MINISTRY OF PLANNING AND INVESTMENT

SOCIALIST REPUBLIC OF VIETNAM

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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. 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.

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.
d) 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/QD-TTg of the Prime Minister dated 23 January 2007 promulgating the Vietnam’s System Industrial Classification and Decision No. 337/2007/QD-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 Certificate 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 headquartered 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 LLC1, 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 sent 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


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)*

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<td>49</td>
<td>Notification of termination of operation of branch/representative office/business location</td>
<td>Annex V-11</td>
</tr>
<tr>
<td>50</td>
<td>Notification on enterprise dissolution (to Police and Tax agencies)</td>
<td>Annex V-12</td>
</tr>
<tr>
<td>51</td>
<td>Notification on enterprise dissolution</td>
<td>Annex V-13</td>
</tr>
<tr>
<td>52</td>
<td>Notification on removal of enterprise name because of division/consolidation/merge</td>
<td>Annex V-14</td>
</tr>
<tr>
<td>53</td>
<td>Receipt slip of dossier for business registration/branch/representative office/business location</td>
<td>Annex V-15</td>
</tr>
<tr>
<td>54</td>
<td>Receipt slip of online business registration dossier</td>
<td>Annex V-16</td>
</tr>
<tr>
<td>55</td>
<td>Decision on the revocation of Operation registration certificate of branch/representative office</td>
<td>Annex V-17</td>
</tr>
<tr>
<td></td>
<td><strong>VI  Regulated forms for District’s business registration office</strong></td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Business registration certificate for household business</td>
<td>Annex VI-1</td>
</tr>
<tr>
<td>57</td>
<td>Notification of supplementation, amendment of business registration dossier in case of household business</td>
<td>Annex VI-2</td>
</tr>
<tr>
<td>58</td>
<td>Notification of violation of household business leading to the revocation of Household business registration certificate</td>
<td>Annex VI-3</td>
</tr>
<tr>
<td>59</td>
<td>Decision on the revocation of Household business registration certificate</td>
<td>Annex VI-4</td>
</tr>
<tr>
<td>60</td>
<td>Receipt slip of household business dossier</td>
<td>Annex VI-5</td>
</tr>
<tr>
<td></td>
<td><strong>VII  Other annexes</strong></td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>List of letters applied for naming enterprise, subordinate unit, household business</td>
<td>Annex VII-1</td>
</tr>
<tr>
<td>62</td>
<td>District, provincial code for household business registration</td>
<td>Annex VII-2</td>
</tr>
<tr>
<td>63</td>
<td>Font, size, style applied to forms, printouts</td>
<td>Annex VII-3</td>
</tr>
</tbody>
</table>
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):

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Information criteria for tax registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Information on Director (General Director), Chief Accountant (if any):</td>
</tr>
<tr>
<td></td>
<td>Full name of Director (General Director): ............................................</td>
</tr>
<tr>
<td></td>
<td>Tel: .................................................................................................</td>
</tr>
<tr>
<td></td>
<td>Full name of Chief Accountant: .......................................................</td>
</tr>
<tr>
<td></td>
<td>Tel: .................................................................................................</td>
</tr>
<tr>
<td>2</td>
<td>Address for receipt tax notice <em>(declare if it is different from address of head office)</em>:</td>
</tr>
<tr>
<td></td>
<td>House Number, street/ hamlet: ..........................................................</td>
</tr>
<tr>
<td></td>
<td>Commune/Ward: ....................................................................................</td>
</tr>
<tr>
<td></td>
<td>District: .............................................................................................</td>
</tr>
<tr>
<td></td>
<td>City/Province: ....................................................................................</td>
</tr>
<tr>
<td></td>
<td>Tel: .................................................................................................</td>
</tr>
<tr>
<td></td>
<td>Fax: .................................................................................................</td>
</tr>
<tr>
<td></td>
<td>Email: ...............................................................................................</td>
</tr>
<tr>
<td>3</td>
<td>Date of starting business <em>(Leave empty if the expected date of starting business is from the issued date of Business Registration Certificate)</em>:</td>
</tr>
<tr>
<td></td>
<td>............................................................../........./........</td>
</tr>
<tr>
<td>4</td>
<td>Accounting method <em>(Tick X in the appropriate box)</em>:</td>
</tr>
<tr>
<td></td>
<td>Independent [ ]</td>
</tr>
<tr>
<td></td>
<td>Dependent [ ]</td>
</tr>
<tr>
<td>5</td>
<td>Financial year:</td>
</tr>
<tr>
<td></td>
<td>Valid from ....../.....to ....../.....  (State the starting and ending day, month of financial year)</td>
</tr>
<tr>
<td>6</td>
<td>Total number of employees <em>(estimated)</em>: .............................................</td>
</tr>
<tr>
<td>7</td>
<td>Export registration <em>(Yes/No)</em>: .......................................................</td>
</tr>
<tr>
<td>8</td>
<td>Bank, treasury account <em>(if any at the time of declaration)</em>:</td>
</tr>
<tr>
<td></td>
<td>Bank account: ....................................................................................</td>
</tr>
</tbody>
</table>
| 9 | Types of tax (*tick X in the appropriate box*):
|   | 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\(^1\): …………………………………………………………………………………………………………………………………………………………………

