy of Business Registration Certificate or other equivalent papers in case member is organization;

dd) Copy of death statement of the former owner;

e) Document confirming the legal inheritance right of the heir.

Article 19 *Registration for change of the owner of a LLC1 due to donation of the whole contributed capital*

The registration for change of the owner of a LLC1 in the case of donation of the whole contributed capital is implemented in the same way as in the case of registration for change of the company owner result from transferring the contributed capital as regulated in Article 43 Decree No. 43/2010/ND-CP, in which the transferring contract and document confirming the transferring completion will be replaced by the donation contract of the contributed capital.

Article 20 *Registration for change of the founding shareholder of a shareholding company*

1. The case that founding shareholder does not pay or only pay a part of registered shares after the time-limit regulated at Point C Clause 5 Article 23 Decree No.102/2010/ND-CP, un-paid shares of founding shareholders will be handled as regulated in Clause 3 Article 84 Law on Enterprise.

After 90 days since the date of being issued the Business Registration Certificate, founding shareholder does not pay the registered shares, he/she will not be the shareholder of company and does not have voting right at General Shareholder. Founding shareholder who pay a part of registered share shall receive yields and have right equivalent to number of paid shares.

Dossier, order, procedure of business registration is implemented as regulated in Clause 1 Article 41 Decree No.43/2010/ND-CP.

2. The registration for change of the founding shareholder in the case that the founding shareholder is an organization which had been emerged or consolidated into another company is implemented as regulated in registration for change of founding shareholder due to share transfer in accordance with Clause 2 Article 41 Decree No. 43/201/2010, in which the transferring contract and document confirming the transfer completion will be replaced by merging contract or consolidated contract.

3. Registration for change of founding shareholder in the Business Registration Certificate is only implemented within 3 years after the shareholding company is granted Business Registration Certificate. After this duration, Business Registration Office will not perform the registration for change of founding shareholder for the

shareholding company. Change of shareholder will be recorded in shareholding registration book of the company.

Article 21 *Registration for change of the member of LLC2 due to not completing capital contribution yet or only finishing a part of committed capital*

The change of the member of LLC2 due to not completing capital contribution yet or only contribute a part of committed capital is implemented as follows:

1. After the time-limit for final capital contribution, if a member has not contributed his/her part, he/she is no longer the company's member and is not entitled to transfer his/her capital contribution right to another individual as regulated in Clause 4 Article 18 Decree 102/2010/ND-CP.
2. Handling the uncontributed capital of member of LLC2 is implemented as regulated in Clause 5 Article 18 Decree No. 102/2010/ND-CP.
3. The number of votes at the company's Member Council is implemented as regulated in Clause 3 Article 18 Decree No. 102/2010/ND-CP.
4. Registration for change of member of LLC2 is implemented as regulated in Clause 4 Article 42 of the Government Decree No. 43/2010/ND-CP.

Article 22 *Registration for increase of the charter capital of shareholding company due to issuance share offering for sale*

1. Dossier, order, procedure to increase the charter capital of shareholding company is implemented as regulated in Clause 1 Article 40 of the Decree No. 43/2010/ND-CP.
2. In the case that the General Shareholder approves the increase of charter capital by issuing share offering for sale and assign the Board of Management to execute the registration procedure for increasing the charter capital upon finishing each session of selling share, the registration will be executed as follows:

Within 10 working days since the finishing of each session of selling share is completed, enterprise shall register for increase of charter capital. The dossier comprises:

- a) Notice on change of business registration content;
- b) The decision in writing and the copy of the meeting minute of the General Shareholder on the issuance of the share to be offered for sale to increase the charter capital; in which clearly stating the number of the shares offering for sale and assign the Board of Management to execute the registration procedure for increasing the charter capital upon finishing each session of selling share;

c) The decision in writing and the copy of the meeting minute of the Board of Management on the registration to increase the charter capital upon finishing each session of selling share.

Article 23 *Registration for change in the content of tax registration without changing the content of business registration*

1. Registering for amendment in the content of tax registration without changing the content of business registration is regulated in Article 45 Decree No. 43/2010/ND-CP.
2. Notice of amendment in the content of tax registration is stipulated in Annex II-6 promulgated together with this Circular.
3. Within 05 working days upon receipt of valid dossier, Business Registration Office will update the new registered information into the database to transfer to General Department of Tax and save the Notice into the equivalent dossier.

Article 24 *Order and procedure for registration of dissolution of enterprise*

1. Before performing the procedure of dissolution of an enterprise, an enterprise must implement the procedure of terminating the operation of branch, representative office, business location of the enterprise at provincial Business Registration Office which granted Operation Registration Certificate for the branch, representative office and business location.
2. Within 07 working days after the completion of dissolution of an enterprise and settlement of all its debts, the enterprise's legal representative shall submit a dossier for enterprise dissolution to the provincial Business Registration Office. The dossier comprises of documents as regulated in Clause 3, Article 40 of Decree No. 102/2010/ND-CP.
3. The provincial Business Registration Office shall send a Notice of enterprise dissolution to the provincial tax department and police department within 02 working days after receiving the enterprise's valid dissolution dossier. The Notice on enterprise's dissolution is made according to the Appendix V-12 promulgated together with this Circular.
4. Within 07 working days after receiving the enterprise's valid dissolution dossier, the provincial Business Registration Office shall issue a Notice of enterprise dissolution and delete the enterprise's name from the business registration book unless the tax department or the police department otherwise requests. The Notice on enterprise's dissolution is made according to the Appendix V-13 promulgated together with this Circular.
5. For the invalid dissolution dossier, the provincial Business Registration Office sends the Notice requiring amendment, supplementation to the dossier. For the case that enterprise had had the Confirmation Letter issued by the police agency on the seal

cancellation, the documents which must be submitted together or be edited by the enterprise upon the request of Business Registration Office do not need to be sealed.

Article 25 *Dossier, procedure for termination of existence of divided, consolidated, merged enterprises*

1. Within 10 working day since the date when all dividing enterprises registered for establishment, consolidating enterprises registered for establishment, merged enterprises informed the divided, consolidated, merged enterprise must implement the procedure of termination of existence at provincial Business Registration Office where its head office is located according to Appendix II-17 promulgated together with this Circular.

Copy of decision on dividing, copy of contract on consolidating, copy of contract on merging must be attached with the Notice.

2. Within 07 working days since the date of receipt of valid dossier, Business Registration Office shall check information in the national business registration database and issue the Notice on deletion of enterprise name due to being divided, consolidated and merged according to Appendix II-14 promulgated together with this Circular.

Article 26 *Registration for operation of subordinate units of enterprise after being converted to limited liability company, shareholding company*

After state-owned company is granted Business Registration Certificate converted into a limited liability company, the shareholding company; limited liability company can be converted into a shareholding company, and vice versa; private enterprise can be converted into limited liability company; branches, representative offices of above enterprise make registration for amendment of registered operation content under the provisions of Article 47 of Decree No. 43/2010/ND-CP and this Circular.

Article 27 *Termination of operation of branch, representative office, or business location*

1. Upon termination of operation of its branch, representative office, business location, an enterprise shall send a Notice thereof to the provincial Business Registration Office in the locality in which its branch, representative office, business location is located.

For termination of operation of enterprise's branch, representative office, such a Notice must be enclosed with:

a) A decision of the enterprise owner for private enterprise; of the owner or the Chairman of the Members' Council or the president of the company for one-member liability company; of the Members' Council for limited liability company with two or more members; of the Board of Management, for shareholding company; of partners for partnership on termination of the branch, representative office;

b) Certification of tax department on fulfillment of tax obligation in case of termination of operation of branch;

c) Certification of police department on cancellation of the seal of branch, representative office.

2. The Business Registration Office shall receive the Notice and input information into the National Business Registration System and delete the name of business location belonging to the branch and withdraw the Operation Registration Certificate for termination of the operation of branches or representative offices; delete the name of the business location in the Business Registration Certificate or the branch's Operation Registration Certificate for termination of the operation of business locations; issue the Notice on termination of operation of branch, representative office, business location.

Chapter IV

ONLINE BUSINESS REGISTRATION

Article 28 *Application of online business registration*

1. Individual, organization may choose to register their enterprises online or directly at provincial Business Registration Offices. Business Registration Office shall encourage and create favorable conditions for organization and individual to find out information and to make online business registration.

2. To register for enterprise online, individual, organization may use CA signature or business registration account.

3. To create favorable and safe conditions for enterprise founder and enterprise when processing online business registration, based on practical and technical infrastructure conditions, the online business registration will be applied in a step-by-step roadmap for different registration cases. The cases applicable for online business registration will be shown on the National Business Registration Portal.

Article 29 *Valid online business registration dossiers*

A business registration dossier is considered as to be valid when it meets all these following requirements:

1. All information on business registration is entered completely and accurately according to electronic documents.

2. Having full documents as regulated like paper-based dossier and be converted to electronic documents. Electronic documents must be named corresponding to the name of documents in the paper-based dossier.

3. For the case of using CA signature, the number of signatures and signers of the electronic dossiers must correspond to the number of signatures and signers of paper-based dossiers.

For the case of not using CA signature, online business registration dossier must be certified by business registration account of legal representative.

Article 30 *Order, procedure for online business registration in case enterprise founder uses CA signature*

1. Enterprise founder declares information, uploads electronic documents, sign the dossier by CA signature and pays business registration fee online following the procedure on the National Business Registration Portal.

2. After the process of sending registration dossier completed, enterprise founder shall be received an electronic receipt slip.

3. The provincial Business Registration Office is responsible for considering, sending Notice to request enterprise to supplement and amend the dossier in case online business registration dossier is invalid. In case the dossier is eligible for being issued Business Registration Certificate, Business Registration Office will send the information to tax agency in order to generate tax code for an enterprise. After receiving the code from tax agency, Business Registration Office shall issue the Business Registration Certificate.

4. Enterprise can receive the Business Registration Certificate at Business Registration Office or pay fee to receive by post to the address of head office.

5. The procedure of online business registration regulated in this Article will be applied for the establishment of branch, representative office and Notice on establishment of business location of an enterprise.

Article 31 *Order, procedure of business registration in case enterprise founder does not use CA signature*

1. Enterprise founder declares information, uploads electronic version of personal identification papers to the National Business Registration Portal in order to be granted the business registration account.

2. Enterprise founder uses business registration account to declare information, uploads electronic documents, confirms the dossier and pays business registration fee online following the procedure on the National Business Registration Portal.

3. After the process of sending registration dossier completed, enterprise founder shall be received an electronic receipt slip.

4. The provincial Business Registration Office is responsible for considering, sending Notice to request enterprise to supplement and amend the dossier in case online business registration dossier is invalid. In case the dossier is eligible for being issued Business Registration Certificate, Business Registration Office will send the information to tax agency in order to generate tax code for enterprise. After receiving the code from tax agencies, Business Registration Office shall send online the notice to enterprise on the issuance of Business Registration Certificate.

5. After receiving notice, enterprise founder must submit a paper-based dossier including the receipt slip to Business Registration Office.

6. After receiving paper-based dossier sent by enterprise, Business Registration Office cross-checks the number of documents in the dossier submitted online with those in the paper-based dossier and grants the Business Registration Certificate if the documents are consistent.

If after more than 30 days since the date of sending Notice of issuance of Business Registration Certificate, Business Registration Office does not receive paper-based dossier, online business registration dossier becomes invalid.

7. Enterprise can receive the Business Registration Certificate at Business Registration Office or pay fee to receive by post to the address of head office.

8. Applicant must take responsibilities for the completeness and accuracy of the paper-based dossier and online business registration dossier. In case paper-based dossier is not similar to the dossier which was submitted online but applicant does not inform Business Registration Office at submission time, the dossier is considered as forged one and enterprise will be processed in accordance with the regulation of Article 60, Decree No. 43/2010/ND-CP,

9. The procedure of online business registration regulated in this Article will be applied for the establishment of branch, representative office and Notice on establishment of business location of an enterprise.

Article 32 *Payment for online registration fee*

1. Method for paying online registration fee is supported in the National Business Registration Portal

2. If there is any error arising during the electronic payment, organizations, individuals which use electronic payment shall contact with commercial banks or electronic payment providers for solutions.

3. Business registration fee, fee for information provision and fee for announcement of business registration excludes service fee for electronic transaction.

Article 33 *Settlement of violations, complaints and disputes related to CA signature and business registration account*

Identifying and settling with violations, complaints and dispute related to the management, use of CA signature and business registration shall be implemented in accordance with legal provisions.

Chapter V

DEALING WITH THE VIOLATION IN BUSINESS REGISTRATION AND THE PROCEDURE FOR REVOCATION OF THE BUSINESS REGISTRATION CERTIFICATE

Article 34 *Cases are not allowed to register for amendment.*

1. An enterprises is not allowed to register for amendment of registered contents in these following cases:

a) Received the Notice of Business Registration Office on violation of enterprise which is in the cases of revocation of Business Registration Certificate or being received the Decision on revocation of Business Registration Certificate;

b) The enterprise is under the dissolution process;

c) Upon the request of the Court or the civil enforcement agencies.

2. Enterprises regulated in the Clause 1 this Article are allowed to make registration for amendment in these following cases:

a) Did apply some solutions to remedy the violations as required in the Notice of violation of enterprises which is a subject of revocation of Business Registration Certificate and get approval from Business Registration Office.

b) Have to make amendment registration to serve the process of dissolution and complete dissolution dossier as regulated. In this case, dossier for amendment must be enclosed with the document of justification of enterprise on reason for amendment registration.

c) Did execute the Decision of the Court and civil enforcement agencies and get approval of the Cout and civil enforcement agencies.

Article 35 *Adding information on operation of enterprise to the National business registration database*

1. Provincial Business Registration Office considers updating information about enterprise in their locality to the National business registration database in order to serve the purpose of state management.
2. Information on operation of enterprise shall be updated to serve the purpose of state management, including:
 - a) The documents, decisions of the Court, civil enforcement agencies, police agencies, tax agencies, inspection agencies and other state management agencies sent to the Business Registration Office;
 - b) The Notice on the enterprise violation and decision on revocation of Business Registration Certificate issued by the Business Registration Office;
 - c) Information on status of enterprise which closed tax code by not register for dissolution, enterprise which stopped operating but not finish the procedure of tax code closing sent by tax agency to business registration agencies.

Article 36 *Handling of cases of declaring untruthful or inaccurate information in business registration dossier*

1. If detecting that information declared in a business registration dossier is untruthful or inaccurate, a provincial Business Registration Office shall notify such to a competent state agency for handling according to the law. After obtaining decision on violation settlement of the competent state agency, the Business Registration Office shall request an enterprise to re-submit its dossier for re-granting of the Business Registration Certificate.
2. Over the deadline indicated in the Notice of the Business Registration Office, if an enterprise still fails to submit a dossier for re-granting of the Business Registration Certificate, the Business Registration Office shall request an enterprise to report the reason for the failure under Point c Clause 1 Article 163 of the Enterprise Law.

Article 37 *Identification and announcement of violation of enterprise in the cases of revocation of Business Registration Certificate*

1. Before issuing a Notice of violation in case of revocation of Business Registration Certificate and a decision to revoke the Business Registration Certificate, when necessary, the Business Registration Office may invite representatives of the inspectorate of the provincial Planning and Investment Department and such related agencies as tax office, district-level People's Committee and line departments to attend in an inter-branch meeting to know about the violation of the enterprise.

2. Within 2 working days after the issuance of Notice on violation of enterprise in case of revocation of Business Registration Certificate and decision on revocation of Business Registration Certificate, the Business Registration Office sends the Notice and the decision to the address of the enterprise's head office and posts on the National Business Registration Portal.

Article 38 *Procedure, order for revoking the Business Registration Certificate in the case that the information registered in the dossier is forged*

1. In case the dossier of registration for establishment of an enterprise were identified as forgery, the Business Registration Office will issue the Notice on the violation of an enterprise which informs that this case is the subject of being revoked the Business Registration Certificate and at the same time, issue the revocation decision as well.

2. In case documents of which contents in the amendment registration dossier were identified as forgery:

a) The Business Registration Office will issue the Notice on the violation of an enterprise stating that this case is the subject of being revoked the Business Registration Certificate and the decision on eliminating the Business Registration Certificate which was registered based on the forged information and also recover the Business Registration Certificate which was granted based on the latest valid dossier.

Enterprises can include the contents to be changed legally in the times of rejected registration in order to be granted the new amendment registration in one time.

b) Business Registration Offices do not have any responsibilities and obligations for settlement of emerging disputes and damage caused by the forged documents within the internal of the enterprise or between enterprise and other organization, individual.

Chapter VI

HOUSEHOLD BUSINESS REGISTRATION

Article 39 *Documents used in household business registration*

1. Household business registration form shall be made according to Appendix 1-6 promulgated together with this Circular.

2. The list of individuals contributing capital to establish a household business shall be made according to Appendix H-5 promulgated together with this Circular.

3. Household Business Registration Certificate shall be made according to Appendix IV-6 promulgated together with this Circular.

4. Notices of business suspension of operation of household business shall be made according to Appendix III-4 promulgated together with this Circular.

5. The Notice on the violation of house-hold business which is the subject of revocation of household Business Registration Certificate and other Notices of district-level Business Registration Office is implemented according to the Appendix VI promulgated together with this Circular.

6. The Decision on the revocation of the Household Business Registration Certificate is implemented according to the Appendix VI-4 promulgated together with this Circular.

Article 40 *Name of household business*

1. The naming of household business is implemented as stipulated in Article 56 of the Decree No. 43/2010/ND-CP.

2. List of the letters used for naming household business is implemented as stipulated in the Annex VII-1 promulgated together with this Circular.

3. Household business is not entitled to use the phases: “company”, “enterprise” to name their business.

Article 41 *Right to register for household business and amendment of household business registration content*

1. Individual stipulated in Clause 1 of Article 50 of the Decree No. 43/2010/ND-CP is entitled to register one household business nationwide and to contribute capital, purchase share of the enterprise as the capacity of individual.

2. Registration of changes in household business registration contents complies with Article 55 of Decree No. 43/2010/ND-CP. Notice of changes in household business registration contents complies with Appendix III-3 promulgated together with this Circular.

3. When changing registered business operation content, a household business's owner or representative shall send a notice of changes in household business registration contents to the district-level Business Registration Office with which the household business registration has been made.

Upon receiving the dossier, the district-level Business Registration Office shall issue a receipt slip and grant a household Business Registration Certificate to the household business within 5 working days after receiving the valid dossier.

Article 42 *Termination of operation of household business*

Upon terminating its business operation, a household business shall send a notice on termination of operation made according to the Appendix III-5 promulgated together with this Circular and return the original household Business Registration Certificate to the district-level Business Registration Office with which it has made the registration, and concurrently pay all debts, including also tax arrears and unfulfilled financial obligations.

Article 43 *Revocation of household Business Registration Certificate*

1. Cases of revocation of household Business Registration Certificates are stipulated in Article 61 of Decree No. 43/2010/ND-CP.

2. In case a household business fails to commence its business operation 6 months after being granted a household Business Registration Certificate or suspends its business operation for over 6 consecutive months without notifying such to the district-level Business Registration Office with which it has made registration, the Business Registration Office shall make a written announcement of the violation and request the household business's representative to come and make justification. If the requested person fails to show up for giving explanations or his/her justification is not accepted 10 days after the deadline indicated in the notice, the Business Registration Office shall issue a decision to revoke the household Business Registration Certificate.

3. In case a household business relocates its business location to another district or town, the Business Registration Office shall, after receiving the household business notice of relocation, issue a decision to revoke the household Business Registration Certificate.

4. In case a household business conducts a banned business activity, the Business Registration Office shall issue a notice of the violation and a decision to revoke the household Business Registration Certificate.

