

ANNEX I-1
SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

.....[location and date]....

APPLICATION FORM FOR PRIVATE ENTERPRISE REGISTRATION

To: Business Registration Department of[province]

I am *(full name, upper case)*:.....

.....Gender:.....

Date of birth:.....Ethnic:.....Nationality:.....

ID/Passport No.:

Date of issue:..... Issuer:.....

Other personal identity document *(in case of absence of ID)*:

Identity document No.:

Date of issue:.....Expiry date:.....Issuer:.....

Permanent residential address:

House number, street/hamlet name:

Commune:

District:.....

Province:.....

Country:

Current address:

House number, street/hamlet name:

Commune:

District:

Province:.....

Country:

Tel:.....Fax:

Email:.....Website:

Hereby apply for registration of my own private enterprise as follows:

1. Name of Enterprise :

In Vietnamese *(upper case)*:

In foreign languages *(if any)*:

Abbreviated form *(if any)*:

2. Headquarters address:

House number, street/hamlet name:

Commune:

District:.....

Province:.....

Country:.....

Tel:.....Fax:

Email:.....Website:

☐ The enterprise is located in an industrial zone or export processing zone (*check if the headquarters is located in industrial zones or export processing zones*).

3. Lines of business¹ (*specify level-4 lines of business and codes according Vietnam Standard Industry Classification*):

No.	Lines of business	Code

4. Investment:

Total investment (*in numbers*).....VND equal to..... (*in foreign currency, if any*)

Including:

- VND
- Convertible foreign currency:
- Gold :
- Value of land use right, intellectual property rights, technology or know-how
- Other assets (*specify types of assets, quantity and their value after depreciation, itemized in a list enclosed with the application form*):

¹

- Every enterprise is entitled to carry on lines of business not prohibited under regulations of laws;
- Prohibited lines of business are specified in article 6 of the Law on Investment;
- For lines of business required specific qualifications, every enterprise wishing to operate in such business lines shall satisfy all requirements under regulations of laws. The list of business lines required specific qualifications are presented in the Annex 4 to the Law on Investment.

5. Tax registration information:

No.	Required information
1	<p>Information on Director (Director General) and Chief Accountant <i>(if any)</i>:</p> <p>Full name of Director (Director General):.....</p> <p>Tel:.....</p> <p>Full name of Chief Accountant:.....</p> <p>Tel:.....</p> <p>.....</p>
2	<p>Mailing address (<i>only required if different from the headquarters</i>):</p> <p>House number, street/hamlet name:.....</p> <p>Commune:</p> <p>District:.....</p> <p>Province:.....</p> <p>Country:.....</p> <p>Tel:.....Fax:</p> <p>.....</p> <p>Email:.....</p>
3	Inauguration date <i>(Not required for enterprises intended to be inaugurated since the date of issue of the Certificate of Enterprise Registration)</i> :.....
4	<p>Accounting methods</p> <p>Independent <input type="checkbox"/></p> <p>Dependent <input type="checkbox"/></p>
5	<p>Financial year:</p> <p>From.....to.....</p>
6	Total workers:.....
7	Under BOT/BTO/BT projects <i>(yes/no)</i> :
8	Exportation <i>(yes/no)</i> :.....
9	<p>Bank/Treasury accounts (<i>if any, at the time of declaration</i>):</p> <p>Bank account :</p> <p>Treasury account:.....</p>
10	<p>Types of tax payables</p> <p>VAT <input type="checkbox"/></p> <p>Excise Tax <input type="checkbox"/></p> <p>Import, export duties <input type="checkbox"/></p> <p>Natural resources tax <input type="checkbox"/></p> <p>Corporate income tax <input type="checkbox"/></p> <p>License Tax <input type="checkbox"/></p> <p>Land rents <input type="checkbox"/></p> <p>Fees/charges <input type="checkbox"/></p> <p>Personal income tax <input type="checkbox"/></p> <p>Others <input type="checkbox"/></p>

11	Main lines of business:
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I hereby declare that:

- I am not governed by clause 2, Article 18 of the Law on enterprises nor own other private enterprises, business households or partnerships;
- I legally own/have the right to use the enterprise's premises and utilize them for the right purpose under regulations of laws;
- I myself shall be legally responsible for the legitimacy, accuracy and reliability of my statement herein.

Enclosed documents

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

FOR THE OWNER (*Signature and full Name³*)

² Every enterprise is entitle to select one of business lines specified in No. 3 to be the main business line at the time of registration.