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)*:

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Capital source</th>
<th>Ratio (%)</th>
<th>Amount (<em>in number; VND</em>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ State capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Private capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign-invested capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

9. **Information for tax registration:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Information criteria for tax registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Information on Director (General Director), Chief Account (<em>if any</em>): Full name of Director (General Director) (<em>Declare if Director, General Director is not the legal representative of the company</em>): …………</td>
</tr>
</tbody>
</table>

………………………………………………………………………
<table>
<thead>
<tr>
<th></th>
<th><strong>Tel:</strong> ……………………………………………………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>Full name of chief accountant:</strong> ………………………………………</td>
</tr>
<tr>
<td></td>
<td><strong>Tel:</strong> ……………………………………………………………………</td>
</tr>
<tr>
<td>2</td>
<td><strong>Address for receipt of tax notice</strong> <em>(Declare if it is different from address of head office):</em></td>
</tr>
<tr>
<td></td>
<td>House Number, street/ hamlet: ………………………………………</td>
</tr>
<tr>
<td></td>
<td>Commune/Ward: ……………………………………………………………</td>
</tr>
<tr>
<td></td>
<td>District: ………………………………………………………………</td>
</tr>
<tr>
<td></td>
<td>Province/City: ……………………………………………………………</td>
</tr>
<tr>
<td></td>
<td><strong>Tel:</strong> ……………………………………………………………………</td>
</tr>
<tr>
<td></td>
<td>Fax: ………………………………………………………………………</td>
</tr>
<tr>
<td></td>
<td>Email: ………………………………………………………………………</td>
</tr>
<tr>
<td>3</td>
<td><strong>Date of starting business</strong> <em>(Leave empty if the expected date of starting business is from the issued date of Business Registration Certificate):</em></td>
</tr>
<tr>
<td></td>
<td>…../…../…….</td>
</tr>
<tr>
<td>4</td>
<td><strong>Accounting method</strong> <em>(tick X in the appropriate box):</em></td>
</tr>
<tr>
<td></td>
<td>Independent [ ]</td>
</tr>
<tr>
<td></td>
<td>Dependent [ ]</td>
</tr>
<tr>
<td>5</td>
<td><strong>Financial year:</strong></td>
</tr>
<tr>
<td></td>
<td>Valid from …../……to …../…..</td>
</tr>
<tr>
<td></td>
<td><em>(State the starting and ending day, month of financial year)</em></td>
</tr>
<tr>
<td>6</td>
<td><strong>Total number of employees</strong> <em>(estimated):</em> ……………………………………</td>
</tr>
<tr>
<td>7</td>
<td><strong>Export registration</strong> <em>(Yes/No):</em> …………………………………………</td>
</tr>
<tr>
<td>8</td>
<td><strong>Bank, treasury account</strong> <em>(if any at the time of declaration):</em></td>
</tr>
<tr>
<td></td>
<td>Bank account: ………………………………………………………………</td>
</tr>
<tr>
<td></td>
<td>Treasury account: …………………………………………………………</td>
</tr>
<tr>
<td>9</td>
<td><strong>Types of tax</strong> <em>(tick X in the appropriate box):</em></td>
</tr>
<tr>
<td></td>
<td>Value Added Tax [ ]</td>
</tr>
</tbody>
</table>
| 10 | Main business activity\(^1\): .................................................................
|    | ................................................................. |