5. In case a household business is established by individuals who are not allowed to establish household business, the case shall be handled as follows:

a/ If the household business is established by an individual who is not allowed to establish a household business, the Business Registration Office shall issue a notice of the violation and a decision to revoke the household Business Registration Certificate.

b/ If the household business is established by a group of individuals one of whom is not allowed to establish a household business, the Business Registration Office shall issue a notice of the violation and request the household business to register the change of such individual within 15 working days after the issuance of the notice. Past that time limit, if the household business still fails to register the change, the Business Registration Office shall issue a notice of the violation and a decision to revoke the household Business Registration Certificate.

Chapter VII

SUPPLEMENTING, STANDARDIZING THE INFORMATION ON BUSINESS REGISTRATION AND TAX REGISTRATION

Article 44 *Correction of information in Business Registration Certificate*

The correction of information in Business Registration Certificate prescribed in Article 30 of Decree No. 43/2010/ND-CP shall be made as follows:

1. In case an enterprise itself detects that contents of its Business Registration Certificate are inconsistent with those of its business registration dossier, it shall send a Letter of request for correction of information, made according to a form provided in Appendix III-12 promulgated together with this Circular, in the Business Registration Certificate by the Business Registration Office to be in line with the business registration dossier. The Business Registration Office shall receive the Letter of request, check the dossier and, if information in the enterprise's Letter of request is accurate, re-grant an Business Registration Certificate to the enterprise within 02 working days after receiving the enterprise' Letter of request.
2. In case the Business Registration Office detects that contents of an Business Registration Certificate are inconsistent with those of that enterprise's registration dossier, it shall send a notice to the enterprise requesting the correction of information in the Business Registration Certificate to be in line with the business registration dossier and re-grant an Business Registration Certificate to the enterprise within 15 working days after sending the notice.
3. Upon receiving the new Business Registration Certificate, the enterprise shall return the old Business Registration Certificate.

Article 45 *Addition or correction of information in Business Registration Certificate or business and tax registration certificate in the National business registration database*

1. In case an enterprise detects that information in its Business Registration Certificate or business and tax registration certificate in the National business registration database is unavailable or inaccurate due to data transfer, it shall send a notice made according to the Appendix II-11 to the provincial Business Registration Office in the locality in which its head office is located for addition or correction of information. Enclosed with such notice must be a valid copy of the Business Registration Certificate or business and tax registration certificate.

Within 5 working days after receiving the enterprise's notice, the Business Registration Office in the locality in which the enterprise's head office is located shall add or correct information in the Business Registration Certificate or business and tax registration certificate in the National business registration database.

2. In case a Business Registration Office detects that information in an enterprise's Business Registration Certificate or business and tax registration certificate in the National business registration database is unavailable or inaccurate as compared with the written certificate, it shall, within 5 working days after the detection, add or correct information in the Business Registration Certificate or business and tax registration certificate in the National business registration database.

Article 46 *Standardization of data in cases enterprises have no tax identification number or have information of business registrations different with that of tax registration*

1. Based on the business registration database after data transfer and on tax registration data, a provincial Business Registration Office shall send a notice on reviewing, updating information on business registration and tax registration made according to the Appendix V-3 promulgated together with this Circular to each enterprise and request enterprise to:

a) Send the Notice to update correct information of the enterprise made according to the form regulated in the Appendix II-7 promulgated together with this Circular to the provincial BRO within 30 working days since the date of signing the Notice.

If exceeding the due date, the BRO does not receive the enterprise's Notice; enterprise must explain the reason and report in accordance with regulation of point c, Clause 1, Article 163 of Notice.

If enterprise does not make the report as regulated at point c, Clause 1 Article 163 Notice, within 03 months since the date of BRO sends the request in writing, enterprise shall be revoked its Business Registration Certificate in accordance with regulation of point g, Clause 2 Article 165 Notice.

b) Register its tax identification number within 30 working days after receiving the notice in case the enterprise has been granted a Business Registration Certificate but has not yet made tax registration. In case the enterprise fails to satisfy the request mentioned at this point, it shall be handled under the tax law and have its Business Registration Certificate revoked under Point c Clause 2 Article 165 of the Notice.

c) Report and register changes in business registration contents within 3 months after receiving the notice in case business registration contents and tax registration contents are inconsistent. In case the enterprise fails to satisfy the request mentioned at this Point, it shall have its Business Registration Certificate revoked under Point g Clause 2 Article 165 of the Notice.

2. Base on the data on business registration in each locality, at least once a year, the provincial Business Registration Office will be responsible for hosting, coordinating with other related agencies to implement the standardization of business registration and tax registration data.

Article 47 *Updating, supplementation of information in Business Registration Certificate, business registration dossier*

1. Enterprises have the obligations to supplement information in business registration dossier when registering for amendment including telephone number, fax number, email address, website of enterprise. Updating telephone number of an enterprise is mandatory. In case enterprise does not update its telephone number, amendment dossier is considered invalid as regulated in the Clause 3 Article 4 Notice.

2. Based on the available data of enterprise in National business registration database, enterprises have the obligations to update, supplement information in Business Registration Certificate, business registration dossier in accordance with provision of Clause 6, Article 9, Notice as follows:

a) In case enterprise only updates, supplements information on telephone number, fax number, email address, website, address of enterprise due to administrative boundary changes, information of ID card, address of individual in Business Registration Certificate, enterprise must send Notice made according to the Appendix II-5 promulgate together with this Circular to provincial Business Registration Office where its head office is located. Business Registration Office receives the Notice and issue the Business Registration Certificate to enterprise.

b) In case enterprise updates, supplements information on business registration dossier without changing the contents of Business Registration Certificate, enterprise must send Notice made according to the Appendix II-5 promulgate together with this Circular to provincial Business Registration Office where its head office is located.

Business Registration Office supplements information into enterprise's dossier and into the National business registration database. In this case, enterprise does not have to pay fee.

Article 48 *Data digitalization into the National business registration database*

1. During performing business registration, provincial Business Registration Office is responsible for digitalizing paper-based dossier into the National business registration database.

2. In case data in business registration dossier is not fully digitalized, provincial Business Registration Office annually establishes a implementation plan and budget plan to implement the data digitalization and store in the National business registration database.

Article 49 *Supplement local data to the National business registration database*

1. Based on the data on business registration in locality and available database in National business registration database, periodically, each quarter, each year, provincial Business Registration Offices are responsible for reviewing, cross-checking with actual

data in the province to convert the missing data into the National business registration database.

2. Business Registration Office is responsible for the accuracy and completeness of data on enterprise, subordinate units, business locations of enterprise in the National business registration database which was converted from data of locality, making sure the data after conversion is matched with the original information.

Article 50 *Data on financial statement*

1. Data on financial statement of shareholding company is transmitted from financial statement system of GDT and stored in the National business registration database.

2. The exploration and use of data on the financial statements of the shareholding company comply with the provisions of the Notice, the Law on Accounting, Tax Administration Law and the regulations on the exploration and use of business registration data.

Chapter VIII

NATIONAL BUSINESS REGISTRATION PORTAL, PROVISION OF THE BUSINESS REGISTRATION INFORMATION

Article 51 *General provision of the National Business Registration Portal*

1. Organizations and individuals log in the National Business Registration Portal at the address www.dangkykinhdoanh.gov.vn.

2. The Portal provides the following basic applications:

- a) Online business registration;
- b) Provision of the business registration information;
- c) Announcement of business registration content;
- d) Standardization of business registration data;
- dd) Reporting system on business registration;
- e) Content management system.

3. Prohibiting organizations and individuals make a website or portal having identical and misleading name with the National Business Registration Portal.

4. Prohibiting the deeds illegally obstructing, preventing the process of transferring, sending, receiving information or changing, omitting, destroying, forging, damaging the National Business Registration Portal in any forms. Violation shall be handled according to the legal regulation.

5. Prohibiting the use of information on business registration in the unlawful purpose; run business on enterprise registration information without the allowance of the information provision agency; deliberately mislead business registration information, illegal transfer of business registration information, or transfer to wrong object.

Article 52 *Functionalities of the National Business Registration Portal*

1. Provide information on the policies of the Party, policies and laws of the government on business registration, socio-economic situation; propagation and dissemination of legal documents and professional guidelines on business registration, dossiers, order and procedures of business registration.

2. Support enterprise, enterprise founder on searching name, making online business registration and performing announcement of business registration content.

3. Provide information on business registration and financial statement of shareholding company nationwide.

4. Publish information on violation of enterprise according to legal regulation.

5. Standardize data on business registration.

6. Exchange information with information systems of other state agencies according to legal regulation.

7. Provide other services according to legal regulation.

Article 53 *Information exploration in the National Business Registration Portal*

1. Information is free and public in the National Business Registration Portal including: enterprise name, enterprise code, address of head office, name of the legal representative, the legal status of the enterprise.

2. Payable information on business registration:

a) Information on an enterprise, including:

- Business Registration Certificate, operation registration certificate of branches, representative offices;

- Business registration form;

- Company's charter;
 - Financial statement of shareholding company;
 - Report on business registration history of enterprise in 03 latest years, including: information on latest registrations of enterprise and current information of enterprise.
- b) Aggregated report on enterprise founders, enterprise managers in 03 latest years, including: list of enterprises in which a particular individual takes part in establishing and managing in 03 latest years and roles of person in these enterprises.

Article 54 *Scope of information exploration of provincial Business Registration Office*

1. The provincial Business Registration Offices have the right of exploiting data managed by their locality in the National Business Registration Portal.
2. The provincial Business Registration Offices have the right to exploit data in Business Registration Certificate, aggregated report on enterprise founders, enterprise managers nationwide from the National Business Registration Portal to provide to individuals, organization who have demand for.

Article 55 *Responsibility for publishing the business registration content*

1. Within 30 working days since the date of establishment or amendment registration, enterprises must publish the business registration content in the National Business Registration Portal as regulated in the Article 28 of the Notice and in Clause 2 Article 1 Decree No.05/2013/ND-CP.
2. Shareholding companies issuing more ordinary shares and offering for sale those shares for all ordinary shareholders according to their current share ratio in the company must send the Notice in writing on the issuance of additional ordinary shares to the permanent address of the shareholders.

This Notice must be published in the Portal or in 03 consecutive sessions of the newspapers within 10 working days since the date of sending the Notice.

3. Within 07 working days since the date of making the decision on the dissolution as regulated in the clause 1, Article 158 of the Notice, enterprises must make copy of the dissolution decision and send that copy to the BRO, all creditors, those having relevant rights and obligations, labors working in the company.

Enterprises must publicly issue the dissolution decision at the headquarter and the branch(es) and also publish the decision in the National Business Registration Portal.

Article 56 *Methods of requesting for publishing the business registration content*

Enterprises can request to publish the business registration information in the National Business Registration Portal through the following methods:

1. Directly at the BROs. After receiving the request of publishing business registration content, the provincial BRO sends request to the Business registration supporting center of Agency for Business Registration to process the publication in the National Business Registration Portal;
2. Directly at the Business registration supporting center of Agency for Business Registration;
3. Via the National Business Registration Portal.

Chapter IX

IMPLEMENTATION PROVISIONS

Article 57 *Implementation effect*

1. This Circular takes effect from April 15th 2013.
2. This Circular replaces the Circular No. 14/2010/TT-BKH dated 04 June 2010 of the Ministry of Planning and Investment guiding the order and procedures for business registration under the Governmental Decree No. 43/2010/ND-CP dated 15 April 2010 on business registration.

Article 58 *Implementing responsibility*

1. Provincial Departments of Planning and Investment, cities directly under the Central Government, enterprises which are established under Notice, enterprise founders and related organizations, individuals are responsible for the implementation of this Circular.
2. During implementation, it is highly requested that all problems should be reported to the Ministry of Planning and Investment for timely research, amendment and supplementation.

MINISTER

(signed and sealed)

Bui Quang Vinh

LIST OF TEMPLATES USED IN BUSINESS REGISTRATION, HOUSEHOLD BUSINESS REGISTRATION

(Promulgated with Circular No.01/2013/TT-BKHD dated 21/01/2013 of Ministry of Planning and Investment)

No.	Item	Code
Regulated form applied for enterprise/ household business		
I	<i>Business registration forms and Enclosed documents</i>	
1	Business registration form – Private enterprise	Annex I-1
2	Business registration form – Limited liability company with one member	Annex I-2
3	Business registration form – Limited liability company with two or more members	Annex I-3
4	Business registration form – Shareholding company	Annex I-4
5	Business registration form – Partnership company	Annex I-5
6	List of member in case of Limited liability company with two or more members	Annex I-6
7	List of founding shareholder in case of Shareholding company	Annex I-7
8	List of member in case of Partnership company	Annex I-8
9	List of authorized representative <i>(in case of Limited liability company with one member)</i>	Annex I-9
II	<i>Notifications and other documents issued by enterprise</i>	
10	Notification of registration for amendment in the content of business registration	Annex II-1
11	Notification of change of legal representative	Annex II-2
12	Notification of change of owner of private enterprise	Annex II-3
13	Notification of change of owner of limited liability company with one member	Annex II-4
14	Notification of supplement and updating in the content of business registration	Annex II-5
15	Notification of amendment in the content of tax registration	Annex II-6
16	Notification on updating in the content in business registration and tax registration	Annex II-7
17	Notification of establishment of branch/ representative office/ business location	Annex II-8
18	Notification of branch/ representative office overseas	Annex II-9
19	Notification of amendment in the content of operation registration for branch/ representative office/ business location	Annex II-10
20	Letter of request for supplement and correction of information on certificate on the Nation Business Registration System (NBRS)	Annex II-11

No.	Item	Code
21	Letter of request for correction of information on the Business Registration Certificate/ Operation Registration Certificate for branch/ representative office	Annex II-12
22	Letter of request for re-issuance of Business Registration Certificate	Annex II-13
23	Letter of request for re-issuance of Business Registration Certificate/ Operation Registration Certificate for branch/ representative office	Annex II-14
24	Notification of suspension of business operation of enterprise/ branch/ representative office	Annex II-15
25	Notification of termination of operation of branch/ representative office/ business location	Annex II-16
26	Notification of termination of operation of enterprise for the reason of division, consolidation and merger	Annex II-17
27	Notification of registering for dissolution	Annex II-18
III	<i>Regulated forms applied for household business</i>	
28	Business registration form – Household business	Annex III-1
29	List of individual contributing capital to establish household business	Annex III-2
30	Notification of amendment in the content of household business registration	Annex III-3
31	Notification of suspension of household business's operation	Annex III-4
32	Notification of termination of household business's operation	Annex III-5
Regulated form for Business registration offices		
IV	<i>Enterprise business registration certificate, Operation registration certificate of branch, representative office</i>	
33	Business registration certificate for private enterprise	Annex IV-1
34	Business registration certificate for LCC1	Annex IV-2
35	Business registration certificate for LCC2	Annex IV-3
36	Business registration certificate for shareholding company	Annex IV-4
37	Business registration certificate for partnership enterprise	Annex IV-5
38	Operation registration certificate for branch, representative office	Annex IV-6
V	<i>Notification and other documents of Business registration office</i>	
39	Notification on supplementation, amendment of business registration dossier	Annex V-1
40	Notification requesting enterprise to report business operation	Annex V-2
41	Notification checking tax registration and business registration information	Annex V-3
42	Notification requesting enterprise to register for tax code	Annex V-4
43	Notification requesting enterprise to suspend performing conditional business activity	Annex V-5

No.	Item	Code
44	Confirmation on the registration for temporary suspension of operation of enterprise	Annex V-6
45	Confirmation on the registration for temporary suspension of operation of branch/representative office	Annex V-7
46	Notification of enterprise's violation leading to the revocation of Business registration certificate	Annex V-8
47	Decision on revocation of Business registration certificate	Annex V-9
48	Decision on the cancellation of Business registration certificate	Annex V-10
49	Notification of termination of operation of branch/representative office/business location	Annex V-11
50	Notification on enterprise dissolution (to Police and Tax agencies)	Annex V-12
51	Notification on enterprise dissolution	Annex V-13
52	Notification on removal of enterprise name because of division/consolidation/merge	Annex V-14
53	Receipt slip of dossier for business registration/branch/representative office/business location	Annex V-15
54	Receipt slip of online business registration dossier	Annex V-16
55	Decision on the revocation of Operation registration certificate of branch/representative office	Annex V-17
VI	<i>Regulated forms for District's business registration office</i>	
56	Business registration certificate for household business	Annex VI-1
57	Notification of supplementation, amendment of business registration dossier in case of household business	Annex VI-2
58	Notification of violation of household business leading to the revocation of Household business registration certificate	Annex VI-3
59	Decision on the revocation of Household business registration certificate	Annex VI-4
60	Receipt slip of household business dossier	Annex VI-5
VII	<i>Other annexes</i>	
61	List of letters applied for naming enterprise, subordinate unit, household business	Annex VII-1
62	District, provincial code for household business registration	Annex VII-2
63	Font, size, style applied to forms, printouts	Annex VII-3

Annex I-1

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

....., *day**month**year*

BUSINESS REGISTRATION FORM

PRIVATE ENTERPRISE

To: Business Registration Office Province/City

I am: (*Full name in capital letter*) Gender:

Date of birth:/...../... Ethnic background: Nationality:

ID card No:

Issued Date:/...../..... Issued Place:

Other personal identification papers (*if not having ID card*):

Personal identification paper No.:

Issued Date:/...../..... Expiry Date:/...../..... Issued Place: ...

Permanent Address:

House Number, street/hamlet:

Commune/Ward:

District:

City/Province:

Current Address:

House Number, street/hamlet:

Commune/Ward:

District:

City/Province:

Tel: Fax:

Email: Website:

Registers the following private enterprise in my ownership:

1. Enterprise name:Enterprise name in Vietnamese (*in capital letters*):Enterprise name in foreign languages (*if any*):Enterprise name in abbreviation (*if any*):**2. Address of head office:**

House Number, street/ hamlet:

Commune/Ward:

District:

City/Province:

Tel: Fax:

Email: Website:

3. Business activity (*name and code of business activity are indicated according to VSIC level 4*):

No	Name	Code

4. Initial investment capital:Total (*in number; VND*):

Including:

- Vietnam dong:

- Freely convertible foreign currency:

- Gold:

- Value of land-use right, intellectual property right, technology, know-how:

- Other assets (*clearly indicate type of assets, amount, quantity and remaining value of each type into a separate list enclosed with the Business Registration Form*):

.....

5. Legal capital (*in case of business activity where legal capital is required; in numbers; VND*):

.....

6. Information for tax registration:

No.	Information criteria for tax registration
1	Information on Director (General Director), Chief Accountant (if any): Full name of Director (General Director): Tel: Full name of Chief Accountant: Tel:
2	Address for receipt tax notice (<i>declare if it is different from address of head office</i>): House Number, street/ hamlet: Commune/Ward: District: City/Province: Tel:Fax: Email:
3	Date of starting business (<i>Leave empty if the expected date of starting business is from the issued date of Business Registration Certificate</i>):/...../.....
4	Accounting method (<i>Tick X in the appropriate box</i>): Independent ☐ Dependent ☐
5	Financial year: Valid from/.....to/..... (<i>State the starting and ending day, month of financial year</i>)
6	Total number of employees (<i>estimated</i>):
7	Export registration (Yes/No):
8	Bank, treasury account (<i>if any at the time of declaration</i>): Bank account:

	Treasury account:																				
9	Types of tax (<i>tick X in the appropriate box</i>): <table> <tr> <td>Value Added Tax</td> <td>☐</td> </tr> <tr> <td>Special Consumption Tax</td> <td>☐</td> </tr> <tr> <td>Import, Export Tax</td> <td>☐</td> </tr> <tr> <td>Natural Resource Tax</td> <td>☐</td> </tr> <tr> <td>Corporate Income Tax</td> <td>☐</td> </tr> <tr> <td>Licensing Tax</td> <td>☐</td> </tr> <tr> <td>Land-Rent Tax</td> <td>☐</td> </tr> <tr> <td>Fee, Duty</td> <td>☐</td> </tr> <tr> <td>Personal Income Tax</td> <td>☐</td> </tr> <tr> <td>Others</td> <td>☐</td> </tr> </table>	Value Added Tax	☐	Special Consumption Tax	☐	Import, Export Tax	☐	Natural Resource Tax	☐	Corporate Income Tax	☐	Licensing Tax	☐	Land-Rent Tax	☐	Fee, Duty	☐	Personal Income Tax	☐	Others	☐
Value Added Tax	☐																				
Special Consumption Tax	☐																				
Import, Export Tax	☐																				
Natural Resource Tax	☐																				
Corporate Income Tax	☐																				
Licensing Tax	☐																				
Land-Rent Tax	☐																				
Fee, Duty	☐																				
Personal Income Tax	☐																				
Others	☐																				
10	Main business activity¹:																				

I commit:

- I am not one of the subjects governed by clause 2 Article 13 Enterprise Law, nor the sole proprietor of another sole proprietorship at the same time, nor the owner of a household business, nor a partnership member (except for permission of the rest of partnership members);

- The head office is under my legal ownership/usage right and is properly used in line with law.