³This form shall be signed by the enterprise's owner.

ANNEX I-2
SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

.....[location and date]....

APPLICATION FORM FOR SINGLE MEMBER LIMITED LIABILITY COMPANY REGISTRATION

To: Business Registration Department of[province]

I am (*full name, upper case*):....., legal representative
of.....[name of company]

Hereby apply for registration of single member limited liability company as follows:

1. Established

- As a new company ☐
- After partial division of an enterprise ☐
- After full division of an enterprise ☐
- After consolidation of an enterprise ☐
- After conversion of an enterprise ☐

2. Enterprise's name:

In Vietnamese (*upper case*):

In foreign languages (*if any*):

Abbreviated form (*if any*):

3. Headquarters address:

House number, street/hamlet name:.....

Commune :

District:.....

Province:.....

Country:.....

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

Email:.....

☐ The enterprise is located in an industrial zone or export processing zone (*check if the headquarters is located in industrial zones or export processing zones*)

4. Lines of business⁴ (specify level-4 lines of business and codes according Vietnam Standard Industry Classification):

No.	Lines of business	Code

4

- Every enterprise is entitled to carry on lines of business not prohibited under regulations of laws;
- Prohibited lines of business are specified under article 6 of the Law on Investment;
- For lines of business required specific qualifications, every enterprise wishing to operating in such lines of business shall satisfy all requirements under regulations of laws . The list of business lines required specific qualifications are presented in the Annex 4 to the Law on Investment.

5. Owner:

For owner that is an individual:

Full name (*upper case*):.....
.....Gender.....

Date of birth..... Ethnic:..... Nationality:.....

ID/Passport No.:

Date of issue:..... Issuer:.....

Other personal identity document (in the absence of ID):.....

Identity document No.:

Date of issue:..... Expiry date:..... Issuer:.....

Permanent residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Current address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Tel:..... Fax:

Email:..... Website:

- Investment Registration Certificate information (*in case of foreign investors*):

Project reference number:

Approved by.....on.....

b) For owner that is an organization

Name of organization (*upper case*)

Enterprise ID number/ Establishment Decision No
:..... issued
by.....(name of issuer)
dated.....

Headquarters address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Tel:..... Fax:

Email:..... Website:

A list of authorized representatives (*if any*):

Organizational structure

Member Assembly ☐

President ☐

- Investment Registration Certificate information (*in case of foreign investors*):

Project reference number:

Approved by.....on.....

6.

Charter capital (*in numbers*).....VND equal to..... (*in foreign currency, if any*)

7. Sources of finance:

Sources of finance	Percentage (%)	Amount (<i>in numbers, in VND and foreign currency, if any</i>)
Domestic capital: + State capital +Private capital		
Foreign capital		
Others		
Total		

8. Legal representatives⁵:

Full name (*upper case*) Gender:

Title:

Date of birth..... Ethnic:..... Nationality:.....

ID/Passport No.:

Date of issue:..... Issuer:.....

Other personal identity document (*in case of absence of ID*):

Identity document No.:

Date of issue:..... Expiry date:..... Issuer:.....

Permanent residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Current address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Tel:..... Fax:

Email:.....

⁵Specify all legal representative's information in case of more than one legal representatives.

9. Tax registration information:

No.	Required information
1	<p>Information on Director (Director General) and Chief Accountant (if any):</p> <p>Full name of Director (Director General):.....</p> <p>Tel:.....Fax:.....</p> <p>Full name of Chief Accountant:.....</p> <p>Tel:.....Fax:.....</p>
2	<p>Mailing address (<i>only required if different from the headquarters</i>)::</p> <p>House number, street name:.....</p> <p>Commune:</p> <p>District:.....</p> <p>Province:.....</p> <p>Country:.....</p> <p>Tel:.....Fax:.....</p> <p>Email:.....</p>
3	Inauguration date (<i>Not required for enterprises intended to be inaugurated since the date of issue of the Certificate of Enterprise Registration</i>):.....
4	<p>Accounting methods</p> <p>Independent <input type="checkbox"/></p> <p>Dependent <input type="checkbox"/></p>
5	<p>Financial year:</p> <p>From.....to.....</p>
6	Total workers:.....
7	Under BOT/BTO/BT projects (yes/no):
8	Exportation(yes/no):.....
9	<p>Bank/Treasury accounts (if any, at the time of declaration):</p> <p>Bank account :.....</p> <p>Treasury account:.....</p>
10	<p>Types of tax payables</p> <p>VAT <input type="checkbox"/></p> <p>Excise tax <input type="checkbox"/></p> <p>Import, export duties <input type="checkbox"/></p> <p>Natural resources tax <input type="checkbox"/></p> <p>Corporate income tax <input type="checkbox"/></p> <p>License tax <input type="checkbox"/></p> <p>Land rents <input type="checkbox"/></p>