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

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

Enclosed must be:                           (Sign and state full name)

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

6. Source of charter capital:

<table>
<thead>
<tr>
<th>Capital source</th>
<th>Ratio (%)</th>
<th>Amount <em>(in number; VND)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ State capital</td>
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<td></td>
</tr>
<tr>
<td>+ Private capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign-invested capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

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

<table>
<thead>
<tr>
<th>9</th>
<th>Types of tax (tick X in the appropriate box):</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10</th>
<th>Main business activity:*: …………………………………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>…………………………………………………………………………………………………………………………</td>
</tr>
</tbody>
</table>

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: …………………………………………………………… |

\* 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):*

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Capital source</th>
<th>Ratio (%)</th>
<th>Amount (in number; VND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic capital</td>
<td></td>
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<tr>
<td>+ State capital</td>
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<tr>
<td>+ Private capital</td>
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<tr>
<td>Foreign-invested capital</td>
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<tr>
<td>Others</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Information criteria for tax registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Information on Director (General Director), Chief Account (if any): Full name of Director (General Director) (Declare if Director, General Director is not the legal representative of the company): ..... .......................................................... Tel: .......................................................... Full name of chief accountant: .......................................................... Tel: ..........................................................</td>
</tr>
<tr>
<td>2</td>
<td>Address for receipt of tax notice (Declare if it is different from address of head office): House Number, street/ hamlet: ..................................................</td>
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</tr>
<tr>
<td><strong>Commune/Ward:</strong></td>
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<td><strong>District:</strong></td>
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<td><strong>Province/City:</strong></td>
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<td><strong>Tel:</strong></td>
<td>………………………….Fax: …………………………………</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td>…………………………………………………………………</td>
</tr>
<tr>
<td><strong>Date of starting business</strong> <em>(Leave empty if the expected date of starting business is from the issued date of Business Registration Certificate):</em></td>
<td>…../…../……</td>
</tr>
</tbody>
</table>
| **Accounting method** *(tick X in the appropriate box):* | Independent  [ ]  
| |  Dependent  [ ]  |
| **Financial year:** | ………………………………………………………………… |
| **Valid from …/…/… to …/…/…** *(State the starting and ending day, month of financial year)* | ………………………………………………………………… |
| **Total number of employees** *(estimated)* | ……………………….……. |
| **Export registration** *(Yes/No)* | ………………………………………………………………… |
| **Bank, treasury account** *(if any at the time of declaration)* | ………………………………………………………………… |
| **Bank account:** | ………………………………………………………………… |
| **Treasury account:** | ………………………………………………………………… |
| **Types of tax** *(tick X in the appropriate box):* |   |
|   | Value Added Tax  [ ]  
|   | Special Consumption Tax  [ ]  
|   | Import, Export Tax  [ ]  
|   | Natural Resource Tax  [ ]  
|   | Corporate Income Tax  [ ]  
|   | Licensing Tax  [ ]  
|   | Land-Rent Tax  [ ]  |
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*):

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Code</th>
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<tbody>
<tr>
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</tbody>
</table>

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

6. Source of charter capital:
<table>
<thead>
<tr>
<th>Capital source</th>
<th>Ratio (%)</th>
<th>Amount (in number; VND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic capital</td>
<td></td>
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<tr>
<td>+ State capital</td>
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</tr>
<tr>
<td>+ Private capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign-invested capital</td>
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<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Information criteria for tax registration</th>
</tr>
</thead>
</table>
| 1   | Information on Director (General Director), Chief Account (if any):  
Full name of Director (General Director) (Declare if Director, General Director is not the legal representative of the company): …...  
Tel: ............................................................................  
Full name of chief accountant: ........................................  
Tel: ............................................................................ |
| 2   | Address for receipt of tax notice (Declare if it is different from address of head office):  
House Number, street/ hamlet: ...........................................  
Commune/Ward: .................................................................  
District: .................................................................  
Province/City: .................................................................  
Tel: ............................................................................ |
<p>| | |</p>
<table>
<thead>
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</thead>
</table>
| 3 | Date of starting business *(Leave empty if the expected date of starting business is from the issued date of Business Registration Certificate):* 
|   |   |
| 4 | Accounting method *(tick X in the appropriate box)*:  
|   | Independent [ ]  
|   | Dependent [ ]  
| 5 | Financial year:  
|   | Valid from *.../...* to *.../...*  
|   | *(State the starting and ending day, month of financial year)*  
| 6 | Total number of employees *(estimated)*: ........................................  
| 7 | Export registration *(Yes/No)*: .....................................................  
| 8 | Bank, treasury account *(if any at the time of declaration)*:  
|   | Bank account: .................................................................  
|   | Treasury account: ............................................................  
| 9 | Types of tax *(tick X in the appropriate box)*:  
|   | 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 [ ]  