- I am fully responsible for the legality, truthfulness and accuracy in the above-mentioned contents of business registration.

Enclosed must be:

-.....
-.....
-.....

OWNER OF PRIVATE ENTERPRISE

(*Sign and state full name*)

¹ Enterprise chooses one out of business activities registered in point 3 as the estimated main business activity at the time of registration.

Annex I-2

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom - Happiness

....., *day* *month* *year*

BUSINESS REGISTRATION FORM

LIMITED LIABILITY COMPANY WITH ONE MEMBER

To: Business Registration Office, Province/City

I am: (*Full name in capital letter*).....Gender:

Position:

Date of birth:...../...../....Ethnic background:Nationality:

ID card number:

Issue date:/...../..... Issue place:

Other personal identification paper (*if not having ID card*).....

Personal identification paper number:

Issue date:/...../.....Expiry date:/...../... Issue place:

Permanent Address:

House Number, street/ hamlet:

Commune/Ward:

District:

City/Province:

Current Address:

House Number, street/ hamlet:

Commune/Ward:

District:

City/Province:

Tel:.....Fax:

Email:.....Website:

**Registers the following limited liability company with one member under
my legal representation:**

1. Establishment status (tick X in the appropriate box)

New registration	☐
Under the basis of separation	☐
Under the basis of division	☐
Under the basis of consolidation	☐
Under the basis of conversion	☐

2. Enterprise name:

Enterprise name in Vietnamese: (*in capital letter*):

Enterprise name in foreign language (*if any*):

Enterprise name in abbreviation (*if any*):

3. Address of head office:

House Number, street/ hamlet:

Commune/Ward:.....

District:

Province/City:

Tel:.....Fax:

Email:.....Website:

4. Business Activity (*name and code of business activity are indicated according to VSIC level 4*):

No	Name	Code

5. Owner:

a) For owner who is individual (Declare if the owner is not the legal representative):

Full name of the owner (*in capital letter*): Gender:

Date of birth: .../.../..... Ethnic Background: Nationality:

ID card number:

Issued date: .../.../.... Issued place:

Other personal identification paper (*if not having ID card*):

Personal identification paper number:

Issued date: .../.../..... Expiry Date: .../.../.... Issued place:

Permanent Address:

House Number, street/hamlet:

Commune/Ward:

District:

Province/City:

Current Address:

House Number, street/hamlet:

Commune/Ward:

District:

Province/City:

Tel: Fax:

Email: Website:

b) For owner which is organization:

Organization name (*in capital letter*):

Enterprise code/Founding decision number:

Issuing authority: Issued date: .../.../.....

Address of head office:

House Number, street/ hamlet:

Commune/Ward:

District:

Province/City:

Tel:.....Fax:

Email:.....Website:

List of authorized representatives (*Fill in the stipulated form if any*):
attached

Organizational Structure (*Tick X in the appropriate box*):

Member Council ☐

President of the company ☐

6. Charter capital (*in number; VND*):

7. Source of charter capital:

Capital source	Ratio (%)	Amount (<i>in number; VND</i>)
Domestic capital + State capital + Private capital		
Foreign-invested capital		
Others		
Total		

8. Legal capital (*in case of business activity where legal capital is required by law; in number; VND*):

9. Information for tax registration:

No.	Information criteria for tax registration
1	Information on Director (General Director), Chief Account (<i>if any</i>): Full name of Director (General Director) (<i>Declare if Director, General Director is not the legal representative of the company</i>):

	Tel: Full name of chief accountant: Tel:
2	Address for receipt of tax notice (<i>Declare if it is different from address of head office</i>): House Number, street/ hamlet: Commune/Ward: District: Province/City: Tel: Fax: Email:
3	Date of starting business (<i>Leave empty if the expected date of starting business is from the issued date of Business Registration Certificate</i>):/...../.....
4	Accounting method (<i>tick X in the appropriate box</i>): Independent ☐ Dependent ☐
5	Financial year: Valid from/.....to/..... (<i>State the starting and ending day, month of financial year</i>)
6	Total number of employees (<i>estimated</i>):
7	Export registration (<i>Yes/No</i>):
8	Bank, treasury account (<i>if any at the time of declaration</i>): Bank account: Treasury account:
9	Types of tax (<i>tick X in the appropriate box</i>): Value Added Tax ☐

	Special Consumption Tax ☐ Import, Export Tax ☐ Natural Resource Tax ☐ Corporate Income Tax ☐ Licensing Tax ☐ Land-Rent Tax ☐ Fee, Duty ☐ Personal Income Tax ☐ Others ☐
10	Main business activity ¹ :

10. Information on dividing, separating, consolidating and converting enterprises (*Declare in case of separation, division, consolidation, conversion of enterprises*):

- i) Enterprise name (*in capital letter*):
Enterprise code/ tax code:
Business Registration Certificate No. (*if not having enterprise code/tax code*):.....
- ii) Enterprise name (*in capital letter*):
Enterprise code/ tax code:
Business Registration Certificate No. (*if not having enterprise code/tax code*):

I commit:

- I am not one of the subjects governed by clause 2 Article 13 Enterprise Law;

¹ Enterprise chooses one out of business activities that are registered in point 4 as estimated main business activity at the time of registration.

- The head office is under legal ownership/usage right of the company and is properly used in line with the law;

- I am fully responsible for the legality, truthfulness and accuracy in the above-mentioned contents of business registration.

**LEGAL REPRESENTATIVE OF
THE COMPANY**

Enclosed must be:

(Sign and state full name)

-.....

-.....

Annex I-3

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom - Happiness

....., *day**month**year*

BUSINESS REGISTRATION FORM

LIMITED LIABILITY COMPANY WITH TWO OR MORE MEMBERS

To: Business Registration Office, Province/City

I am: (*Full name in capital letter*).....Gender:

Position:

Date of birth:...../...../....Ethnic background:Nationality:

ID card number:

Issued date:/...../..... Issued place:

Other personal identification paper (*if not having ID card*).....

Personal identification paper number:

Issued date:/...../.....Expiry date:/...../... Issued place:

Permanent Address:

House Number, street/ hamlet:

Commune/Ward:

District:

City/Province:

Current Address:

House Number, street/ hamlet:

Commune/Ward:

District:

City/Province:

Tel:Fax:

Email:.....Website:

Registers the following limited liability company with two or more members under my legal representation:

1. Establishment status (*tick X in the appropriate box*)

New registration	☐
Under the basis of separation	☐
Under the basis of division	☐
Under the basis of consolidation	☐
Under the basis of conversion	☐

2. Enterprise name:

Enterprise name in Vietnamese: (*in capital letter*):

Enterprise name in foreign language (*if any*):

Enterprise name in abbreviation (*if any*):

3. Address of head office:

House Number, street/ hamlet:

Commune/Ward:.....

District:

Province/City:

Tel:.....Fax:

Email:.....Website:

4. Business activity (*name and code of business activity are indicated according to VSIC level 4*):

No	Name	Code

5. Charter capital (*in number; VND*):

6. Source of charter capital:

Capital source	Ratio (%)	Amount (<i>in number; VND</i>)
Domestic capital + State capital + Private capital		
Foreign-invested capital		
Others		
Total		

7. Legal capital (*in case of business activity where legal capital is required by law; in number; VND*):

8. List of members (*fill in the stipulated form*): attached

9. Information for tax registration:

No.	Information criteria for tax registration
-----	---

1	Information on Director (General Director), Chief Account (if any): Full name of Director (General Director) <i>(declare if Director, General Director is not the legal representative of the company)</i>: Tel: Full name of chief accountant: Tel:
2	Address for receipt of tax notice <i>(declare if it is different from address of head office)</i>: Number, Street, Hamlet: Commune/Ward: District: Province/City: Tel: Fax: Email:
3	Date of starting business <i>(Leave empty if the expected date of starting business is from the issued date of Business Registration Certificate)</i>: /...../.....
4	Accounting method <i>(tick X in the appropriate box)</i>: Independent ☐ Dependent ☐
5	Financial year: Valid from/.....to/..... <i>(State the starting and ending day, month of financial year)</i>
6	Total number of employees <i>(estimated)</i>:
7	Export registration (Yes/No):
8	Bank, treasury account <i>(if any at the time of declaration)</i>:

	Bank account:																				
	Treasury account:																				
9	Types of tax (<i>tick X in the appropriate box</i>): <table> <tr> <td>Value Added Tax</td> <td>☐</td> </tr> <tr> <td>Special Consumption Tax</td> <td>☐</td> </tr> <tr> <td>Import, Export Tax</td> <td>☐</td> </tr> <tr> <td>Natural Resource Tax</td> <td>☐</td> </tr> <tr> <td>Corporate Income Tax</td> <td>☐</td> </tr> <tr> <td>Licensing Tax</td> <td>☐</td> </tr> <tr> <td>Land-Rent Tax</td> <td>☐</td> </tr> <tr> <td>Fee, Duty</td> <td>☐</td> </tr> <tr> <td>Personal Income Tax</td> <td>☐</td> </tr> <tr> <td>Others</td> <td>☐</td> </tr> </table>	Value Added Tax	☐	Special Consumption Tax	☐	Import, Export Tax	☐	Natural Resource Tax	☐	Corporate Income Tax	☐	Licensing Tax	☐	Land-Rent Tax	☐	Fee, Duty	☐	Personal Income Tax	☐	Others	☐
Value Added Tax	☐																				
Special Consumption Tax	☐																				
Import, Export Tax	☐																				
Natural Resource Tax	☐																				
Corporate Income Tax	☐																				
Licensing Tax	☐																				
Land-Rent Tax	☐																				
Fee, Duty	☐																				
Personal Income Tax	☐																				
Others	☐																				
10	Main business activity¹:																				

10. Information on dividing, separating, consolidating and converting enterprises (*Declare in case of separation, division, consolidation, conversion of enterprise*):

i) Enterprise name (*in capital letter*):

Enterprise code/ tax code:

Business Registration Certificate No. (*if not having enterprise code/tax code*):.....

ii) Enterprise name (*in capital letter*):

Enterprise code/ tax code:

¹ Enterprise chooses one out of business activities that are registered in point 4 as estimated main business activity at the time of registration.

Business Registration Certificate No. (*if not having enterprise code/tax code*):

I commit:

- I am not one of the subjects governed by clause 2 Article 13 Enterprise Law;

- The head office is under legal ownership/usage right of the company and is properly used in line with the law;

- I am fully responsible for the legality, truthfulness and accuracy in the above-mentioned contents of business registration.

**LEGAL REPRESENTATIVE OF
THE COMPANY**

(Sign and state full name)

Enclosed must be:

- List of member of the company;

-.....

-.....

Annex I-4

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom - Happiness

....., *day**month**year*

BUSINESS REGISTRATION FORM

SHAREHOLDING COMPANY

To: Business Registration Office, Province/City

I am: (*Full name in capital letter*).....Gender:

Position:

Date of birth:...../...../....Ethnic background:Nationality:

ID card number:

Issued date:/...../..... Issued place:

Other personal identification paper (*if not having ID card*).....

Personal identification paper number:

Issued date:/...../.....Expiry date:/...../... Issued place:

Permanent Address:

House Number, street/ hamlet:

Commune/Ward:

District:

City/Province:

Current Address:

House Number, street/ hamlet:

Commune/Ward:

District:

City/Province:

Tel:Fax:

Email:Website:

Registers the following shareholding company under my legal representation:

1. Establishment status (*tick X in the appropriate box*)

New registration	☐
Under the basis of separation	☐
Under the basis of division	☐
Under the basis of consolidation	☐
Under the basis of conversion	☐

2. Enterprise name:

Enterprise name in Vietnamese: (*in capital letter*):

Enterprise name in foreign language (*if any*):

Enterprise abbreviated name (*if any*):

3. Address of head office:

House Number, street/ hamlet:

Commune/Ward:

District:

Province/City:

Tel:Fax:

Email:Website:

4. Business Activity (*name and code of business activity are indicated according to VSIC level 4*):

No	Name	Code

5. Charter capital (*in number; VND*):

Total number of shares:

Face value of share:

6. Number of shares, type of shares which are offered for sale:

7. Source of charter capital:

Capital source	Ratio (%)	Amount (<i>in number; VND</i>)
Domestic capital + State capital + Private capital		
Foreign-invested capital		
Others		
Total		

8. Legal capital (*in case of business activity where legal capital is required by law; in number; VND*):

9. List of founding shareholders (*fill in the stipulated form*): attached

10. Information for tax registration:

No.	Information criteria for tax registration
1	Information on Director (General Director), Chief Account (<i>if any</i>): Full name of Director (General Director) (<i>Declare if Director, General Director is not the legal representative of the company</i>): Tel: Full name of chief accountant: Tel:
2	Address for receipt of tax notice (<i>Declare if it is different from address of head office</i>): House Number, street/ hamlet:

	Commune/Ward: District: Province/City: Tel:Fax: Email:
3	Date of starting business (<i>Leave empty if the expected date of starting business is from the issued date of Business Registration Certificate</i>):/...../.....
4	Accounting method (<i>tick X in the appropriate box</i>): Independent ☐ Dependent ☐
5	Financial year: Valid from/.....to/..... (<i>State the starting and ending day, month of financial year</i>)
6	Total number of employees (<i>estimated</i>):
7	Export registration (<i>Yes/No</i>):
8	Bank, treasury account (<i>if any at the time of declaration</i>): Bank account: Treasury account:
9	Types of tax (<i>tick X in the appropriate box</i>): Value Added Tax ☐ Special Consumption Tax ☐ Import, Export Tax ☐ Natural Resource Tax ☐ Corporate Income Tax ☐ Licensing Tax ☐ Land-Rent Tax ☐

	Fee, Duty Personal Income Tax Others
10	Main business activity ¹ :

10. Information on dividing, separating, consolidating and converting enterprises (*Declare in case of separation, division, consolidation, conversion of enterprises*):

i) Enterprise name (*in capital letter*):

Enterprise code/ tax code:

Business Registration Certificate No. (*if not having enterprise code/tax code*):.....

ii) Enterprise name (*in capital letter*):

Enterprise code/ tax code:

Business Registration Certificate No. (*if not having enterprise code/tax code*):

I commit:

- I am not one of the subjects governed by clause 2 Article 13 Enterprise Law;
- The head office is under legal ownership/usage right of the company and is properly used in line with the law;
- I am fully responsible for the legality, truthfulness and accuracy in the above-mentioned contents of business registration.

**LEGAL REPRESENTATIVE OF
THE COMPANY**

(*Sign and state full name*)

¹ Enterprise chooses one out of business activities that are registered in point 4 as estimated business activity at the time of registration.

Annex I-5
SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

....., *day**month**year*

BUSINESS REGISTRATION FORM
PARTNERSHIP COMPANY

To: Business Registration Office, Province/City

I am: (*Full name in capital letter*).....Gender:

Position:

Date of birth:...../...../.....Ethnic background:Nationality:

ID card number:

Issued date:/...../..... Issued place:

Other personal identification paper (*if not having ID card*).....

Personal identification paper number:

Issued date:/...../.....Expiry date:/...../... Issued place:

Permanent Address:

House Number, street/ hamlet:

Commune/Ward:

District:

City/Province:

Current Address:

House Number, street/ hamlet:

Commune/Ward:

District:

City/Province:

Tel:Fax:

Email:.....Website:

Is the President of the Member Council of the company.

Registers the following partnership company:

1. Establishment status (tick X in the appropriate box)

New registration	☐
Under the basis of separation	☐
Under the basis of division	☐
Under the basis of consolidation	☐

2. Enterprise name:

Enterprise name in Vietnamese: (*in capital letter*):

Enterprise name in foreign language (*if any*):

Enterprise name in abbreviation (*if any*):

3. Address of head office:

House Number, street/ hamlet:

Commune/Ward:

District:

Province/City:

Tel: Fax:

Email: Website:

4. Business Activity (*name and code of business activity are indicated according to VSIC level 4*):

No	Name	Code

5. Charter capital (*in number; VND*):

6. Source of charter capital:

Capital source	Ratio (%)	Amount (in number; VND)
Domestic capital + State capital + Private capital		
Foreign-invested capital		
Others		
Total		

7. Legal capital (in case of business activity where legal capital is required by law; in number; VND):

8. List of members (fill in the stipulated form): attached

9. Information for tax registration:

No.	Information criteria for tax registration
1	Information on Director (General Director), Chief Account (if any): Full name of Director (General Director) (<i>Declare if Director, General Director is not the legal representative of the company</i>): Tel: Full name of chief accountant: Tel:
2	Address for receipt of tax notice (<i>Declare if it is different from address of head office</i>): House Number, street/ hamlet: Commune/Ward: District: Province/City: Tel:

	Fax: Email:
3	Date of starting business (<i>Leave empty if the expected date of starting business is from the issued date of Business Registration Certificate</i>):/...../.....
4	Accounting method (<i>tick X in the appropriate box</i>): Independent ☐ Dependent ☐
5	Financial year: Valid from/.....to/..... (<i>State the starting and ending day, month of financial year</i>)
6	Total number of employees (<i>estimated</i>):
7	Export registration (<i>Yes/No</i>):
8	Bank, treasury account (<i>if any at the time of declaration</i>): Bank account: Treasury account:
9	Types of tax (<i>tick X in the appropriate box</i>): Value Added Tax ☐ Special Consumption Tax ☐ Import, Export Tax ☐ Natural Resource Tax ☐ Corporate Income Tax ☐ Licensing Tax ☐ Land-Rent Tax ☐ Fee, Duty ☐ Personal Income Tax ☐

	Others ☐
10	Main business activity ¹ :

10. Information on dividing, separating, consolidating and converting enterprises (*Declare in case of separation, division, consolidation, conversion of enterprises*):

i) Enterprise name (*in capital letter*):

Enterprise code/ tax code:

Business Registration Certificate No. (*if not having enterprise code/tax code*):.....

ii) Enterprise name (*in capital letter*):

Enterprise code/ tax code:

Business Registration Certificate No. (*if not having enterprise code/tax code*):

I and other partnership members commit that:

- We are not one of the subjects governed by clause 2 Article 3 Enterprise Law; do not act as partnership members of other partnership companies, do not act as sole proprietors of other sole proprietorship and do not act as owners of other household business at the same time (except for permission of the rest of partnership members);

- The head office is under legal ownership/usage right of the company and is properly used in line with the law;

- We are fully responsible for the legality, truthfulness and accuracy in the above-mentioned contents of business registration.

PARTNERSHIP MEMBERS
(*Sign and state full name of each member*)

PRESIDENT OF MEMBER COUNCIL
(*Sign and State full name*)

Enclosed must be:

- Member list of the company;

-.....

-.....

¹ Enterprise chooses one out of business activities that are registered in point 4 as estimated main business activity at the time of registration.

Annex I-6

LIST OF MEMBER IN CASE OF LIMITED LIABILITY COMPANY WITH TWO OR MORE MEMBERS

No	Name of member	Date of birth in case of member who is individual	Gender	Nationality	Ethnic Background	Current address in case of member who is individual	Permanent address in case of individual ; address of head office in case of organization	No., issued date and issued place in case of ID card or passport in case of individual; Business Registration Certificate No. (or other equivalent Certificates) in case of enterprise; founding decision No. in case of organization	Capital contribution			Time of making capital contribution	Signature of member	Note ³
									Value of capital contribution ¹ (in number; VND)	Ratio (%)	Type of asset, quantity, value of capital contribution asset ²			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

....., datemonth.....year.....