	<div>Fees/charges <input type="checkbox"/></div> <div>Personal income tax <input type="checkbox"/></div> <div>Others <input type="checkbox"/></div>
11	Main lines of business ⁶ :

⁶Every company is entitle to select one of business lines specified in No. 4 to be their main business line at the time of registration

10. Information on divided/consolidating/converted companies (where companies is formed from the division/consolidation/conversion of form of business):

a)Enterprise's name (*upper case*).....

Enterprise ID number/TIN:

Business Registration Certificate No. (*in case of absence of enterprise ID number/TIN*):

b)Enterprise's name (*upper case*).....

Enterprise ID number/TIN:

Business Registration Certificate No. (*in case of absence of enterprise ID number/TIN*):

I hereby request the Business Registration Department to cease the existence of the fully divided/consolidating enterprises and their branches, representative offices and business locations.

I hereby declare that:

- I legally own/have the right to use the company's headquarters and utilize them for the right purpose under regulations of laws;
- I am legally responsible for the legitimacy, accuracy and reliability of the statement herein.

Enclosed documents

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

LEGAL REPRESENTATIVE

(*Signature and full name*)⁷

⁷This form shall be directly signed by the company's legal representatives

Annex I-6
LIST OF LIMITED LIABILITY COMPANIES WITH MULTIPLE MEMBERS

No.	Name of members	Date of birth (for individuals)	Gender	Nationality	Ethnicity	Current addresses (individuals)	Permanent residential address (for individuals); headquarters' address (for organizations)	Passport/ID No, date of issue, issuer (for individuals); Enterprise Registration Certificate (or the equivalent) (for enterprises) ; Establish Decision (for organizations)	Stakes			Date of contribution	Project number/date of issue of Investment Certificate (if any)	Signature ^[22]
									Amount ^[20] (in numbers, in Vietnam dong and foreign currency (if any))	Percentage (%)	Types of asset, quantities, value ^[21]			
1	2	3	4	5	6	7	8	9	10	11	12	13		

[Location and date]

LEGAL REPRESENTATIVE
(Sign and signature)

Annex I-10
LIST OF AUTHORIZED REPRESENTATIVES

No.	Name of owners / shareholders as foreign organizations	Name of authorized representatives	Date of birth	Gender	Nationality	Ethnicity	Current addresses	Permanent address	Passport/ID No., date of issue, issuer	Authorized capital			Signature	Remarks
										Amount (in numbers, in Vietnam dong and foreign currency (if any))	Percentage (%)	Date of authorization		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

.....[Location and date]

LEGAL REPRESENTATIVE
(Sign and signature)
_[31]

ANNEX II-1

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

**APPLICATION
FOR ADJUSTMENTS TO ENTERPRISE REGISTRATION**

To: Business Registration Office of..... [Province]

b) Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

1. We hereby apply for adjustments to our Enterprise Registration Certificate as follows (*check, if yes*)¹

Adjustments

Check

- Name of Enterprise ☐
- Headquarters address ☐
- Member(s) of a liability limited company/ partnership ☐
- Charter capital/ stakes ☐

2. We hereby apply for adjustments to our Enterprise Registration as follows (*check, if yes*)²

Adjustments

Check

- Lines of business ☐
- Equity of the private enterprise's owner(s) ☐
- Authorized representative(s) that is an organization of the single-member limited liability company ☐
- Authorized representative(s) of shareholder(s) that is a foreign organization of the joint-stock company ☐
- Information on founding shareholder(s) of a joint-stock company ☐
- Information on shareholders that are foreign investors ☐
- Information on the enterprise's director ☐
- Tax registration information: ☐

We hereby request the Business Registration Office to consider granting us a Letter of Confirmation of adjustments to enterprise registration information as presented above. (*Check if the enterprise would like to be granted the Letter of Confirmation of adjustments to enterprise registration information*).

^{1,2} The enterprise shall declare their adjustments using appropriate forms

3. Basis of adjustments (*in case of partial division or acquisition*)

- After partial division ☐
- After acquisition ☐

ADJUSTMENTS TO ENTERPRISE'S NAME

In Vietnamese (*uppercase*):

- In foreign languages (*if any*):

.....
Abbreviated form (if any):
.....