Fax: ........................................  
Email: .................................................................
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

<table>
<thead>
<tr>
<th>No</th>
<th>Name of member</th>
<th>Date of birth in case of member who is individual</th>
<th>Gender</th>
<th>Nationality</th>
<th>Ethnic Background</th>
<th>Current address in case of member who is individual</th>
<th>Permanent address in case of individual; address of head office in case of organization</th>
<th>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</th>
<th>Value of capital contribution (^1) (in number; VND)</th>
<th>Ratio (%)</th>
<th>Type of asset, quantity, value of capital contribution (^2)</th>
<th>Time of making capital contribution</th>
<th>Signatur e of member</th>
<th>Note (^3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
</tbody>
</table>

\(\ldots\), \text{ date \ldots month\ldots year\ldots}\)

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 | Note |
|-----|-------------------------------|---------------------------------------------------------------|-------|-------------|-------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------|-----------------------------|
|     |                               |                                                               |       |             |                   |                                                               |                                                                                                  | Total number of share | Ratio (%) | Type of share | Time of making capital contribution |
|     |                               |                                                               |       |             |                   |                                                               |                                                                                                  | Quantity               | Value      | Quantity     | Quantity     | Value |
|     |                               |                                                               |       |             |                   |                                                               |                                                                                                  | Ordinary              |           |             |               |       |
| 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

<table>
<thead>
<tr>
<th>No</th>
<th>Name of member</th>
<th>Date of birth in case of member who is individual</th>
<th>Gender</th>
<th>Nationality</th>
<th>Ethnic Background</th>
<th>Current address in case of member who is individual</th>
<th>Permanent address in case of individual; address of head office in case of organization</th>
<th>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</th>
<th>Career, professional level of partnership member</th>
<th>Capital contribution</th>
<th>Value of capital contribution (in number, VND)</th>
<th>Ratio (%)</th>
<th>Time of making capital contribution</th>
<th>Signature of member</th>
<th>Note</th>
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</thead>
<tbody>
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<td>1</td>
<td>A. Partnership member</td>
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<td>14</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>15</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


... date ... month ... year ...

LEGAL REPRESENTATIVE

(Sign, state full name and seal)

---

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
|-----|-----------------------------------|---------------|--------|-------------|------------------|-----------------|------------------|-------------------------------------------------|------------------|-----------|-----
| 1   |                                   |               |        |             |                  |                 |                  | Total number of capital that is authorized       |                  |           |     
| 2   |                                   |               |        |             |                  |                 |                  | Ratio (%)                                        |                  |           |     
| 3   |                                   |               |        |             |                  |                 |                  | Time of being authorized                         |                  |           |     
| 4   |                                   |               |        |             |                  |                 |                  |                                                  |                  |           |     

……., date…….month…….year…….

LEGAL REPRESENTATIVE

(Sign, state full name and seal)  

---

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

Do not seal in case of new registration.
ENTERPRISE NAME:…………………………..  
SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness  

No: …………………..  

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

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

<table>
<thead>
<tr>
<th>Content of amendment</th>
<th>Tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise name</td>
<td></td>
</tr>
<tr>
<td>Address of head office</td>
<td></td>
</tr>
<tr>
<td>Business activity</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Investment capital of sole proprietorship/ charter capital</td>
<td></td>
</tr>
</tbody>
</table>

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

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):

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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


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)
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
No: ………………….