LEGAL REPRESENTATIVE
(Sign, state full name and seal)⁴

¹ List the total value of capital contribution of each member

² Types of asset include:

- Vietnam Dong
- Freely convertible foreign currency
- Gold
- Value of land use, of intellectual property right, technology and know-how
- Others

³ Based on proposals of enterprises, BRO considers writing down in this Column.

⁴ Do not seal in case of new registration

Annex I-7

LIST OF FOUNDING SHAREHOLDER IN CASE OF SHAREHOLDING COMPANY

No.	Name of founding shareholder	Date of birth in case of founding shareholder who is individual	Gender	Nationality	Ethnic background	Current address in case of founding shareholder who is individual	Permanent address in case of individual; address of head office in case of organization	No., issued date and issued place in case of ID card or passport in case of individual;; Business Registration Certificate No. in case of enterprise; founding decision.No. in case of organization	Capital contribution										Signature of founding shareholder	2 Note
									Total number of share1		Radio (%)	Type of share						Time of making capital contribution		
									Quantity	Value		Ordinary								
												Quantity	Value	Quantity	Value	Quantity	Value			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

¹ List total value of capital contribution of each founding shareholder. Assets which constitute the total value of capital contribution of each founding shareholder should be specifically listed: types of each capital contribution asset; quantity of each capital contribution asset; the remaining value of each types of capital contribution asset, time of making capital contribution of each asset.

² Based on proposals of enterprise, BRO considers noting down in this Column.

Annex I-8

LIST OF MEMBER IN CASE OF PARTNERSHIP COMPANY

No	Name of member	Date of birth in case of member who is individual	Gender	Nationality	Ethnic Background	Current address in case of member who is individual	Permanent address in case of individual; address of head office in case of organization	No., issued date and issued place of ID card or passport in case of individual; Business Registration Certificate No. in case of enterprise; founding decision No. in case of organization	Career, professional level of partnership member	Capital contribution			Signature of member	Note ²
										Value of capital contribution (in number, VND) ¹	Ratio (%)	Time of making capital contribution		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	A. Partnership member													
	B. Capital contribution member (if any)													

....., datemonth.....year.....

LEGAL REPRESENTATIVE

(Sign, state full name and seal)³

¹ Lists total value of capital contribution of each member. Assets which constitute total value of capital contribution of each member should be specifically listed: *types of each capital contribution; quantity of each capital contribution asset; the remaining value of each type of capital contribution asset; time of making capital contribution of each type of asset.*

² Based on proposals of enterprise, BRO considers writing down in this Column.

³ Do not seal in case of new registration.

Annex I-9

LIST OF AUTHORIZED REPRESENTATIVE

No	Name of authorized representative	Date of birth	Gender	Nationality	Ethnic Background	Current Address	Permanent Address	No., issued date and issued place of ID card or other personal identification papers	Authorized capital			Signature	Note ⁴
									Total number of capital that is authorized	Ratio (%)	Time of being authorized		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

....., datemonth.....year.....

LEGAL REPRESENTATIVE
(Sign, state full name and seal)⁵

⁴ Based on proposals of enterprise, BRO considers writing down in this Column.

⁵ Do not seal in case of new registration.

Annex II-1
SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

ENTERPRISE NAME

No:

....., day monthyear

NOTIFICATION
OF REGISTRATION FOR AMENDMENT IN THE CONTENT OF
BUSINESS REGISTRATION

To: Business Registration Office Province/City.....

Enterprise name (*in capital letter*):

Enterprise Code/Tax Code:

Business Registration Certificate No. (*if not having enterprise code/tax code*) :

Notifies for amendment in the content of business registration as follows:

(*Tick X in the box equivalent to the amended content*)¹

Content of amendment

Tick

Enterprise name

☐

Address of head office

☐

Business activity

☐

Authorized representative in case of limited liability company with one member, members in case of limited liability company with two or more members, partnership member in case of partnership company, founding shareholder in case of shareholding company

☐

Investment capital of sole proprietorship/ charter capital

☐

Registers for the change of enterprise name

¹ Enterprise chooses and fill in the page equivalent to the amended content and attach to the Notification.

1. The amended enterprise name in Vietnamese (*in capital letter*):
.....
.....
2. The amended enterprise name in foreign language (*if any*):
.....
.....
3. The amended enterprise name in abbreviation (*if any*):
.....
.....

Registers for the change of address of head office

1. New address of head office

House Number, street/hamlet:
Commune/Ward:
District:
Province/City:
Tel: Fax:
Email: Website:

2. Information about legal representative ²

Name of legal representative:
ID card No.:
Issued date: / / Issued place:
Other personal identification papers (*If not having ID card*):
Personal identification paper No.:
Issued date: / / Expiry date: / / Issued place:
Permanent address:

² Declare in case of moving head office to other provinces, cities as regulated in clause 3 Article 35 Government Decree No. 43/2010/ND-CP

The enterprise/ sole proprietor commits that the head office is under legal ownership/ usage right of the enterprise/sole proprietor and is properly used in line with the law.

Registers for the change of business activity

Write down intended business activities after amending or supplementing (*name and code of business activity are indicated according to VSIC level 4*):

No.	Name	Code

Registers for the change of authorized representative in case of limited liability company with one member / member in case of limited liability company with two or more members / partnership members in case of partnership company / founding shareholder in case of shareholding company

1. In case of change of authorized representative: fill in the List of new authorized representative regulated in Annex II-4.

2. In case of change of member of LLC2, partnership company: fill in the List of member regulated in Annex II-1 or Annex II-3 in terms of: value of capital contribution, capital contribution, time of making capital contribution, type of capital contribution asset, quantity and value of each capital contribution asset of each new member; changed capital contribution equivalent to current members after acceptance of new members.

3. In case of change of founding shareholder: fill in the List of founding shareholder regulated in Annex II-2 in terms of: capital contribution after the rest of founding shareholders contribute additional capital; information about individuals who contribute additional capital and are not founding shareholders.

Registers for the change of investment capital, charter capital, ratio of capital contribution, ratio of authorized capital

1. Register for change of investment capital of owner of private enterprise/charter capital of the company

Registered investment capital/charter capital:

Registered investment capital/ charter capital after amendment:

Time of changing capital:

Types of increasing/decreasing capital:

2. Register for change of ratio of capital contribution

(Declare the amended ratio of capital contribution of members of LLC2/member of partnership company/founding shareholder of shareholding company as regulated in Annex II-1, Annex II-2, Annex II-3)

3. Register for change of ratio of authorized representative

Declare the amended ratio of capital contribution of authorized representative of LLC1 as regulated in Annex II-4.

Enclosed must be:

-.....

-.....

-.....

LEGAL REPRESENTATIVE

(Sign and state full name)

Annex II-2

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No.:

....., *day* *month* *year*

**NOTIFICATION
OF CHANGE OF LEGAL REPRESENTATIVE**

To: Business Registration Office Province/City

Enterprise name (*in capital letter*):

Enterprise code/Tax code:

Business registration certificate No. (*if not having enterprise code/tax code*):

Notifies for the change of legal representative as follows:

1. Current legal representative:

Full name (*in capital letter*): Gender:

Position:

Date of birth:/...../..... Ethnic background: Nationality: ...

ID card No.:

Issued date:/...../..... Issued place:

Other personal identification papers (*if not having ID card*):

Personal identification paper No.:

Issued date:/...../..... Expiry date:/...../..... Issued place: ...

2. New legal representative:

Full name (*in capital letter*): Gender:

Position:

Date of birth:/...../..... Ethnic background: Nationality: ...

ID card No.:

Issued date:/...../..... Issued place:

Personal identification papers (*if not having ID card*):

Personal identification paper number:

Issued date:/...../..... Expiry date:/...../..... Issued place: ...

Permanent Address:

House number/street/hamlet:

Commune/ward:

District:

Province/city:

Current Address:

House number/street/hamlet:

Commune/ward:

District:

Province/city:

Tel: Fax:

Email: Website:

Enterprise commits to be fully responsible before the Law for the legality, accuracy and truthfulness of the above registration content.

Enclosed must be:

-

-

-

CHAIRMAN OF MEMBER COUNCIL/

COMPANY OWNER/

PRESIDENT OF THE COMPANY/

PRESIDENT OF BOARD OF MANAGEMENT¹

(Sign, state full name and seal)

¹ Specific position of signer of this Notification is regulated in clause 3 Article 38 Government Decree No. 43/2010/ND-CP dated 15/4/2010 on Business Registration.

Annex II-3

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

No:

Independence – Freedom – Happiness

....., *day*.....*month*.....*year*.....

NOTIFICATION

Of change of owner of private enterprise

To: Business Registration Office Province/City.....

Enterprise name: (*in capital letter*)

Enterprise code/Tax code:

Business registration certificate No. (*if not having enterprise code/tax code*):

.....

Notifies for the change of owner of private enterprise as follows:

Cases of change of owner of private enterprise (*Select one out of these cases*)

Donation of private enterprise

☐

Death, loss of owner of private
enterprise

☐

Sale of private enterprise

☐

1. Donor/dead, lost individual/Seller

Full name: (*in capital letter*)Gender:

Date of birth:/...../.....Ethnic background:Nationality:

ID card no.:

Issued date:/...../.....Issued place:

Other personal identification papers (*if not having ID card*):

Personal identification paper No.:

Issued date:/...../..... Issued place:

Permanent Address:

House number/street/hamlet:

Commune/ward:

District:

Province/city:

Current Address (*leave empty in case of death, loss of owner of private enterprise*):

House number/street/hamlet:

Commune/ward:

District:

Province/city:

Tel. Fax:

Email: Website:

2. Donee/Heir/Buyer

Full name: (*in capital letter*) Gender:

Date of birth:/...../..... Ethnic background: Nationality:

ID card no.:

Issued date:/...../..... Issued place:

Other personal identification papers (*if not having ID card*):

Personal identification paper No.:

Issued date:/...../..... Issued place:

Permanent Address:

House number/street/hamlet:

Commune/ward:

District:

Province/city:

Current Address:

House number/street/hamlet:

Commune/ward:

District:

Province/city:

Tel.....Fax:

Email:Website:

We commit to be fully responsible for the legality, accuracy and truthfulness of the content of this Notification.

DONOR/HEIR/BUYER

OWNER OF PRIVATE ENTERPRISE

(Sign and state full name)

(Sign, state full name and seal)¹

Enclosed must be:

- Donation contract;
- Death Statement/Loss declaration;
- Certificate of inherited property;
-

¹ In case of donation of private enterprise, owner of private enterprise has to sign, state full name and seal.

Annex II-4
SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

ENTERPRISE NAME

No:
....., day month year

NOTIFICATION

Of change of owner of limited liability company with one member

To: Business Registration Office Province/City

Enterprise name (*in capital letter*):

Enterprise code/Tax code:

Business registration certificate No. (*if not having enterprise code/tax code*):

Registers for the change of owner in case of limited liability company with one member as follows:

1. Owner who is individual:

Full name of current owner: (*in capital letter*)Gender:

Date of birth:/...../...Ethnic background:Nationality: ...

ID card number:

Issued date: .../...../.....Issued place:

Other personal identification papers (*if not having ID card*):

Personal identification papers No.:

Issued date: .../...../...Expiry date:/...../.....Issued place: ...

Full name of new owner: (*in capital letter*)Gender:

Date of birth:/...../...Ethnic background:Nationality: ...

ID card number:

Issued date: .../...../.....Issued place:

Other personal identification papers (*if not having ID card*):

Personal identification papers No.:

Issued date: .../...../...Expiry date:/...../.....Issued place: ...

Permanent address:

House Number, street, hamlet:
Commune/Ward:
District:
Province/City:
Current Address:
House Number, street, hamlet:
Commune/Ward:
District:
Province/City:
Tel: Fax:
Email: Website:

2. Owner which is organization

Name of current owner (*in capital letter*):
Enterprise Code/Founding decision No:
Issued by:.....Issued/ approved date:/...../.....
Address of head office:
House Number, Street, Hamlet:
Commune/Ward:
District:
City/Province:
Tel: Fax:
Email: Website:
Name of new owner:
Enterprise Code/Founding decision No:
Issued by: Issued/ approved date:/...../.....
Address of head office:
House Number, Street, Hamlet:
Commune/Ward:
District:
City/Province:
Tel: Fax:

Email: Website:

Organizational model of the company (*Tick X*):

Member Council

☐

President of the Company

☐

Enterprise commits to be fully responsible for the legality, accuracy and truthfulness of this Notification.

**NEW OWNER/LEGAL
REPRESENTATIVE OF NEW OWNER**
(Sign, state full name)

**OLD OWNER/LEGAL
REPRESENTATIVE OF OLD OWNER**
(Sign, state full name and seal)¹

Enclosed must be:

-
-
-

¹ This content does not include in registration for amendment in case of registration of owner of LCC1 because of inheritance.

Annex II-5

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., *day* *month**year*

NOTIFICATION

Of supplement and updating in the content of business registration

To: Business Registration Office Province/City.....

Enterprise name (*in capital letter*):

Enterprise Code/Tax Code:

Business Registration Certificate No (*in case of not having Enterprise Code/Tax Code*):

Supplementing, updating information on business registration as follows:

.....
.....
.....

Enterprise commits to be fully responsible for the legality, accuracy and truthfulness of this Notification.

Enclosed must be:

-
-
-

LEGAL REPRESENTATIVE

(*Sign, state full name and seal*)

ENTERPRISE NAME

No:

Annex II-6

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

....., day monthyear

NOTIFICATION

Of amendment in the content of tax registration

To: Business Registration Office Province/City.....

Enterprise name (*in capital letter*):

Enterprise Code/Tax Code:

Business Registration Certificate No (*in case of not having Enterprise Code/Tax Code*):

Registers for amendment in the content of tax registration as follows¹:

No.	Information criteria for tax registration
1	Information on Director, General Director, Chief Account: Full name of Director, General Director: Tel: Full name of chief accountant: Tel:
2	Address for receipt of tax notice: House Number, street/hamlet: Commune/Ward: District: Province/City: Tel: Fax: Email:
3	Accounting method (<i>tick X in the appropriate box</i>): Independent ☐

¹ Only declare the information to be changed.

	Dependent	☐																				
4	Financial year: Valid from/...../..... to/...../..... (State starting, ending day, month of financial year)																					
5	Total number of employees:																					
6	Export registration (Yes/No):																					
7	Bank, treasury account: Bank account: Treasury account:																					
8	Types of tax (tick X in the box): <table border="0" style="width: 100%;"> <tr> <td>Value Added Tax</td> <td>☐</td> </tr> <tr> <td>Special Consumption Tax</td> <td>☐</td> </tr> <tr> <td>Import, Export Tax</td> <td>☐</td> </tr> <tr> <td>Natural Resource Tax</td> <td>☐</td> </tr> <tr> <td>Corporate Income Tax</td> <td>☐</td> </tr> <tr> <td>Licensing Tax</td> <td>☐</td> </tr> <tr> <td>Land-Rent Tax</td> <td>☐</td> </tr> <tr> <td>Fee, Duty</td> <td>☐</td> </tr> <tr> <td>Personal Income Tax</td> <td>☐</td> </tr> <tr> <td>Others</td> <td>☐</td> </tr> </table>		Value Added Tax	☐	Special Consumption Tax	☐	Import, Export Tax	☐	Natural Resource Tax	☐	Corporate Income Tax	☐	Licensing Tax	☐	Land-Rent Tax	☐	Fee, Duty	☐	Personal Income Tax	☐	Others	☐
Value Added Tax	☐																					
Special Consumption Tax	☐																					
Import, Export Tax	☐																					
Natural Resource Tax	☐																					
Corporate Income Tax	☐																					
Licensing Tax	☐																					
Land-Rent Tax	☐																					
Fee, Duty	☐																					
Personal Income Tax	☐																					
Others	☐																					
9	Main business activity ² :																					

Enterprise commits to be responsible before the law for the legality, correctness, truthfulness of the above-mentioned contents of business registration.

² Enterprise chooses one out of business activities that already registered or intend to supplement as main business activity.

Enclosed must be:

-
-

LEGAL REPRESENTATIVE
(Sign, state full name and seal)

Annex II-7

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., day monthyear

NOTIFICATION

Of updating in the content in business registration and tax registration

To: Business Registration Office Province/City.....

Enterprise name (*in capital letter*):

Enterprise Code/Tax Code:

Business Registration Certificate No (*in case of not having Enterprise Code/Tax Code*):

Upon reviewing the information on business registration and tax registration, enterprise confirms (*tick X in the box*):

I. The information on business registration and tax registration is correct and adequate ☐

II. The information on business registration and tax registration is incorrect ☐

In this case, enterprise updates as follows:

Business registration information	Tax registration information
1. For enterprise:	1. For enterprise:
2. For branches:	2. For branches:

.....	
3. For representative offices:	3. For representative offices:

Enterprise commits:

1. To fulfill the procedures for amendment registration as regulated in the Decree No. 43/2010/ND-CP dated 15 April 2010 of the Government on business registration and the Circular No. 01/2013/TT-BKHDT.

2. To supplement or amend the information on telephone, fax, email, website, enterprise address due to the changes in the administrative border, ID card, address of the individual stated in the business registration dossier as regulated in the Article 47 of the Circular No. 01/2013/TT-BKHDT.

3. To supplement or amend the information stated in the business registration dossier without making any change to the content of the Business Registration Certificate as regulated in the Article 47 of the Circular No. 01/2013/TT-BKHDT.

4. To amend the information on tax registration without making any change to the information on business registration as regulated in the Article 23 of the Circular No. 01/2013/TT-BKHDT.

5. To be fully responsible for the legality, accuracy and truthfulness of this Notification.

Enclosed must be:

-
-
-

LEGAL REPRESENTATIVE
(Sign, state full name and seal)

Annex II-8

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., day..... month..... year

NOTIFICATION

Of establishment of branch/ representative office/ business location

To: Business Registration Office Province/City

Enterprise name (in capital letter):

Enterprise code/Tax code:

Business registration certificate No. (if not having enterprise code/tax code):

Registers to operate Branch/Representative office/Business Location as follows:

1. Name of Branch/Representative office/Business location (in capital letter):

2. Address of Branch/Representative office/Business location:

House number/street/hamlet:

Commune/Ward:

District:

Province/City:

Tel:Fax:

Email:Website:

3. Business activity, operation field:

a) Business activity (for branch, business location; name and code of business activity are indicated according to VSIC level 4):

No	Name	Code

b) Operation field (for representative office):

4. Head of branch/representative office/business location:

Full name of head of branch/representative office/business location: (in capital letter).....Gender:

Date of birth:/...../..... Ethnic background:Nationality:

ID card No.:

Issued date:/...../..... Issued place:

Other personal identification papers (if not having ID card):

Personal identification paper No.:

Issued date:/...../..... Expiry date:/...../..... Issued place:

Permanent Address:

House number/street/hamlet:

Commune/ward:

District:

Province/city:

Current Address:

House number/street/hamlet:

Commune/ward:

District:

Province/city:

Tel:Fax:

Email:Website:

5. Hosting branch (in case the business location is subordinate unit of branch):

Branch name:

Address of branch:

Code/Tax code of branch:

Operation Registration Certificate No. of branch (if not having branch code/tax code):

6. Information for tax registration:

No.	Information criteria for tax registration
1	Address for receipt of tax notice (<i>declare if it is different from address of head office</i>): House number/street/hamlet: Commune/ward: District: Province/city: Tel:Fax: Email:
2	Date of starting business (<i>Leave empty if the expected date of starting business is from the issued date of Business Registration Certificate</i>):/...../.....
3	Accounting methods (<i>Tick X in appropriate box</i>): Independent ☐ Dependent ☐
4	Financial year: Valid from/.....to/..... (<i>State the starting and ending day, month of financial year</i>)
5	Total number of employees (<i>estimated</i>):
6	Export registration (<i>Yes/No</i>):
7	Bank and treasury account (<i>if any at the time of declaration</i>): Bank account:

	Treasury account:																				
8	Type of tax (<i>Tick X in the appropriate box</i>): <table> <tr> <td>Value added tax</td> <td>☐</td> </tr> <tr> <td>Special consumption tax</td> <td>☐</td> </tr> <tr> <td>Import/export tax</td> <td>☐</td> </tr> <tr> <td>Natural resource tax</td> <td>☐</td> </tr> <tr> <td>Corporate income tax</td> <td>☐</td> </tr> <tr> <td>Licensing tax</td> <td>☐</td> </tr> <tr> <td>Land-rent tax</td> <td>☐</td> </tr> <tr> <td>Fee, duty</td> <td>☐</td> </tr> <tr> <td>Personal income tax</td> <td>☐</td> </tr> <tr> <td>Others</td> <td>☐</td> </tr> </table>	Value added tax	☐	Special consumption tax	☐	Import/export tax	☐	Natural resource tax	☐	Corporate income tax	☐	Licensing tax	☐	Land-rent tax	☐	Fee, duty	☐	Personal income tax	☐	Others	☐
Value added tax	☐																				
Special consumption tax	☐																				
Import/export tax	☐																				
Natural resource tax	☐																				
Corporate income tax	☐																				
Licensing tax	☐																				
Land-rent tax	☐																				
Fee, duty	☐																				
Personal income tax	☐																				
Others	☐																				
9	Main business activity/operation field¹:																				

Enterprise commits that:

- Head office of branch/representative office/business location is of the legal ownership/usage right of an enterprise and properly used in line with the law;
- Enterprise is fully responsible before the Law for the legality, accuracy and truthfulness of the content of this Notification.