SOCIALIST REPUBLIC OF VIETNAM
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: ................................................................................
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.
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: ………………………………………………………………………….
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: ..................................
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)*

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: …………………………………………………

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)
NOTIFICATION

Of amendment in the content of tax registration

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

Enterprise name (in capital letter): ………………………………………

Enterprise Code/Tax Code: …………………………………………………


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

<table>
<thead>
<tr>
<th>No.</th>
<th>Information criteria for tax registration</th>
</tr>
</thead>
</table>
| 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 (tick X in the appropriate box):  
Independent ☐ |

¹ Only declare the information to be changed.
<table>
<thead>
<tr>
<th></th>
<th>Dependent</th>
</tr>
</thead>
</table>
| 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):  
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:  
……………………………………………………………………………  
…………………………………………………………………………… |

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 …… month ……year ……

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: ………………………………………


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:

<table>
<thead>
<tr>
<th>Business registration information</th>
<th>Tax registration information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For enterprise:</td>
<td>1. For enterprise:</td>
</tr>
<tr>
<td>………………………………………</td>
<td>……………………………………</td>
</tr>
<tr>
<td>2. For branches:</td>
<td>2. For branches:</td>
</tr>
</tbody>
</table>
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):
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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Information criteria for tax registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Address for receipt of tax notice <em>(declare if it is different from address of head office)</em>:</td>
</tr>
<tr>
<td></td>
<td>House number/street/hamlet: ..................</td>
</tr>
<tr>
<td></td>
<td>Commune/ward: .....................................</td>
</tr>
<tr>
<td></td>
<td>District: ..........................................</td>
</tr>
<tr>
<td></td>
<td>Province/city: .....................................</td>
</tr>
<tr>
<td></td>
<td>Tel: ..............................................Fax: ..................................</td>
</tr>
<tr>
<td></td>
<td>Email: .............................................</td>
</tr>
<tr>
<td>2</td>
<td>Date of starting business <em>(Leave empty if the expected date of starting business is from the issued date of Business Registration Certificate)</em>: ...../...../.....</td>
</tr>
<tr>
<td>3</td>
<td>Accounting methods <em>(Tick X in appropriate box)</em>:</td>
</tr>
<tr>
<td></td>
<td>Independent ☐</td>
</tr>
<tr>
<td></td>
<td>Dependent ☐</td>
</tr>
<tr>
<td>4</td>
<td>Financial year:</td>
</tr>
<tr>
<td></td>
<td>Valid from ...../......to ...../......</td>
</tr>
<tr>
<td></td>
<td><em>(State the starting and ending day, month of financial year)</em></td>
</tr>
<tr>
<td>5</td>
<td>Total number of employees <em>(estimated)</em>: ..................</td>
</tr>
<tr>
<td>6</td>
<td>Export registration <em>(Yes/No)</em>: ..........................</td>
</tr>
<tr>
<td>7</td>
<td>Bank and treasury account <em>(if any at the time of declaration)</em>:</td>
</tr>
<tr>
<td></td>
<td>Bank account: .....................................</td>
</tr>
<tr>
<td></td>
<td>Treasury account: …………………………………………………………</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Type of tax <em>(Tick X in the appropriate box):</em></td>
</tr>
<tr>
<td></td>
<td>Value added tax</td>
</tr>
<tr>
<td></td>
<td>Special consumption tax</td>
</tr>
<tr>
<td></td>
<td>Import/export tax</td>
</tr>
<tr>
<td></td>
<td>Natural resource tax</td>
</tr>
<tr>
<td></td>
<td>Corporate income tax</td>
</tr>
<tr>
<td></td>
<td>Licensing tax</td>
</tr>
<tr>
<td></td>
<td>Land-rent tax</td>
</tr>
<tr>
<td></td>
<td>Fee, duty</td>
</tr>
<tr>
<td></td>
<td>Personal income tax</td>
</tr>
<tr>
<td></td>
<td>Others</td>
</tr>
</tbody>
</table>

| 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.