LEGAL REPRESENTATIVE

Enclosed must be:

(Sign, state full name and seal)

-.....

¹ Choose one out of business activities/operation fields that are registered in point 3 as estimated main business activity/operation field of branch, rep. office at the time of registration.

-

-

Annex II-9

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., day.....month..... year

NOTIFICATION

Of branch/ representative office overseas

To: Business Registration Office Province/City

Enterprise name (in capital letter):

Enterprise code/Tax code:

Business registration certificate No. (if not having enterprise code/tax code):

Notifies to operate Branch/Representative office overseas as follows:

1. Name of Branch/Representative office/Business location (in capital letter):

2. Address of Branch/Representative office/Business location:

Tel:Fax:

Email:Website:

3. Number of Operation Registration Certificate of branch/representative office or equivalent document:

Issued by (name of foreign institution):

.....issued date: .../.../...

3. Business activity, operation field:

a) Business activity (for branch):

b) Operation field (for representative office):

4. Head of Branch/Representative office:

Name of head of branch/representative office (in capital letter):
..... Gender:

Date of birth:/...../..... Ethnic background: Nationality:

ID card No.:

Issued date:/...../..... Issued place:

Other personal identification papers (if not having ID card):

Personal identification paper No.:

Issued date:/...../..... Expiry date:/...../..... Issued place:

Permanent Address:

House number, street, hamlet:

Commune/ward:

District:

Province/city:

Current Address:

House number, street, hamlet:

Commune/ward:

District:

Province/city:

Tel: Fax:

Email: Website:

Enterprise commits to be fully responsible before the Law for the legality, accuracy and truthfulness of the content of this Notification.

Enclosed must be:

LEGAL REPRESENTATIVE

-.....

(Sign, state full name and seal)

-.....

-.....

Annex II-10

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., day..... month.....year

NOTIFICATION

**Of amendment in the content of operation registration for branch/
representative office/ business location**

To: Business Registration Office Province/City

Enterprise name (in capital letter):

Enterprise code/Tax code:

Business registration certificate No. (if not having enterprise code/tax code):

**Registers for amendment in the operation content of
branch/representative/business location as follows:**

Name of amended branch/representative office/business location (in capital letter):

Code/Tax code of Branch/representative office/business location:
.....

Operation registration certificate No. of Branch/representative office/business location (if not having code/tax code of branch):

Issued by Business Registration Office:Issued date:/..../.....

Amended content are as follows:

.....
.....
.....

Enterprise is fully responsible before the Law for the legality, accuracy and truthfulness of the content of this Notification Enterprise

Enclosed with Notification must be:

-.....

-.....

-.....

LEGAL RERESENTATIVE

(Sign, state full name and seal)

Annex II-11

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., *day*..... *month*..... *year*

LETTER OF REQUEST

**For supplement and correction of information on certificate on the Nation
Business Registration System (NBRS)**

To: Business Registration Office Province/City.....

Enterprise name (*in capital letter*):

Enterprise code/Tax code:

Business registration certificate No. (*if not having enterprise code/tax
code*):

**Request to supplement and correct information on the Business
Registration Certificate as follows:**

- Content on the NBRS is:

.....
.....

- Content on the Business Registration Certificate or on the Business
and Tax Registration Certificate is:

.....
.....

Hereby requests to supplement and correct the information on the NBRS
in accordance with those stated in the Business Registration Certificate or on the
Business and Tax Registration Certificate which were registered by the
enterprise.

- Enterprise commits to be fully responsible before the Law for the legality, accuracy and truthfulness of the content of this Notification.

Enclosed must be:

LEGAL REPRESENTATIVE

(Sign, Seal and State full name)

-.....

-.....

-.....

Annex II-12

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., day..... month..... year

LETTER OF REQUEST

**For correction of information on the Business Registration Certificate/
Operation Registration Certificate for branch/ representative office**

To: Business Registration Office Province/City.....

Enterprise name (*in capital letter*):

Enterprise code/Tax code:

Business registration certificate No. (*if not having enterprise code/tax
code*):

Requests to correct information as follows:

Content of Business Registration Certificate, Operation Registration
Certificate for branch/representative is:

.....
.....
.....

Hereby requests to correct as follows:

.....
.....
.....

Enterprise commits that:

- Corrected content is relevant to the submitted dossier of business registration/operation registration for branch/representative office;
- Enterprise is fully responsible before the Law for the legality, accuracy and truthfulness of the content of this Notification.

Enclosed must be:

LEGAL REPRESENTATIVE
(Sign, Seal and State full name)

-.....

-.....

-.....

Annex II-13

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., day.....month..... year

LETTER OF REQUEST

For re-issuance of Business Registration Certificate

To: Business Registration Office Province/City

Enterprise name (in capital letter):

Enterprise code/tax code:

Business registration certificate No. (if not having enterprise code/tax code):

Request for re-issuance of Business Registration Certificate as regulated in clause 5 Article 6 Government Decree No. 43/2010/NĐ-CP dated 15/04/2010 on Business Registration. In the new Certificate, it is requested to update and supplement the business sector code level 4 in the Vietnam Standard Industrial Classification (VSIC) for the registered business activities as follow¹:

No.	Business activity name	Business sector code

Enterprise commits to be fully responsible for the legality, accuracy and truthfulness of this Request.

Enclosed must be:

~.....

LEGAL REPRESENTATIVE

(Sign, state full name and seal)

¹ The business activities will be stated as regulated in Article 4 of the Circular No. 01/2013/TT-BKHDT

-.....

Annex II-14

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., day.....month..... year

LETTER OF REQUEST

For re-issuance of Business Registration Certificate/ Operation Registration Certificate for branch/ representative office

To: Business Registration Office Province/City

Enterprise name (in capital letter):

Enterprise code/tax code:

Business registration certificate No. (if not having enterprise code/tax code):

Request for re-issuance of Business Registration Certificate/ Operation Registration Certificate for Branch/ Representative office.

Reason for re-issuance:

.....
.....

Enterprise commits to be fully responsible for the legality, accuracy and truthfulness of this Request.

Enclosed must be:

-
-
-

LEGAL REPRESENTATIVE

(Sign, state full name and seal)

Annex II-15

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

No:

....., *day*.....*month*.....*year*.....

NOTIFICATION

Of suspension of business operation of enterprise/ branch/ representative office

To: Business Registration Office Province/City.....

Enterprise name: (*in capital letter*)

Enterprise code/tax code:

Business registration certificate No. (*if not having enterprise code/tax code*):

.....

1. Regarding the suspension of enterprise:

Registering for the suspension until date... month... year....

2. Regarding the suspension of branch/ representative office:

Registering for the suspension until date... month... year.... for branch/
representative office as follows:

Name of branch/ representative office (*in capital letter*)

Code:

Reason for suspension:

.....

.....

Enterprise commits to be fully responsible before the Law for the legality,
accuracy and truthfulness of the content of this Notification.

Enclosed must be:

-.....

-.....

LEGAL REPRESENTATIVE

(*Sign, state full name and seal*)

-.....

Annex II-16

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., day..... month..... year

NOTIFICATION

Of termination of operation of branch/ representative office/ business location

To: Business Registration Office Province/City

Enterprise name (in capital letter):

Enterprise code/Tax code:

Business Registration Certificate No. (if not having Enterprise code/Tax code):.....

Hereby notifies about the termination of operation of the following branch/representative office/business location:

1. Name of branch/representative office/business location (in capital letter):

Code/Tax code of branch/representative office/business location:

Operation registration certificate No. of branch/representative office (if not having branch/representative office/business location's code or tax code): ...

2. Address of branch/representative office/business location:

House number/street/hamlet:

Commune/Ward:

District:

Province/City:

Tel:Fax:

Email: Website:

3. Hosting branch (Declare if terminating business location which is a subordinate unit of branch):

Name of branch:

Address of branch:

Branch code/Tax code:

Operation registration certificate No. (if not having branch's code/tax code):

Issued by Business Registration Office: Issued date: / /

Enterprise hereby commits that it has settled all outstanding debts and other liabilities of branch/representative office/business location and is fully responsible for the truthfulness, legality and accuracy of the content of this Notification before the Law.

Enclosed must be:

-.....
-.....
-.....

LEGAL REPRESENTATIVE

(Sign, state full name and seal)

Annex II-17

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., day..... month..... year

NOTIFICATION

**Of termination of operation of enterprise for the reason of division,
consolidation and merger**

To: Business Registration Office Province/City

Enterprise name (in capital letter):

Enterprise code/Tax code:

Business Registration Certificate No. (if not having Enterprise code/Tax code):.....

Hereby notifies about the termination of operation of enterprise for the following reasons: *(This content will be stated for each case)*

(1) Division:

- Enterprise name (in capital letter):

Enterprise code:

Address of head quarter:

ReasonDate of issuance.....

- Enterprise name (in capital letter):

Enterprise code:

Address of head quarter:

Reason Date of issuance.....

(2) Consolidation:

- Enterprise name (in capital letter):

Enterprise code:

Address of head quarter:

Reason Date of issuance.....

(3) *Merger:*

- Enterprise name (*in capital letter*):

Enterprise code:

Address of head quarter:

Reason Date of issuance.....

Enterprise commits to be fully responsible before the Law for the legality, accuracy and truthfulness of the content of this Notification.

Enclosed must be:

-.....

-.....

-.....

LEGAL REPRESENTATIVE
(*Sign, state full name and seal*)

Annex II-18

ENTERPRISE NAME

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No:

....., *day*..... *month*..... *year*

NOTIFICATION

Of registering for dissolution

To: Business Registration Office Province/City.....

Enterprise name: (*in capital letter*)

Enterprise code/Tax code:

Business registration certificate No. (*if not having enterprise code/tax code*):

.....

Notifies for the dissolution of enterprise as follows:

Dissolution Decision No.:date...../...../.....

Reason for dissolution:

.....

.....

Enterprise commits to fulfill all debts, tax and property obligations and is fully responsible for the truthfulness, legality and accuracy of the content of this Notification before the Law.

Enclosed must be:

-

-

LEGAL REPRESENTATIVE

(*Sign, state full name and seal*)

-

Annex III-1

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom - Happiness

....., *day**month**year*

BUSINESS REGISTRATION FORM

HOUSEHOLD BUSINESS

To: (*Name of district Business Registration Office*)

I am: (*Full name in capital letter*).....Gender:

Date of birth:...../...../.....Ethnic background:Nationality:

ID card number:

Issued date:/...../..... Issued place:

Other personal identification paper (*if not having ID card*).....

Personal identification paper number:

Issued date:/...../.....Expiry date:/...../... Issued place:

Permanent Address:

House Number, street, hamlet:

Commune/Ward:

District:

City/Province:

Current Address:

House Number, street, hamlet:

Commune/Ward:

District:

City/Province:

Tel:Fax:

Email:Website:

Registers the following household business:

1. Name of household business: *(in capital letter)*:

2. Business location:

House Number, street, hamlet:

Commune/Ward:

District:

Province/City:

Tel: Fax:

Email: Website:

3. Business activity:

4. Business capital:

Total *(in number; VND)*:

Capital contribution of each member *(in case household business is established by a group of individuals; fill in the stipulated form)*: attached

I and other individuals contributing capital to establish household business commit:

- We are not one of the subjects that are forbidden to do business, do not act as the owner of other household business; do not act as sole proprietor of other sole proprietorship; do not act as partnership members of other partnership companies at the same time (except for permission of the rest of partnership members);

- The business location is under my legal ownership/usage right and is properly used in line with the law;

- We are fully responsible for the legality, truthfulness and accuracy in the above-mentioned contents of business registration.

Enclosed must be:

-.....

-.....

-.....

**REPRESENTATIVE OF
HOUSEHOLD BUSINESS**

(Sign and state full name)

Annex III-2

LIST OF INDIVIDUAL CONTRIBUTING CAPITAL TO ESTABLISH HOUSEHOLD BUSINESS

No	Full name	Date of birth	Gender	Nationality	Ethnic Background	Current Address	Permanent Address	No., Issued date and issued place of ID card or passport	Capital contribution			Time of making capital contribution	Signature
									Value of capital contribution ¹ (in word; VND)	Ratio (%)	Types of asset, quantity, value of capital contribution asset ²		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

....., day month year

REPRESENTATIVE OF HOUSEHOLD BUSINESS
(Sign and state full name)

¹ Business activity is stated as regulated in Article 4 of the Circular No. ĐCircular 01/2013/TT-BKHĐT
Circular 01/2013/TT-BKHĐT

² Types of assets include:
 -Vietnam Dong
 -Freely convertible foreign currency
 -Gold
 -Value of land use, value of intellectual property right, technology and knowhow
 -Others

Annex III-3

**NAME OF HOUSEHOLD
BUSINESS**

SOCIALIST REPUBLIC OF VIETNAM

Independence -Freedom - Happiness

No:

.....,day.....month.....year.....

NOTIFICATION

Of amendment in the content of household business registration

To: Business Registration Office District

Name of household business: (*in capital letter*)

Business registration certificate No.:

Issuing authority:Issued date:/...../.....

Business location:

Tel:Fax:

Email:Website:

Registers for amendment in the content of household business registration as follows:

.....
.....
.....

I commit to be fully responsible for the legality, accuracy and truthfulness of the content of this Notification. (*In case of registration for change of business location, household business must commit about the legal ownership right or usage right of new business location*)

Enclosed must be:

REPRESENTATIVE OF HOUSEHOLD BUSINESS

-.....

(*Sign and state full name*)

-.....

-.....

Annex III-4

**NAME OF HOUSEHOLD
BUSINESS**

**SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness**

No:

....., *day*.....*month*.....*year*.....

NOTIFICATION

Of suspension of household business's operation

To: Name of district Business Registration Office

Name of household business (*in capital letter*):Gender:

Household Business Registration Certificate No. :

Issuing authority:issued date:

Business location:

Tel:Fax:

Email:Website:

Hereby notifies to suspend household business's operation as follows:

Suspension time:

Suspension start date: *Day*.....*month*.....*year*.....

Suspension end date: *Day*.....*month*.....*year*.....

Reason for suspension:

.....
.....
.....

I commit about the accuracy and truthfulness and will be fully responsible
before the Law of the content of this Notification.

**LEGAL REPRESENTATIVE
OF HOUSEHOLD BUSINESS**

(*Sign and state full name*)

Annex III-5

**NAME OF HOUSEHOLD
BUSINESS**

SOCIALIST REPUBLIC OF VIETNAM

No:

Independence - Freedom - Happiness

....., day..... month.....year

NOTIFICATION

Of termination of household business's operation

To: Name of Business Registration Office District

Name of household business (in capital letter):

Household business registration certificate No.:

Issued by: Issued date: / /

Business location:

Tel: Fax:

Email: Website:

Notifies hereby termination of operation from... / /

Household business commits to fulfill all debts, tax and property obligations and is fully responsible for the truthfulness, legality and accuracy of the content of this Notification before the Law.

Enclosed with Notification must be:

-.....

-.....

-.....

**REPRESENTATIVE OF
HOUSEHOLD BUSINESS**

(Sign and state full name)

DEPARTMENT OF PLANNING AND INVESTMENT PROVINCE/CITY...
BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

....., daymonth.....year.....

BUSINESS REGISTRATION CERTIFICATE
PRIVATE ENTERPRISE

Enterprise code:

First registration, day.....month.....year.....

Amendment registration for the:times, day.....month.....year.....

1. Enterprise name

Enterprise name in Vietnamese: (*in capital letter*)

Enterprise name in foreign language (*if any*):

Abbreviated name of an enterprise (*if any*):

2. Address of head office:

Tel:Fax:

Email:Website:

3. Business activity:

No	Name	Code

4. Investment capital (*in number; VND*):

5. Legal capital (*in case of business activity where legal capital is required by law; in number; VND*):

.....

6. Owner of private enterprise

Full name: (*In capital letter*)Gender:
Date of birth:/...../.....Ethnic background:Nationality:
ID card No.:
Issued date:/...../.....Issued place:
Other personal identification paper (*if not having ID card*):
Personal identification paper No.:
Issued date:/...../.....Issued place:
Permanent Address:
Current Address:

7. Information about branch

Name of branch:
Address of branch:
Code of branch:

8. Information about representative office

Name of representative office:
Address of representative office:
Code of representative office:

9. Information about business location

Name of business location:
Address of business location:
Code of business location:

HEAD OF BUSINESS REGISTRATION OFFICE

(*Sign, state full name and seal*)

....., day.....month.....year.....

BUSINESS REGISTRATION CERTIFICATE
LIMITED LIABILITY COMPANY WITH ONE MEMBER

Enterprise code:

First registration, day.....month.....year.....

Amendment registration for the:times, day.....month.....year.....

1. Enterprise name

Enterprise name in Vietnamese: (*in capital letter*)

Enterprise name in foreign language (*if any*):

Abbreviated name of an enterprise (*if any*):

2. Address of head office:

Tel: Fax:

Email: Website:

3. Business activity

No	Name	Code

4. Charter capital (*in number; VNĐ*):

5. Legal capital (*in case of business activity where legal capital is required by law; in number; VNĐ*):

.....

6. Information about owner:

For owner who is individual:

Full name: (*in capital letter*) Gender:
Date of birth:/...../..... Ethnic Background: Nationality:
ID card No.:
Issued date:/...../..... Issued place:
Other personal identification papers (*if not having ID card*):
Personal identification paper No.:
Issued date:/...../..... Issued place:
Permanent Address:
Current Address:

For owner which is organization:

Organization name: (*in capital letter*)
Enterprise code/Founding decision No.:
Issuing authority: Issued date:/...../.....
Address of head office:

7. Legal representative

Full name: (*in capital letter*) Gender:
Position:
Date of birth:/...../..... Ethnic Background: Nationality:
ID card No.:
Issued date:/...../..... Issued place:
Other personal identification papers (*if not having ID card*):
Personal identification paper No.:
Issued date:/...../..... Issued place:
Permanent Address:
Current Address:

8. Information about branch

Name of branch:

Address of branch:

Code of branch:

9. Information about representative office

Name of representative office:

Address of representative office:

Code of representative office:

10. Information about business location

Name of business location:

Address of business location:

Code of business location:

HEAD OF BUSINESS REGISTRATION OFFICE

(Sign, state full name and seal)

Annex IV-3

DEPARTMENT OF PLANNING AND INVESTMENT PROVINCE/CITY...
BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

....., day month year

BUSINESS REGISTRATION CERTIFICATE
LIMITED LIABILITY COMPANY WITH TWO OR MORE MEMBERS

Enterprise code:

First registration, day month year

Amendment registration for the: times, day month year

1. Enterprise name

Enterprise name in Vietnamese: (*in capital letter*)

Enterprise name in foreign language (*if any*):

Abbreviated name of an enterprise (*if any*):

2. Address of head office:

Tel: Fax:

Email: Website:

3. Business activity

No	Name	Code

4. Charter capital (*in number; VND*):

5. Legal capital (*in case of business activity where legal capital is required by law; in number; VND*):

.....

6. List of members making capital contribution

No	Name of member	Permanent address in case of individual; address of head office in case of organization	Value of capital contribution (VND)	Ratio (%)	ID card No. (or other personal identification paper No.) of individual/Business Registration Certificate No. of enterprise/Founding decision No. of organization	Note

7. Legal representative

Full name: (*in capital letter*) Gender:

Position:

Date of birth:/...../..... Ethnic Background: Nationality:

ID card No:

Issued date:/...../..... Issued place:

Other personal identification papers (*if not having ID card*):

Personal identification paper No.:

Issued date:/...../..... Issued place:

Permanent Address:

Current Address:

8. Information about branch

Name of branch:

Address of branch:

Code of branch:

9. Information about representative office

Name of representative office:

Address of representative office:

Code of representative office:

10. Information about business location

Name of business location:

Address of business location:

Code of business location:

HEAD OF BUSINESS REGISTRATION OFFICE

(Sign, state full name and seal)

Annex IV-4

DEPARTMENT OF PLANNING AND INVESTMENT PROVINCE CITY...
BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

....., day.....month.....year.....

BUSINESS REGISTRATION CERTIFICATE
SHAREHOLDING COMPANY

Enterprise Code:

First registration, day.....month.....year.....

Amendment registration for the:times, day.....month.....year.....

1. Enterprise name

Enterprise name in Vietnamese: (*in capital letter*)

Enterprise name in foreign language (*if any*):

Abbreviated name of an enterprise (*if any*):

2. Address of head office:

Tel:Fax:

Email:Website:

3. Business activity

No	Name	Code

4. Charter capital (*in number; VNĐ*):

Face value of share:

Total number of share:

5. Share which is offered for sale:

6. Legal capital (*in case of business activity where legal capital is required by law; in number; VND*):

.....

7. List of founding shareholder

No	Name of shareholder	Permanent address in case of individual; address of head office in case of organization	Type of share	Number of share	Value of share (VND)	Ratio (%)	ID card No. (or other personal identification paper No.) of individual/Business Certificate No. of enterprise/Founding decision No. of organization	Not e

8. Legal representative

Full name: (*in capital letter*)Gender:

Position:

Date of birth:/...../.....Ethnic Background:Nationality:

ID card No.:

Issued date:/...../.....Issued place:

Other personal identification papers (*if not having ID card*):

Personal identification paper No.:

Issued date:/...../.....Issued place:

Permanent Address:

Current Address:

9. Information about branch

Name of branch:

Address of branch:

Code of branch:

10. Information about representative office

Name of representative office:

Address of representative office:

Code of representative office:

11. Information about business location

Name of business location:

Address of business location:

Code of business location:

HEAD OF BUSINESS REGISTRATION OFFICE

(Sign, state full name and seal)

Annex IV-5

DEPARTMENT OF PLANNING AND INVESTMENT PROVINCE CITY...

SOCIALIST REPUBLIC OF VIETNAM

BUSINESS REGISTRATION OFFICE

Independence- Freedom- Happiness

....., day.....month.....year.....

BUSINESS REGISTRATION CERTIFICATE

PARTNERSHIP COMPANY

Enterprise code:

First registration, day.....month.....year.....

Amendment registration for the:times, day.....month.....year.....

1. Enterprise name

Enterprise name in Vietnamese: (*in capital letter*)

Enterprise name in foreign language (*if any*):

Abbreviated name of an enterprise (*if any*):

2. Address of head office:

Tel:Fax:

Email:Website:

3. Business activity

No	Name	Code

4. Charter capital (*in number; VND*):

.....

5. Legal capital (*in case of business activity where legal capital is required by law; in number; VND*):

.....

.....

6. List of partnership member

No.	Name of member	Permanent address in case of individual; address of head office in case of organization	Value of capital contribution (VND)	Ratio (%)	ID card No. (or other personal identification paper) of individual/Business Registration Certificate No. of enterprise /Founding decision No. of organization	Type of member (Partnership/ Capital contribution)

7. Information about branch

Name of branch:

Address of branch:

Code of branch:

8. Information about representative office

Name of representative office:

Address of representative office:

Code of representative office:

9. Information about business location

Name of business location:

Address of business location:

Code of business location:

HEAD OF BUSINESS REGISTRATION OFFICE

(Sign, state full name and seal)

Annex IV-6

DEPARTMENT OF PLANNING AND INVESTMENT PROVINCE/CITY...
BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

....., day.....month.....year.....

**OPERATION REGISTRATION CERTIFICATE OF
BRANCH/REPRESENTATIVE OFFICE**

Branch/Representative Office Code:

First registration, day.....month.....year.....

Amendment registration for:times, day.....month.....year.....

1. Name of Branch/Representative office: (in capital letter)

2. Address:

Tel:Fax:

Email:Website:

3. Business activity, operation field

a) Business activity (*for branch*):

No	Name	Code

b) Operation field (*for representative office*):

.....

4. Information about head of branch

Full name: (*in capital letter*) Gender:

Date of birth:/...../..... Ethnic Background: Nationality:

ID card No.:

Issued date:/...../..... Issued place:

Other personal identification papers (*if not having ID card*):

Personal identification paper No:

Issued date:/...../..... Issued place:

Permanent Address:

Current Address:

5. Subordinate business location (*for branch; if any*)

No	Business location name	Address	Name of head of business location	Code

6. Operating under the authorization of the following enterprises

Enterprise name: (*in capital letter*)

Enterprise code:

Address of head office:

HEAD OF BUSINESS REGISTRATION OFFICE

(*Sign, state full name and seal*)

Annex V-1

DEPARTMENT OF PLANNING & INVESTMENT
BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:

....., day.....month.....year.....

NOTIFICATION

Of supplementation, amendment of business registration dossier

To: *(Name of enterprise)*.....

Business Registration Office:

Address:

Tel: Fax:

Email: Website:

After careful consideration of your application No.: ...received day...month...year of

Mr/Ms:who is.....

about:

.....

Business Registration Office hereby requests enterprise to supplement, amend the following content with the reasons for such requests as follows:

.....

.....

.....

The date the supplemented, amended dossier is received by *(name of Business Registration Office)* upon request will be considered as receipt date.

Recipients:

- As above;
- Archive:

REGISTRAR

(Sign, state full name and seal)

No:

....., day.....month.....year.....

NOTIFICATION

Requesting enterprise to report business operation

To: *(Enterprise name and address of head office)*.....

Pursuant to clause c Article 163 of Enterprise Law,

Business Registration Office:

Address:

Tel:Fax:

Email:Website:

Requests enterprise to report the business operation as follows:

.....
.....
.....

Withindays since the date/...../....., if Business Registration Office.....does not receive the report on business operation as required in this Notification, enterprise shall be settled as regulated by law./.

REGISTRAR

(Sign, state full name and seal)

Recipients:

- As above;
- Archive:

DEPARTMENT OF PLANNING AND INVESTMENT PROVINCE.....
BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:

.....day.....month.....year.....

NOTIFICATION

Of checking tax registration and business registration information

To: *(Enterprise name)*.....

Pursuant to Government Decree No. 43/NĐ-CP dated 15/04/2010 on Business Registration, the content of Business Registration Certificate includes contents of business and tax registration. The consolidated information about tax and business registration will be saved in the national business registration database and has the legal value as the original information of an enterprise.

In order to ensure enterprise's right and the completeness and accuracy of registered information,

Business Registration Office:

Address:

Tel:Fax:

Email: Website:

Requests enterprise to check, correct or supplement the registered information as follows:

Business registration information	Tax registration information
1. For enterprise	1. For enterprise
Enterprise name	Enterprise name
Enterprise code	Tax code
Name of legal representative	Name of legal representative
Address of head office	Address of head office

		Status of tax code
2. For branch		2. For branch
1	Name of branch	Name of branch
	Branch Registration Code	Tax code of branch
	Address of branch	Address of branch
		Status of tax code
2	Name of branch	Name of branch
	Branch Registration Code	Tax code of branch
	Address of branch	Address of branch
		Status of tax code
n	Name of branch	Name of branch
	Branch Registration Code	Tax code of branch
	Address of branch	Address of branch
		Status of tax code
3. For representative office		3. For representative office
1	Name of representative office	Name of representative office
	Code of representative office	Tax Code of representative office
	Address of representative office	Address of representative office
		Status of tax code
2	Name of representative office	Name of representative office
	Code of representative office	Tax Code of representative office
	Address of representative office	Address of representative office

		Status of tax code
n	Name of representative office	Name of representative office
	Code of representative office	Tax Code of representative office
	Address of representative office	Address of representative office
		Status of tax code

After checking, comparing, enterprise is requested to end correct information to Business Registration Office within one month since the date of signing this Notification. After the above time limit, if Business Registration Office.....does not receive any responding document of an enterprise, this enterprise will be responsible for the registered information.

Enterprise which finds any differences between the content of Tax Registration Certificate and Business Registration Certificate has to register for amendment.

REGISTRAR

(Sign, state full name and seal)

Recipients:

- As above
- Tax agency
- Archive:

Annex IV-5

DEPARTMENT OF PLANNING AND INVESTMENT PROVINCE CITY...
BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence- Freedom- Happiness

....., day.....month.....year.....

BUSINESS REGISTRATION CERTIFICATE

PARTNERSHIP COMPANY

Enterprise code:

First registration, day.....month.....year.....

Amendment registration for the:times, day.....month.....year.....

10. Enterprise name

Enterprise name in Vietnamese: *(in capital letter)*

Enterprise name in foreign language *(if any)*:

Abbreviated name of an enterprise *(if any)*:

11. Address of head office:

Tel:Fax:

Email:Website:

12. Business activity

No	Name	Code

13. Charter capital *(in number; VNĐ)*:

.....

14. Legal capital *(in case of business activity where legal capital is required by law; in number; VNĐ)*:
.....

.....

15.List of partnership member

No.	Name of member	Permanent address in case of individual; address of head office in case of organization	Value of capital contribution (VND)	Ratio (%)	ID card No. (or other personal identification paper) of individual/Business Registration Certificate No. of enterprise /Founding decision No. of organization	Type of member (Partnership/ Capital contribution)

16.Information about branch

Name of branch:

Address of branch:

Code of branch:

17.Information about representative office

Name of representative office:

Address of representative office:

Code of representative office:

18. Information about business location

Name of business location:

Address of business location:

Code of business location:

HEAD OF BUSINESS REGISTRATION OFFICE

(Sign, state full name and seal)

DEPARTMENT OF PLANNING AND INVESTMENT PROVINCE CITY.
BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:

.....day.....month.....year.....

NOTIFICATION

Requesting enterprise to register for tax code

To: *(Enterprise name)*.....

- Pursuant to clause 3 Article 9 Enterprise Law on obligation to register tax code;
- Pursuant to clause 2 Article 165 Enterprise Law on revocation of Business Registration Certificate;
- Pursuant to Circular No.85/2007.TT-BTC dated 18/07/2007 of Ministry of Finance guiding the implementation of Law on Tax Management.

Business Registration Office:

Address:

Tel:Fax:

Email: Website:

Requests enterprise to register for tax code as regulated by law

Over one year since the date of receipt of Business Registration Certificate, if enterprise does not register for tax code, Business Registration Office will revoke Business Registration Certificate as regulated in point c clause 2 Article 165 Enterprise Law.

REGISTRAR

(Sign, state full name and seal)

Recipients:

- As above
- Tax agency
- Archive:

No:

.....day.....month.....year.....

NOTIFICATION

Requesting enterprise to suspend performing conditional business activity

To: (*Enterprise name*)

- Pursuant to Government Decree No. 43/2010/NĐ-CP dated 15/04/2010 on business registration;

- Pursuant to Notification No.;

- Pursuant to

Business Registration Office:

Address:

Tel:.....Fax:

Email:.....Website:

Requests enterprise (*Enterprise name*):
..... to suspend performing business activity:

Enterprise is allowed to continue performing this business activity until meeting business conditions as regulated by law.

REGISTRAR

(*Sign, state full name and seal*)

Recipients:

- Name, address of enterprise;

-

-Archive:

DEPARTMENT OF PLANNING AND INVESTMENT PROVINCE CITY.
BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:

.....day.....month.....year.....

CONFIRMATION

On registration for temporary suspension of operation of branch/representative office

Business registration office:.....

Address of head office.....

Tel:.....Fax:.....

Email:.....Website:.....

Confirms:

Enterprise name (*in capital letters*):.....

Enterprise code/Tax code:.....

Business registration certificate number (*only declare if having no enterprise code/tax code*):.....

Registers for temporary suspension of operation to date.....month....year.....

Name of branch/representative office (*in capital letters*):.....

Code:.....

Reason for temporary suspension of operation:

.....

REGISTRAR

(Sign, state full name and seal)

Recipients:

- Name, address of enterprise;
-;
- Archive:

No:

....., day month year

CONFIRMATION

On the temporary suspension of operation of branch/representative office

Business Registration Office:

Address of head office:

Tel: Fax:

Email: Website:

Confirms:

Enterprise name (*in capital letter*):

Enterprise code/Tax code:

Number of Business Registration Certificate (*only declare if having no enterprise code/tax code*):

Name of branch/representative office (*in capital letter*):

Code:

Reason for temporary suspension of operation:

.....
.....

Recipients:

- Name, address of enterprise;
-;
- Archive:

REGISTRAR

(Sign, state full name and seal)

No:

....., day.....month.....year.....

NOTIFICATION**Of enterprise violation leading to the revocation of Business Registration Certificate**To: (*Enterprise name*).....

Business Registration Office:

Address of head office:

Tel: Fax:

Email: Website:

Based on the conclusion/report No. of

about.....

Business Registration Office hereby notifies the violation of (*enterprise name*).....as follows:

.....

.....

Business Registration Office requests that company/enterprise (as per each case stipulated in Article 60 of Government Decree No. 43/2010/NĐ-CP dated 15/4/2010 on Business Registration).....

.....

Business Registration Office will issue Decision on revocation of Business Registration Certificate afterdays (*as regulated in Article 60 Government Decree No. 43/2010/ND-CP*), since..... (if).....

...../.

Recipients:

- As above;
- Provincial tax office;
- Market managing agency;
- Local newspaper;
- National Business Registration Portal;
-
- Archive:

REGISTRAR*(Sign, state full name and seal)*

No:

....., day month year

DECISION

On revocation of Business Registration Certificate

REGISTRAR OF BUSINESS REGISTRATION OFFICE

- Pursuant to Enterprise Law dated 19/11/2005;
- Pursuant to Government Decree No. 43/2010/NĐ-CP dated 15/04/2010 on Business Registration;
- Pursuant to Notification No.;
- Pursuant to

DECIDES:

Article 1: Revoke Business Registration Certificate of the following Enterprise:

Enterprise name (*in capital letter*):

Enterprise code/Tax code:

Business Registration Certificate No. (*if not having enterprise code/tax code*):

.....

Issued by: Issued date: / /

Address:

Tel: Fax:

Email: Website:

Full name of legal representative: (*in capital letter*):

Date of birth: / / Ethnic Background: Nationality:

ID card No.:

Issued date: .../.../.... Issued place:
Other personal identification papers (*if not having ID card*):
Issued date: .../.../.... Issued place:
Permanent Address:
Current Address:
Tel:.....Fax:
Email:.....Website:
is the legal representative.

Having subordinate units as follows:

Name, code, address of Branch:
Name, code, address of Representative Office:
Name, code, address of business location:

Article 2: Within six months from the date this Decision takes effect, enterprise must dissolve in accordance with the Law.

Article 3: This Decision takes effect from.../.../.... Mr/Ms
.....and.....
..... is/are responsible for the implementation of this Decision.

REGISTRAR

(Sign, state full name and seal)

Recipients:

-Name, address of enterprise which is revoked
the Business Registration Certificate;
-Provincial/city tax agency;
-Provincial/city market managing agency;
-Provincial/city Business Registration Office
...;
-.....;
-Archive:

No:

....., day month year

DECISION

On the cancellation of Business registration certificate

REGISTRAR OF BUSINESS REGISTRATION OFFICE

Pursuant to the Enterprise Law dated 29th November, 2005;

Pursuant to the Decree No 43/2010/ND-CP dated 15th April, 2010 of the Government on business registration;

Pursuant to the Notification No.;

Pursuant to

DECIDES:

Article 1: Cancel the time(s) of registration for amendment of Business registration certificate which were issued based of the forged information of enterprise as follows:

Enterprise name (*in capital letter*):

Enterprise code/Tax code:

Number of Business Registration Certificate (*only declare if having no enterprise code/tax code*):

The time(s) of registration for amendment are cancelled:

1.time

Due to: Issued at:/...../....

Address of head office:

Tel: Fax:

Email: Website:

By Mr./Ms. (*full name in capital letter*):.....

Date of birth:....../...../..... Ethnic background:..... Nationality:.....

Type of personal identification paper:.....

Number of personal identification paper:.....

Issuance date:....../...../..... Expiration date:....../...../..... Issuance place:.....

Permanent address:.....

Current address:.....

Tel:..... Fax:.....

Email:..... Website:.....

Is the legal representative.

Having the subordinate units:

Name, code, address of branch:.....

Name, code, address of representative office:.....

Name, code, address of business location:.....

2.time

By:..... Issued at:...../...../.....

Address of head office:.....

Tel:..... Fax:.....

Email:..... Website:.....

By Mr./Ms. (*full name in capital letter*):.....

Date of birth:....../...../..... Ethnic background:..... Nationality:.....

Type of personal identification paper:.....

Number of personal identification paper:.....

Issuance date:....../...../..... Expiration date:....../...../..... Issuance place:.....

Permanent address:.....

Current address:.....

Tel:..... Fax:.....

Email:..... Website:.....

Is the legal representative.

Having the subordinate units:

Name, code, address of branch:.....

Name, code, address of representative office:.....

Name, code, address of business location:.....

Article 2. Recover the legal value of Business registration certificate issued at the.....time (or the first time):

Due to:..... Issued at:...../...../.....

Address of head office:.....

Tel:..... Fax:.....

Email:..... Website:.....

By Mr./Ms. (*full name in capital letter*):.....

Date of birth:...../...../..... Ethnic background:..... Nationality:.....

Type of personal identification paper:.....

Number of personal identification paper:.....

Issuance date:...../...../..... Expiration date:...../...../..... Issuance place:.....

Permanent address:.....

Current address:.....

Tel:..... Fax:.....

Email:..... Website:.....

Is the legal representative.

Having the subordinate units:

Name, code, address of branch:.....

Name, code, address of representative office:.....

Name, code, address of business location:.....

Article 3. This decision takes effect since/...../..... Mr./Ms.
.....andtake responsibility to implement this
Decision.

Recipients:

- Name, address of enterprise whose BRC is revoked
- Provincial Tax Department where enterprise's head office is located;
- City's, Provincial Market Management Agency where enterprise's head office is located
- Provincial Business Registration Office;
-;
- Archive:....

REGISTRAR

(Sign, state full name and seal)

No:

....., day..... month..... year

NOTIFICATION
OF TERMINATION OF OPERATION OF BRANCH/REPRESENTATIVE
OFFICE/BUSINESS LOCATION

To:

- Police Department of Province/City.....