---

Enclosed must be:  

LEGAL REPRESENTATIVE

(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

No: ………………  Independence - Freedom - Happiness

……, 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 REPRESENTATIVE
(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)
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)
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 follow:\n
<table>
<thead>
<tr>
<th>No.</th>
<th>Business activity name</th>
<th>Business sector code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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-BKHĐT
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

No: ……………….

……, ngày…… tháng…… năm ……

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: ………………………………………………………
Reason ……………………………………Date 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 REPRESENTATIV
(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

<table>
<thead>
<tr>
<th>No</th>
<th>Full name</th>
<th>Date of birth</th>
<th>Gender</th>
<th>Nationality</th>
<th>Ethnic Background</th>
<th>Current Address</th>
<th>Permanent Address</th>
<th>No., Issued date and issued place of ID card or passport</th>
<th>Capital contribution</th>
<th>Value of capital contribution (^1) ((in\ word; VND))</th>
<th>Ratio (%)</th>
<th>Types of asset, quantity, value of capital contribution asset(^2)</th>
<th>Time of making capital contribution</th>
<th>Signature</th>
</tr>
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<tbody>
<tr>
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</table>

.......,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

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)
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)
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:

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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)
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

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

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. 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: ........................................................................
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*
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

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

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)
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

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>No</th>
<th>Name of shareholder</th>
<th>Permanent address in case of individual; address of head office in case of organization</th>
<th>Type of share</th>
<th>Number of share</th>
<th>Value of share (VND)</th>
<th>Ratio (%)</th>
<th>ID card No. (or other personal identification paper No.) of individual/Business Certificate No. of enterprise/Founding decision No. of organization</th>
<th>Note</th>
</tr>
</thead>
</table>

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)
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

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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

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)*
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):

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   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)*

<table>
<thead>
<tr>
<th>No</th>
<th>Business location name</th>
<th>Address</th>
<th>Name of head of business location</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)*
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)
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:

……………………………………………………………………………………….……

………………………………………………………………………………….…………

…………………………………………………………………………….

Within ………..days 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: ……
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:

<table>
<thead>
<tr>
<th>Business registration information</th>
<th>Tax registration information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For enterprise</td>
<td>1. For enterprise</td>
</tr>
<tr>
<td>Enterprise name</td>
<td>Enterprise name</td>
</tr>
<tr>
<td>Enterprise code</td>
<td>Tax code</td>
</tr>
<tr>
<td>Name of legal representative</td>
<td>Name of legal representative</td>
</tr>
<tr>
<td>Address of head office</td>
<td>Address of head office</td>
</tr>
</tbody>
</table>
2. **For branch**

<table>
<thead>
<tr>
<th></th>
<th>Name of branch</th>
<th>Branch Registration Code</th>
<th>Address of branch</th>
<th>Status of tax code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>n</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **For representative office**

<table>
<thead>
<tr>
<th></th>
<th>Name of representative office</th>
<th>Code of representative office</th>
<th>Address of representative office</th>
<th>Status of tax code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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: ........
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

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. Charter capital (in number; VND): ...........................................................

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

   ............................................................................................................
15. List of partnership member

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

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)
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;

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: ……..
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: …..
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: .....
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)*
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 after …….days (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)
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/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.: ……………………………………………………………………

No: ………………….

……, day ...... month ...... year ......
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;
-Province/city tax agency;
-Province/city market managing agency;
-Province/city Business Registration Office …;
-………;
-Archive: …….
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: ...........................................................................
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:…………………………………….
Name, code, address of business location:......................................................

Article 3. This decision takes effect since ........../....../...... Mr./Ms. .........................and .........................take 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)
NOTIFICATION

OF TERMINATION OF OPERATION OF BRANCH/REPRESENTATIVE OFFICE/BUSINESS LOCATION

To:

- Police Department of Province/City ............
- Tax Department of Province/City .............  

Business 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)
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: ……
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: ........
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: ……
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)
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
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/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: …..
BRAINMANUSCRIPT 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): ...............
6. **List of members contributing capital to establish household business**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of member</th>
<th>Permanent Address</th>
<th>Value of capital contribution (VND)</th>
<th>Ratio (%)</th>
<th>ID card No. (or other personal identification paper No.)</th>
<th>Note</th>
</tr>
</thead>
</table>

**POSITION OF SIGNER**

*(Sign, state full name and seal)*
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: ……

Annex VI-2
DISTRICT/PROVINCIAL PEOPLE’S COMMITTEE…
BUSINESS REGISTRATION OFFICE
No: ……………………………
………………………….
……, day…..month…..year…….
SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness
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...........................................................(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: ......
PROVINCIAL PEOPLE’S COMMITTEE
BUSINESS REGISTRATION OFFICE

No: ……………………

SOCIALIST REPUBLIC OF VIETNAM
Independence-Freedom-Happiness

……, 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: …..
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.
Annex VII-1

LIST OF LETTERS APPLIED FOR NAMING ENTERPRISE, SUBORDINATE UNIT, HOUSEHOLD BUSINESS

<table>
<thead>
<tr>
<th>Capital letter</th>
<th>Normal letter</th>
<th>Capital letter</th>
<th>Normal letter</th>
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<tbody>
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</table>
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)

<table>
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<th>Administrative unit</th>
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<tr>
<td>(10 District, 1 town, 19 District)</td>
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<tr>
<td>District Ba Đình</td>
<td>01</td>
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<td>Ba Vì District</td>
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<tr>
<td>(1 City, 9 District)</td>
<td>(1 City, 5 District)</td>
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<td>City Hưng Yên</td>
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<table>
<thead>
<tr>
<th>07. Province Nam Định</th>
<th>08. Province Thái Bình</th>
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<tbody>
<tr>
<td>(1 City, 9 District)</td>
<td>(1 City, 7 District)</td>
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<td>City Nam Định</td>
<td>City Thái Bình</td>
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<td>09. Province Ninh Bình</td>
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| Province Điện Biên | District | Province Điện Biên | District |
| (1 City, 1 town, 7 District) | 62 | (1 City, 1 town, 7 District) | 62 |
| City Điện Biên Phú | 62 | A | City Điện Biên Phú |
| Town Mường Lay | 62 | B | Town Mường Lay |
| District Mường Nhé | 62 | C | District Mường Nhé |
| District Tân Châu | 62 | D | District Tân Châu |
| District Tuấn Giáo | 62 | E | District Tuấn Giáo |
| District Điện Biên | 62 | F | District Điện Biên |
| District Điện Biên Đông | 62 | G | District Điện Biên Đông |
| District Mường Chà | 62 | H | District Mường Chà |
| District Mường Ảnh | 62 | I | District Mường Ảnh |

| Province Đắc Nông | District | Province Hậu Giang | District |
| (1 town, 7 District) | 63 | (2 town, 5 District) | 64 |
| District Cư Jút | 63 | A | Town Vị Thanh |
| District Đắc Mil | 63 | B | District Vị Thuỷ |
| District Đắc Song | 63 | C | District Long Mỹ |
| District Đắc GLong | 63 | D | District Châu Thành A |
| District Đắc RẢp | 63 | E | District Châu Thành |
| District Krông Nô | 63 | F | District Phương Hiệp |
| Town Gia Nghĩa | 63 | G | Town Ngã Bảy |
| District Tuy Đức | 63 | H | Town Ngã Bảy |
Annex VII-3

FONT, SIZE, STYLE APPLIED FOR FORMS AND PRINTOUTS

<table>
<thead>
<tr>
<th>No.</th>
<th>Content</th>
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<th>Size</th>
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<td>In capital</td>
<td>NGUYỄN VĂN A</td>
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|   | Branch, rep. office | .Times New Roman | 14 | In capital | CHI NHÁNH CÔNG TY TNHH THƯƠNG MẠI HUY HOÀNG TẠI NGHỆ AN  
|   | .Times New Roman | 14 | Normal | Số 2, đường Trần Phú, Thành phố Vinh, Tỉnh Nghệ An |
|---|-------------------|------------------|----|-----------|--------------------------------------------------|
| 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 Thuỳ Linh |
| 10 | Issued date | .Times New Roman | 13 | Normal and in italic | Đăng ký lần đầu, ngày...... tháng...... năm ......  
|   |                  |                  |    |           | Đăng ký thay đổi lần thứ: ...... ngày...... tháng... năm......  
|   |                  |                  |    |           | Đăng ký lại lần thứ:.....ngày...... tháng..... năm....... |