- Tax Department of Province/City.....

Business
s Registration Office receives the Notification of Termination of operation of
branch/representative office/business location of

.....
head office address:.....,

By Mr./Ms.:

who is the legal representative as follows:

1. Name of branch/representative office/business location (in capital letter):

.....

Code/Tax code of branch/representative office/business location:

Operation registration certificate No. of branch/representative office (if not
having branch/representative office/business location's code or tax code):

2. Address of branch/representative office/business location:

House number/street/hamlet:

Commune/Ward:

District:

Province/City:

Tel:.....Fax:

Email:.....Website:

3. Hosting branch (*Declare if terminating business location which is a subordinate unit of branch*):

Name of branch:

Address of branch:

Branch code/Tax code:

Operation registration certificate No. (*if not having branch's code/tax code*):

.....

Issued by Business Registration Office: Issued date: / /

Business Registration Office would like to inform Enterprise that: since the date of signing this Notification, branch/representative office/business location of enterprise is deleted from National business registration database.

REGISTRAR

Recipients:

- As above;
- Name, address of enterprise;
- Archive:.....

(*Sign, state full name and seal*)

DEPARTMENT OF PLANNING AND INVESTMENT PROVINCE/CITY...
BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:

....., day month year

NOTIFICATION

Of enterprise dissolution

To: - Police Department of Province/City.....

-Tax Department of Province/City

On / / Business Registration Office received the document of dissolution of the enterprise..... enterprise code
.....address of head office:
.....with the legal representative is
Mr./Ms.:

Within seven working days since the date of receiving dissolution dossier of enterprise, Business Registration Office will cross out the name of enterprise of the business registration book if no comment is received.

REGISTRAR

(Sign, state full name and seal)

Recipients:

- As above;
- Archive:

Annex V-13

DEPARTMENT OF PLANNING AND INVESTMENT PROVINCE/CITY...
BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:

....., day month year

NOTIFICATION

Of dissolved enterprise

To: -Police Department of Province/City.....
 -Tax Department of Province/City

As regulated by law on enterprise dissolution, Business Registration Office had carried out procedure of enterprise dissolution as follows:

Enterprise name:.....

Code:.....

Head office address:.....

By Mr./Ms.:.....

Type of personal identification paper:.....

Issuance date:...../...../..... Issuance place:..... who is
the legal representative.

Dissolution reason:.....

.....

Business Registration Office would like to notify that since the date of receiving this Notification, enterprise has been crossed out of the business registration book by Business Registration Office.

REGISTRAR

(Sign, state full name and seal)

Recipients:

- As above
- Archive:

No:

....., *day* *month* *year*

NOTIFICATION

Of removal of enterprise name because of division/consolidation/merge

To:

-Police Department of Province/City.....

-Tax Department of Province/City

Business Registration Office had carried out procedure of removal of enterprise name from Business registration book for the following enterprise:

Enterprise name:.....

Code:.....

Head office address:.....

By Mr./Ms.:.....

Type of personal identification paper:.....

Issuance date:...../...../..... Issuance place:..... who is the legal representative.

Reason for name removal: enterprise no longer existed because of being separated/consolidated/merged.

Business Registration Office would like to notify the Departments for understanding.

REGISTRAR

(Sign, state full name and seal)

Recipients:

- As above

- Archive:

No:
Dossier No.:

....., daymonth year

RECEIPT SLIP

Of dossier for business registration/branch/representative office/business location

Business Registration Office:

.....

Address of head office:

Tel:.....Fax:

Email:.....Website:

On date .../.../... received from Mr /Ms

ID card (or name of other personal identification paper) number:.....

.....

Address:.....

Tel:.....Fax:

Email:.....Website:.....

who is:.....

01 dossier No.:about:
including:

1.

2.

3.

4.

Business Registration Office requests enterprise to contact Business Registration Office on day .../.../...to deal the case as regulated.

RECIPIENT
(Sign, state full name and seal)

APPLICANT
(Sign and state full name)

No:

....., day month year

RECEIPT SLIP

Of online business registration dossier

Business Registration Office:

Address of head office:

Tel: Fax:

Email: Website:

On date / / received from Mr / Ms

ID card (or name of other personal identification paper) number:

Address:

Tel: Fax:

Email: Website:

who is:

01 dossier No.: about:
including:

5.

6.

7.

8.

Within 05 working days, since the date which dossier is journalized on National business registration system, Business Registration Office will inform Mr./Ms. the dossier processing result.

Processing result of business registration of enterprise will be sent to your email address and National business registration system account.

BUSINESS REGISTRATION OFFICE

No:

....., day month year

DECISION

On revocation of Operation Registration Certificate of branch/representative office

REGISTRAR OF BUSINESS REGISTRATION OFFICE

- Pursuant to Enterprise Law dated 19/11/2005;
- Pursuant to Government Decree No. 43/2010/NĐ-CP dated 15/04/2010 on Business Registration;
- Pursuant to Notification No.;
- Pursuant to

DECIDES:

Article 1: Revoke Operation Registration Certificate of the following branch/representative office:

Name of branch/representative office (*in capital letter*):

Branch/representative office code/Tax code:

Operation Registration Certificate No. (*if not having enterprise code/tax code*):

.....

Issued by: Issued date: / /

Address:

Tel: Fax:

Email: Website:

By Mr./Ms. (*in capital letter*):
Date of birth: / / Ethnic background: Nationality:
Type of personal identification paper:
Personal identification paper No.:
Issued date: / / Issued place:
Current Address:
Tel: Fax:
Email: Website:

Article 2: (*Name of enterprise*) must terminate the operation of branch/representative office in accordance with the Law.

Article 3: This Decision takes effect from / / (*Name of enterprise*) is responsible for the implementation of this Decision.

REGISTRAR

(*Sign, state full name and seal*)

Recipients:

- Name, address of branch/representative office which is revoked the Business Registration Certificate;
- Provincial/city's tax agency where the branch/representative office is located;
- Provincial/city's market managing agency where the branch/representative office is located;
- Provincial/city Business Registration Office ...;
-;
- Archive:

....., day.....month.....year.....

BUSINESS REGISTRATION CERTIFICATE
HOUSEHOLD BUSINESS

Code:

First registration, day.....month.....year.....

Amendment registration for the:..... times, day.....month.....year.....

1. Name of household business: (in capital letter)

.....

2. Business location:

.....

Tel:Fax:

Email:Website:

3. Business activity

.....

.....

4. Business capital:

5. Full name of representative of household business:

.....Gender:

Date of birth:/...../.....Ethnic Background:Nationality:

ID card No.:

Issued date:/...../.....Issued place:

Other personal identification papers (if not having ID card):

Personal identification paper No.:

Issued date:/...../..... Issued place:

Permanent Address:

Current Address:

6. List of members contributing capital to establish household business

No.	Name of member	Permanent Address	Value of capital contribution (VND)	Ratio (%)	ID card No. (or other personal identification paper No.)	Note

POSITION OF SIGNER

(Sign, state full name and seal)

No: , day.....month.....year.....

NOTIFICATION

Of supplementation, amendment of business registration dossier in case of household business

To: *(Name of household business)*.....

Name of district Business Registration Office:

Address of head office:

Tel: Fax:

Email: Website:

After careful consideration of your application received on day....month....year of Mr/Ms: who is about:

.....

Business Registration Office hereby requests household business to supplement, amend the following content with the reasons for such requests as follows:

.....

.....

.....

The date the supplemented, amended dossier is received by *Business Registration Office* upon request will be considered as receipt date.

POSITION OF SIGNER

(Sign, state full name and seal)

Recipients:

- As above;
- Archive:

No:

....., *day*.....*month*.....*year*.....

NOTIFICATION

**Of violation of household business leading to the revocation of Household Business
Registration Certificate**

To: *(Name of household business)*.....

District Business Registration Office:

Address of head office:

Tel: Fax:

Email: Website:

Based on the conclusion/report No. of:

dated.....

about.....

Business Registration Office hereby notifies the violation of household business.....

.....as follows:

.....
.....
.....

Business Registration Office will issue Decision on revocation of Household Business
Registration Certificate after ten days since the date of signing this Notification./.

POSITION OF SIGNER

(Sign, state full name and seal)

Recipients:

- As above;
- Provincial tax office;
- District market managing agency;
- Archive:

No:

....., *day* *month* *year*

DECISION

On revocation of Household Business Registration Certificate

HEAD OF DISTRICT BUSINESS REGISTRATION OFFICE

- Pursuant to Government Decree No. 43/2010/NĐ-CP dated 15/04/2010 on Business Registration;
- Pursuant to Notification No.;
- Pursuant to

DECIDES:

Article 1: Revoke Household Business Registration Certificate of the following household business:

Name of household business (*in capital letter*):

Household Business Registration Certificate No.:

Issued by: Issued date: .../.../.....

Business location:

Tel: Fax:

Email: Website:

Full name of representative (*in capital letter*):

Date of birth: .../.../.... Ethnic Background: Nationality:

ID card No.:

Issued date: .../.../.... Issued place:

Other personal identification papers (*if not having ID card*):

Issued date: / / Issued place:

Permanent Address:

Current Address:

Tel: Fax:

Email: Website:

is the representative of household business.

Article 2: This Decision takes effect from / / Mr/Ms
..... and
..... is/are responsible for the implementation of this Decision.

POSITION OF SIGNER

(Sign, state full name and seal)

Recipients:

- Name, address of household business which is revoked the Household Business registration certificate;
- District tax agency;
- District market managing agency;
-;
- Archive:

Annex VI-5
DISTRICT PEOPLE'S COMMITTEE...
NAME OF BUSINESS REGISTRATION OFFICE

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

No:

....., *day* *month* *year*

RECEIPT SLIP
Of household business dossier

Business Registration Office:

Address:.....

Tel:.....Fax:

Email:.....Website:

On date .../.../... received from Mr /Ms

ID card (or name of other personal identification paper) number:.....

.....

Address:.....

Tel:.....Fax:

Email:.....Website:.....

who is:.....

01 dossier No.:about:
including:

9.

10.....

11.....

12.....

Business Registration Office requests Mr./Ms. to contact Business Registration
Office on day .../.../...to deal the case as regulated.

BUSINESS REGISTRATION OFFICE

Annex VII-1

LIST OF LETTERS APPLIED FOR NAMING ENTERPRISE, SUBORDINATE UNIT, HOUSEHOLD BUSINESS

Capital letter	Normal letter	Capital letter	Normal letter
A	a	N	n
Ă	ă	O	o
Â	â	Ō	ō
B	b	Ô	ô
C	c	P	p
D	d	Q	q
Đ	đ	R	r
E	e	S	s
Ê	ê	T	t
F	f	U	u
G	g	Ū	ū
H	h	V	v
I	i	W	w
J	j	X	x
K	k	Y	y
L	l	Z	z
M	m		

Annex VII-2

DISTRICT, PROVINCIAL CODE FOR HOUSEHOLD BUSINESS REGISTRATION

*(enclosed with Circular No. 01/2013/TT-BKH dated 21 / 01 /2013
of the Ministry of Planning and Investment)*

Administrative unit	Code		Administrative unit	Code	
	Number	Letter		Number	Letter
1	2	3	1	2	3
01. City Hà Nội (10 District, 1 town, 19 District)	01		02. City Hải Phòng (6 District, 8 District)	02	
District Ba Đình	01	A	District Hồng Bàng	02	A
District Tây Hồ	01	B	District Ngô Quyền	02	B
District Hoàn Kiếm	01	C	District Lê Chân	02	C
District Hai Bà Trưng	01	D	District Kiến An	02	D
District Đống Đa	01	E	District Đồ Sơn	02	E
District Thanh Xuân	01	F	District Thuỷ Nguyên	02	F
District Cầu Giấy	01	G	District An Dương	02	G
District Sóc Sơn	01	H	District An Lão	02	H
District Đông Anh	01	I	District Kiến Thụy	02	I
District Gia Lâm	01	J	District Tiên Lãng	02	J
District Từ Liêm	01	K	District Vĩnh Bảo	02	K
District Thanh Trì	01	L	District Cát Hải	02	L
District Hoàng Mai	01	M	District Bạch Long Vĩ	02	M
District Long Biên	01	N	District Dương Kinh	02	N

District Hà Đông	01	O	04. Province Hải Dương	04	
Town Sơn Tây	01	P	(1 City, 1 town, 10 District)		
District Ba Vì	01	Q	City Hải Dương		
District Phúc Thọ	01	R	Town Chí Linh		
District Đan Phượng	01	S	District Nam Sách	04	A
District Thạch Thất	01	T	District Thanh Hà	04	B
District Hoài Đức	01	U	District Kinh Môn	04	C
District Quốc Oai	01	V	District Kim Thành	04	D
District Chương Mỹ	01	W	District Gia Lộc	04	E
District Thanh Oai	01	X	District Tứ Kỳ	04	F
District Thường Tín	01	Y	District Cẩm Giàng	04	G
District Mỹ Đức	01	Z	District Bình Giang	04	H
District Ứng Hoà	01	a	District Thanh Miện	04	I
District Phú Xuyên	01	b	District Ninh Giang	04	J
District Mê Linh	01	c		04	K
				04	L

05. Province Hưng Yên (1 City, 9 District)	05		06. Province Hà Nam (1 City, 5 District)	06	
City Hưng Yên	05	A	City Phủ Lý	06	A
District Văn Lâm	05	B	District Duy Tiên	06	B
District Mỹ Hào	05	C	District Kim Bảng	06	C
District Yên Mỹ	05	D	District Lý Nhân	06	D
District Văn Giang	05	E	District Thanh Liêm	06	E
District Khoái Châu	05	F	District Bình Lục	06	F
District Ân Thi	05	G			
District Kim Động	05	H			
District Phù Cừ	05	I			
District Tiên Lữ	05	J			
07. Province Nam Định (1 City, 9 District)	07		08. Province Thái Bình (1 City, 7 District)	08	
City Nam Định	07	A	City Thái Bình	08	A
District Vụ Bản	07	B	District Quỳnh Phụ	08	B
District Mỹ Lộc	07	C	District Hưng Hà	08	C
District Ý Yên	07	D	District Thái Thụy	08	D
District Nam Trực	07	E	District Đông Hưng	08	E
District Trực Ninh	07	F	District Vũ Thư	08	F
District Xuân Trường	07	G	District Kiến Xương	08	G
District Giao Thủy	07	H	District Tiền Hải	08	H
District Nghĩa Hưng	07	I			
District Hải Hậu	07	J			

09. Province Ninh Bình (1 City, 1 town, 6 District)	09		10. Province Hà Giang (1 City, 10 District)	10	
City Ninh Bình			City Hà Giang	10	A
Town Tam Điệp	09	A	District Đồng Văn	10	B
District Nho Quan	09	B	District Mèo Vạc	10	C
District Gia Viễn	09	C	District Yên Minh	10	D
District Hoa Lư	09	D	District Quản Bạ	10	E
District Yên Mô	09	E	District Bắc Mê	10	F
District Yên Khánh	09	F	District Hoàng Su Phì	10	G
District Kim Sơn	09	G	District Vị Xuyên	10	H
	09	H	District Xín Mần	10	I
			District Bắc Quang	10	J
			District Quang Bình	10	K

11. Province Cao Bằng (1 town, 12 District)	11		12. Province Lào Cai (1 City, 8 District)	12	
Town Cao Bằng	11	A	City Lào Cai	12	A
District Bảo Lạc	11	B	District Mường Khương	12	C
District Bảo Lâm	11	C	District Bát Xát	12	D
District Hà Quảng	11	D	District Si Ma Cai	12	E
District Thông Nông	11	E	District Bắc Hà	12	F
District Trà Lĩnh	11	F	District Bảo Thắng	12	G
District Trùng Khánh	11	G	District Sa Pa	12	H
District Nguyên Bình	11	H	District Bảo Yên	12	I
District Hoà An	11	I	District Văn Bàn	12	K
District Quảng Uyên	11	J			
District Hạ Lang	11	K			
District Thạch An	11	L			
District Phục Hoà	11	M			

13. Province Bắc Kạn (1 town, 7 District)	13		14. Province Lạng Sơn (1 City, 10 District)	14	
Town Bắc Kạn	13	A	City Lạng Sơn	14	A
District Ba Bể	13	B	District Tràng Định	14	B
District Ngân Sơn	13	C	District Văn Lãng	14	C
District Chợ Đồn	13	D	District Bình Gia	14	D
District Na Rì	13	E	District Bắc Sơn	14	E
District Bạch Thông	13	F	District Văn Quan	14	F
District Chợ Mới	13	G	District Cao Lộc	14	G
District Pắc Nặm	13	H	District Lộc Bình	14	H
			District Chi Lăng	14	I
			District Đình Lập	14	J
			District Hữu Lũng	14	K
15. Province Tuyên Quang (1 town, 5 District)	15		16. Province Yên Bái (1 thành phố, 1 town, 7 District)	16	
Town Tuyên Quang	15	A	City Yên Bái	16	A
District Nà Hang	15	B	Town Nghĩa Lộ	16	B
District Chiêm Hoá	15	C	District Lục Yên	16	C
District Hàm Yên	15	D	District Văn Yên	16	D
District Yên Sơn	15	E	District Mù Căng Chải	16	E
District Sơn Dương	15	F	District Trấn Yên	16	F
			District Yên Bình	16	G
			District Văn Chấn	16	H
			District Trạm Tấu	16	I

17. Province Thái Nguyên (1 City, 1 town, 7 District)	17		18. Province Phú Thọ (1 City, 1 town, 11 District)	18	
City Thái Nguyên			City Việt Trì		
Town Sông Công	17	A	Town Phú Thọ	18	A
District Định Hoá	17	B	District Đoan Hùng	18	B
District Võ Nhai	17	C	District Hạ Hoà	18	C
District Phú Lương	17	D	District Thanh Ba	18	D
District Đồng Hỷ	17	E	District Phù Ninh	18	E
District Đại Từ	17	F	District Lâm Thao	18	F
District Phú Bình	17	G	District Cẩm Khê	18	G
District Phổ Yên	17	H	District Yên Lập	18	H
	17	I	District Tam Nông	18	I
			District Thanh Thủy	18	J
			District Thanh Sơn	18	K
			District Tân Sơn	18	L
				18	M

19. Province Vĩnh Phúc (1 City, 1 town, 7 District)	19		20. Province Bắc Giang (1 City, 9 District)	20	
City Vĩnh Yên			City Bắc Giang	20	A
District Lập Thạch					
District Tam Dương	19	A	District Yên Thế	20	B
District Bình Xuyên	19	B	District Tân Yên	20	C
District Vĩnh Tường					
District Yên Lạc	19	C	District Lục Ngạn	20	D
Town Phúc Yên	19	D	District Hiệp Hoà	20	E
District Tam Đảo					
District Sông Lô	19	E	District Lạng Giang	20	F
	19	F	District Sơn Động	20	G
	19	H	District Lục Nam	20	H
	19	I	District Việt Yên	20	I
	19	J	District Yên Dũng	20	J

21. Province Bắc Ninh (1 City, 1 town, 6 District)	21		22. Province Quảng Ninh (2 City, 2 town, 10 District)	22	
City Bắc Ninh			City Hạ Long		
District Yên Phong	21	A	Town Cẩm Phả	22	A
District Quế Võ	21	B	Town Uông Bí	22	B
District Tiên Du	21	C	City Móng Cái	22	C
Town Từ Sơn	21	D	District Bình Liêu	22	D
District Thuận Thành	21	E	District Hải Hà	22	E
District Lương Tài	21	F	District Đàm Hà	22	F
District Gia Bình	21	G	District Tiên Yên	22	G
	21	H	District Ba Chẽ	22	H
			District Vân Đồn	22	I
			District Hoành Bồ	22	J
			District Đông Triều	22	K
			District Cô Tô	22	L
			District Yên Hưng	22	M
				22	N

23. Province Lai Châu (1 town, 5 District)	23		24. Province Sơn La (1 City, 10 District)	24	
District Tam Đường	23	A	City Sơn La	24	A
District Phong Thổ	23	B	District Quỳnh Nhai	24	B
District Mường Tè	23	C	District Mường La	24	C
District Sìn Hồ	23	D	District Thuận Châu	24	D
District Than Uyên	23	E	District Bắc Yên	24	E
Town Lai Châu	23	F	District Phù Yên	24	F
District Tân Uyên	23	E	District Mai Sơn	24	G
			District Sông Mã	24	H
			District Yên Châu	24	I
			District Mộc Châu	24	J
			District Sốp Cộp	24	K

25. Province Hoà Bình (1 City, 10 District)	25		26. Province Thanh Hoá (1 City, 2 town, 24 District)	26	
City Hoà Bình	25	A	City Thanh Hoá		
District Đà Bắc	25	B	Town Bỉm Sơn		
District Mai Châu	25	C	Town Sầm Sơn	26	A
District Kỳ Sơn	25	D	District Mường Lát	26	B
District Lương Sơn	25	E	District Quan Hoá	26	C
District Kim Bôi	25	F	District Quan Sơn	26	D
District Tân Lạc	25	G	District Bá Thước	26	E
District Lạc Sơn	25	H	District Cẩm Thủy	26	F
District Lạc Thủy	25	I	District Lang Chánh	26	G
District Yên Thủy	25	J	District Thạch Thành	26	H
District Cao Phong	25	K	District Ngọc Lạc	26	I
			District Thường Xuân	26	J
			District Như Xuân	26	K
			District Như Thanh	26	L
			District Vĩnh Lộc	26	M
			District Hà Trung	26	N
			District Nga Sơn	26	O
			District Yên Định	26	P
			District Thọ Xuân	26	Q
			District Hậu Lộc	26	R
			District Thiệu Hoá	26	S
			District Hoằng Hoá	26	T
			District Đông Sơn	26	U
			District Triệu Sơn	26	V
			District Quảng Xương	26	W
			District Nông Cống	26	X
			District Tĩnh Gia	26	Y
				26	Z
				26	A

27. Province Nghệ An (1 City, 2 town, 17 District) City Vinh	27		28. Province Hà Tĩnh (1 City, 1 town, 10 District) City Hà Tĩnh	28	
Town Cửa Lò	27	A	Town Hồng Lĩnh	28	A
District Quế Phong	27	B	District Nghi Xuân	28	B
District Quỳnh Châu	27	C	District Đức Thọ	28	C
District Kỳ Sơn	27	D	District Hương Sơn	28	D
District Quỳnh Hợp	27	E	District Vũ Quang	28	E
District Nghĩa Đàn	27	F	District Can Lộc	28	F
District Tương Dương	27	G	District Thạch Hà	28	G
District Quỳnh Lưu	27	H	District Cẩm Xuyên	28	H
District Tân Kỳ	27	I	District Hương Khê	28	I
District Con Cuông	27	J	District Kỳ Anh	28	J
District Yên Thành	27	K	District Lộc Hà	28	K
District Diễn Châu	27	L		28	L
District Anh Sơn	27	M			
District Đô Lương	27	N			
District Thanh Chương	27	O			
District Nghi Lộc	27	P			
District Nam Đàn	27	Q			
District Hưng Nguyên	27	R			
Town Thái Hòa	27	S			
	27				

29. Province Quảng Bình (1 City, 6 District)	29		30. Province Quảng Trị (1 City, 1 town, 8 District)	30	
City Đồng Hới	29	A	City Đông Hà		
District Tuyên Hoá	29	B	Town Quảng Trị	30	A
District Minh Hoá	29	C	District Vĩnh Linh	30	B
District Quảng Trạch	29	D	District Gio Linh	30	C
District Bố Trạch	29	E	District Cam Lộ	30	D
District Quảng Ninh	29	F	District Triệu Phong	30	E
District Lệ Thuỷ	29	G	District Hải Lăng	30	F
			District Hướng Hoá	30	G
			District Đa Krông	30	H
			District đảo Cồn Cỏ	30	I
				30	J
31. Province Thừa Thiên - Huế (1 City, 1 town, 7 District)	31		32. City Đà Nẵng (6 District, 2 District)	32	
City Huế			District Hải Châu	32	A
District Phong Điền	31	A	District Thanh Khê	32	B
District Quảng Điền	31	B	District Sơn Trà	32	C
District Hương Trà	31	C	District Ngũ Hành Sơn	32	D
District Phú Vang	31	D	District Liên Chiểu	32	E
Town Hương Thuỷ	31	E	District Hoà Vang	32	F
District Phú Lộc	31	F	District đảo Hoàng Sa	32	G
District A Lưới	31	G	District Cẩm Lệ	32	H
District Nam Đông	31	H			
	31	I			

33. Province Quảng Nam	33		34. Province Quảng Ngãi		
(2 City, 16 District)			(1 City, 13 District)	34	
City Tam Kỳ	33	A	City Quảng Ngãi	34	A
City Hội An	33	B	District Lý Sơn	34	B
District Đông Giang	33	C	District Bình Sơn	34	C
District Đại Lộc	33	D	District Trà Bồng	34	D
District Điện Bàn	33	E	District Sơn Tịnh	34	E
District Duy Xuyên	33	F	District Sơn Tây	34	F
District Nam Giang	33	G	District Sơn Hà	34	G
District Thăng Bình	33	H	District Tư Nghĩa	34	H
District Quế Sơn	33	I	District Nghĩa Hành	34	I
District Hiệp Đức	33	J	District Minh Long	34	J
District Tiên Phước	33	K	District Mộ Đức	34	K
District Phước Sơn	33	L	District Đức Phổ	34	L
District Núi Thành	33	M	District Ba Tư	34	M
District Bắc Trà My	33	N	District Tây Trà	34	N
District Tây Giang	33	O			
District Nam Trà My	33	P			
District Phú Ninh	33	Q			
District Nông Sơn	33	R			

35. Province Bình Định (1 City, 10 District)	35		36. Province Phú Yên (1 City, 1 town, 7 District)	36	
City Quy Nhơn	35	A	City Tuy Hoà		
District An Lão	35	B	District Đồng Xuân	36	A
District Hoài Nhơn	35	C	Town Sông Cầu	36	B
District Hoài Ân	35	D	District Tuy An	36	C
District Phù Mỹ	35	E	District Sơn Hoà	36	D
District Vĩnh Thạnh	35	F	District Tây Hoà	36	E
District Phù Cát	35	G	District Sông Hinh	36	F
District Tây Sơn	35	H	District Phú Hoà	36	G
District An Nhơn	35	I	District Đông Hòa	36	H
District Tuy Phước	35	J		36	I
District Vân Canh	35	K			
37. Province Khánh Hoà (1 T. phố, 1 town, 6 District)	37		38. Province Kon Tum (1 City, 8 District)	38	
City Nha Trang			City Kon Tum	38	A
Town Cam Ranh	37	A	District Đắk Glei	38	B
District Vạn Ninh	37	B	District Ngọc Hồi	38	C
District Ninh Hoà	37	C	District Đắk Tô	38	D
District Diên Khánh	37	D	District Kon Plông	38	E
District Khánh Vĩnh	37	E	District Đắk Hà	38	F
District Khánh Sơn	37	F	District Sa Thầy	38	G
District Trường Sa	37	G	District Kon Rẫy	38	H
District Cam Lâm	37	H	District Tu Mơ Rông	38	I
	37	I			

39. Province Gia Lai (1 City, 2 town, 15 District) City Pleiku	39		40. Province Đắk Lắk (1 City, 1 town, 13 District)	40	
District Kbang	39	A	City Buôn Ma Thuột	40	A
District Đắk Đoa	39	B	District Ea H'leo	40	B
District Mang Yang	39	C	District Ea Súp	40	C
District Chư Păh	39	D	District Krông Năng	40	D
District Ia Grai	39	E	District Krông Búk	40	E
Town An Khê	39	F	District Buôn Đôn	40	F
District Kông Chro	39	G	District Cư M'gar	40	G
District Đức Cơ	39	H	District Ea Kar	40	H
District Chư Prông	39	I	District M'Đrăk	40	I
District Chư Sê	39	J	District Krông Păk	40	J
Town Ayun Pa	39	K	District Krông A Na	40	L
District Krông Pa	39	L	District Krông Bông	40	M
District Ia Pa	39	M	District Cư Kuin	40	N
District Đắk Pơ	39	N	Town Buôn Hồ	40	O
District Phú Thiện	39	O	District Lắk	40	P
District Chư Pha	39	P			
District Chư Puh	39	Q			
	39	R			

41. TP Hồ Chí Minh (19 District, 5 District)	41		42. Province Lâm Đồng (1 City, 1 town, 10 District)	42	
District 1	41	A	City Đà Lạt		
District 2	41	B	Town Bảo Lộc	42	A
District 3	41	C	District Lạc Dương	42	B
District 4	41	D	District Đơn Dương	42	C
District 5	41	E	District Đức Trọng	42	D
District 6	41	F	District Lâm Hà	42	E
District 7	41	G	District Bảo Lâm	42	F
District 8	41	H	District Di Linh	42	G
District 9	41	I	District Đạ Huoai	42	H
District 10	41	J	District Đạ Tẻh	42	I
District 11	41	K	District Cát Tiên	42	J
District 12	41	L	District Đam Rông	42	K
District Gò Vấp	41	M		42	L
District Tân Bình	41	N			
District Bình Thạnh	41	O			
District Phú Nhuận	41	P			
District Thủ Đức	41	Q			
District Củ Chi	41	R			
District Hóc Môn	41	S			
District Bình Chánh	41	T			
District Nhà Bè	41	U			
District Cần Giờ	41	V			
District Bình Tân	41	W			
District Tân Phú	41	X			

43. Province Ninh Thuận (1 town, 5 District) Town Phan Rang – Tháp Chàm District Ninh Sơn District Bác ái District Ninh Hải District Ninh Phước District Thuận Bắc	43 43 43 43 43 43 43	 A B C D E F	44. Province Bình Phước (3 town, 6 District) Town Đồng Xoài District Đồng Phú Town Phước Long District Lộc Ninh District Bù Đăng Town Bình Long Huyện Bù Gia Mập District Chơn Thành District Hớn Quản	44 44 44 44 44 44 44 44 44	 A B G D E I C H F
45. Province Tây Ninh (1 town, 8 District) Town Tây Ninh District Tân Biên District Tân Châu District Dương Minh Châu District Châu Thành District Hoà Thành District Bến Cầu District Gò Dầu District Trảng Bàng	45 45 45 45 45 45 45 45 45	 A B C D E F G H I	46. Province Bình Dương (1 town, 6 District) Town Thủ Dầu Một District Dầu Tiếng District Bến Cát District Phú Giáo District Tân Uyên District Thuận An District Dĩ An	46 46 46 46 46 46 46 46	 A B C D E F G

47. Province Đồng Nai (1 City, 1 town, 9 District)	47		48. Province Bình Thuận (1 City, 1 town, 8 District)	48	
City Biên Hoà			City Phan Thiết		
District Tân Phú	47	A	District Tuy Phong	48	A
District Định Quán	47	B	District Bắc Bình	48	B
District Vĩnh Cửu	47	C	District Hàm Thuận Bắc	48	C
District Thống Nhất	47	D	District Hàm Thuận Nam	48	D
Town Long Khánh	47	E	District Tánh Linh	48	E
District Xuân Lộc	47	F	District Hàm Tân	48	F
District Long Thành	47	G	District Đức Linh	48	G
District Nhơn Trạch	47	H	District Phú Quý	48	H
District Trảng Bom	47	I	Town La Gi	48	I
District Cẩm Mỹ	47	J		48	J
	47	K			

49. Province Bà Rịa-Vũng Tàu (1 City, 1 town, 6 District)	49		50. Province Long An (1 City, 13 District)	50	
City Vũng Tàu			City Tân An	50	A
Town Bà Rịa	49	A	District Tân Hưng	50	B
District Châu Đức	49	B	District Vĩnh Hưng	50	C
District Xuyên Mộc	49	C	District Mộc Hoá	50	D
District Tân Thành	49	D	District Tân Thạnh	50	E
District Long Điền	49	E	District Thạnh Hoá	50	F
District Côn Đảo	49	F	District Đức Huệ	50	G
District Đất Đỏ	49	G	District Đức Hoà	50	H
	49	H	District Bến Lức	50	I
			District Thủ Thừa	50	J
			District Châu Thành	50	K
			District Tân Trụ	50	L
			District Cần Đước	50	M
			District Cần Giuộc	50	N

51. Province Đồng Tháp (1 City, 2 town, 9 District)	51		52. Province An Giang (1 City, 2 town, 8 District)	52	
City Cao Lãnh			City Long Xuyên		
Town Sa Đéc	51	A	Town Châu Đốc	52	A
District Tân Hồng	51	B	District An Phú	52	B
District Hồng Ngự	51	C	Town Tân Châu	52	C
District Tam Nông	51	D	District Phú Tân	52	D
District Thanh Bình	51	E	District Châu Phú	52	E
District Tháp Mười	51	F	District Tịnh Biên	52	F
District Cao Lãnh	51	G	District Tri Tôn	52	G
District Lấp Vò	51	H	District Chợ Mới	52	H
District Lai Vung	51	I	District Châu Thành	52	I
District Châu Thành	51	J	District Thoại Sơn	52	J
Town Hồng Ngự	51	K		52	K
	51	L			

53. Province Tiền Giang (1 City, 1 town, 8 District)	53		54. Province Vĩnh Long (1 City, 7 District)	54	
City Mỹ Tho			City Vĩnh Long	54	A
Town Gò Công	53	A	District Long Hồ	54	B
District Tân Phước	53	B	District Mang Thít	54	C
District Châu Thành	53	C	District Bình Minh	54	D
District Cai Lậy	53	D	District Tam Bình	54	E
District Chợ Gạo	53	E	District Trà Ôn	54	F
District Cái Bè	53	F	District Vũng Liêm	54	G
District Gò Công Tây	53	G	District Bình Tân	54	H
District Gò Công Đông	53	H			
District Tân Phú Đông	53	I			
	53	J			

55. Province Bến Tre (1 City, 8 District)	55		56. Province Kiên Giang (1 City, 1 town, 13 District)	56	
City Bến Tre	55	A	City Rạch Giá		
District Châu Thành	55	B	Town Hà Tiên	56	A
District Chợ Lách	55	C	District Kiên Lương	56	B
District Mỏ Cày Bắc	55	D	District Hòn Đất	56	C
District Giồng Trôm	55	E	District Tân Hiệp	56	D
District Bình Đại	55	F	District Châu Thành	56	E
District Ba Tri	55	G	District Giồng Giềng	56	F
District Thạnh Phú	55	H	District Gò Quao	56	G
District Mỏ Cày Nam	55	I	District An Biên	56	H
			District An Minh	56	I
			District Vĩnh Thuận	56	J
			District Phú Quốc	56	K
			District Kiên Hải	56	L
			District U Minh Thượng	56	M
			District Giang Thành	56	N
				56	O

57. City Cần Thơ (5 District, 4 District)	57		58. Province Trà Vinh (1 town, 7 District)	58	
District Ninh Kiều	57	A	Town Trà Vinh	58	A
District Bình Thủy	57	B	District Càng Long	58	B
District Cái Răng	57	C	District Châu Thành	58	C
District Ô Môn	57	E	District Cầu Kè	58	D
District Thốt Nốt	57	F	District Tiểu Cần	58	E
District Cờ Đỏ	57	G	District Cầu Ngang	58	F
District Vĩnh Thạnh	57	H	District Trà Cú	58	G
District Phong Điền	57	I	District Duyên Hải	58	H
District Thới Lai	57	K			
59. Province Sóc Trăng (1 town, 10 District)	59		60. Province Bạc Liêu (1 town, 6 District)	60	
Town Sóc Trăng	59	A	Town Bạc Liêu	60	A
District Kế Sách	59	B	District Phước Long	60	B
District Long Phú	59	C	District Hồng Dân	60	C
District Mỹ Tú	59	D	District Vĩnh Lợi	60	D
District Mỹ Xuyên	59	E	District Giá Rai	60	E
District Thạnh Trị	59	F	District Đông Hải	60	F
District Vĩnh Châu	59	G	District Hòa Bình	60	G
District Cù Lao Dung	59	H			
District Ngã Năm	59	I			
District Châu Thành	59	J			
District Trần Đề	59	K			

61. Province Cà Mau (1 City, 8 District)	61		62. Province Điện Biên (1 City, 1 town, 7 District)	62	
City Cà Mau	61	A	City Điện Biên Phủ		
District Thới Bình	61	B	Town Mường Lay	62	A
District U Minh	61	C	District Mường Nhé	62	B
District Trần Văn Thời	61	D	District Tủa Chùa	62	D
District Cái Nước	61	E	District Tuần Giáo	62	E
District Đầm Dơi	61	F	District Điện Biên	62	F
District Ngọc Hiển	61	G	District Điện Biên Đông	62	G
District Năm Căn	61	H	District Mường Chà	62	H
District Phú Tân	61	I	District Mường Ảng	62	I
				62	J
63. Province Đắk Nông (1 town, 7 District)	63		64. Province Hậu Giang (2 town, 5 District)	64	
District Cư Jút	63	A	Town Vị Thanh	64	A
District Đắk Mil	63	B	District Vị Thủy	64	B
District Đắk Song	63	C	District Long Mỹ	64	C
District Đắk GLong	63	D	District Châu Thành A	64	E
District Đắk RLấp	63	E	District Châu Thành	64	F
District Krông Nô	63	F	District Phụng Hiệp	64	G
Town Gia Nghĩa	63	G	Town Ngã Bảy	64	H
District Tuy Đức	63	H			

Annex VII-3

FONT, SIZE, STYLE APPLIED FOR FORMS AND PRINTOUTS

No.	Content	Font	Size	Style	Example
1	Title	.Times New Roman	13	Bold and in capital	CỘNG HOÀ XÃ HỘI CHỦ NGHĨA VIỆT NAM
		.Times New Roman	13	Bold and in normal	Độc lập - Tự do - Hạnh phúc
2	Name of issued agency	.Times New Roman	13	Normal, in capital	SỞ KẾ HOẠCH VÀ ĐẦU TƯ
		.Times New Roman	13	Bold and in capital	PHÒNG ĐĂNG KÝ KINH DOANH
3	Name of Certificate	.Times New Roman	14	Bold and in capital	GIẤY CHỨNG NHẬN ĐĂNG KÝ KINH DOANH CÔNG TY CỔ PHẦN
4	Given content in the Form	.Times New Roman	14	Normal	Tên doanh nghiệp viết bằng tiếng Việt: Tên doanh nghiệp viết bằng tiếng nước ngoài (nếu có):
5	Content of enterprise	.Times New Roman	14	Bold and in capital	DOANH NGHIỆP TƯ NHÂN XÂY DỰNG TIẾN THÀNH
		.Times New Roman	14	Normal	Địa chỉ trụ sở chính: Số 195b, phố Đội Cấn, Quận Ba Đình, Thành phố Hà Nội
		.Times New Roman	14	In capital	Họ và tên: NGUYỄN VĂN A
6	Member of the company	.Times New Roman	14	In capital	NGUYỄN VĂN A

7	Branch, rep. office	.Times New Roman	14	In capital	CHI NHÁNH CÔNG TY TNHH THƯƠNG MẠI HUY HOÀNG TẠI NGHỆ AN Số 2, đường Trần Phú, Thành phố Vinh, Tỉnh Nghệ An
		.Times New Roman	14	Normal	
8	Title of signer	.Times New Roman	14	Bold and in capital	TRƯỞNG PHÒNG
9	Full name of signer	.Times New Roman	14	Normal	Nguyễn Thùy Linh
10	Issued date	.Times New Roman	13	Normal and in italic	<i>Đăng ký lần đầu, ngày..... tháng..... năm</i> <i>Đăng ký thay đổi lần thứ: ngày..... tháng... năm.....</i> <i>Đăng ký lại lần thứ:.....ngày..... tháng.... năm.....</i>