ADJUSTMENTS TO HEADQUARTERS' ADDRESS

New headquarters' address:

House number, street/hamlet name:

Commune:

District:

Province:

Country:

Tel:.....Fax:

.....

Email:.....Website:

☐ For the enterprise located in industrial zones or export processing zones (Check if the new headquarters is located in industrial zones or export processing zones).

I hereby declare that I legally own/have the right to use the company's headquarters and utilize them for the right purpose under regulations of laws.

REPLACEMENT OF MEMBER(S) (for liability limited companies/ partnerships)

In case of replacement of member(s) of the liability limited company/ partnership: submit the list of members using forms in the Annex I-6 and I-9 (member(s) whose stake remains unchanged is not required sign the list of members).

ADJUSTMENTS TO CHARTER CAPITAL AND STAKES

1. Registration of the enterprise's charter capital:

Registered charter capital:

Adjusted charter capital:

Date of adjustment:

Methods of raising or reducing charter capital:

2. Registration of adjustments to stakes

Specify the adjusted equity stake of members of limited liability companies with at least 02 members/ founding shareholders of joint-stock companies/ shareholders that are foreign investors of joint-stock companies/ members of partnerships using appropriate forms in Annexes I-6, I-7, I-8 and I-9.

(Member(s) whose stake remains unchanged is not required to sign the list of shareholders).

ADJUSTMENTS TO LINES OF BUSINESS

New lines of business

No.	Lines of business	Code

ADJUSTMENTS TO OWNER'S EQUITY

Registered capital:

Adjusted capital

Date of adjustment:

Methods of raising and reducing charter capital:

ADJUSTMENTS TO INFORMATION ON AUTHORIZED REPRESENTATIVES

New authorized representative(s) (declare using the form in Annex I-10)
Enclosed with:

ADJUSTMENTS TO FOUNDING SHAREHOLDERS AND SHAREHOLDERS AS FOREIGN INVESTORS OF JOINT-STOCK COMPANIES

In case of adjustments to founding shareholder's information: using the list of founding shareholders in Annex I-7 (*Founding shareholder(s) whose stake remains unchanged is not required to sign the list of founding shareholders*)

In case of adjustments to information on shareholders that are foreign investors using the list of shareholders as foreign investors prescribed in the Annex I-8 (*Shareholder(s) whose stake remains unchanged is not required to sign the list of shareholders as foreign investors*).

ADJUSTMENTS TO INFORMATION ON ENTERPRISE'S MANAGERS

Information on new manager(s):

Full name (*upper case*)

Gender:

Title:

Date of birth..... Ethnicity:..... Nationality:..... of

ID/Passport No.:

Date of issue:..... Issuer:.....

Other personal identity document (in the absence of ID):

Identity document No.:

Date of issue:..... Expiry date:..... Issuer:.....

Permanent residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Current residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Tel:..... Fax:

.....

Email:..... Website:

ADJUSTMENTS TO TAX INFORMATION REGISTRATION

No.	Required information
1	<p>Information on Director (Director General) and Chief Accountant (if any):</p> <p>Full name of Director (Director General):.....</p> <p>.....</p> <p>Tel:.....</p> <p>.....</p> <p>Full name of Chief Accountant:.....</p> <p>.....</p> <p>Tel:.....</p> <p>.....</p>
2	<p>To:</p> <p>House number, street/hamlet name</p> <p>Commune:</p> <p>.....</p> <p>District:.....</p> <p>Province:.....</p> <p>.....</p> <p>Tel:.....Fax: Email:</p> <p>.....</p>
3	<p>Accounting methods</p> <p style="text-align: right;">Independent <input type="checkbox"/></p> <p style="text-align: right;">Dependent <input type="checkbox"/></p>
4	<p>Financial year:</p> <p>From.....to.....</p>
5	<p>Total workers:.....</p> <p>.....</p>
6	<p>Under BOT/BTO/BT projects (yes/no):..... (</p>
7	<p>Exportation:</p>
8	<p>Bank/Treasury accounts:</p> <p>Bank account No:.....</p> <p>.....</p> <p>Treasury account:.....</p> <p>.....</p>
9	<p>Types of tax payables</p> <p style="text-align: right;">VAT <input type="checkbox"/></p> <p style="text-align: right;">Excise Tax <input type="checkbox"/></p> <p style="text-align: right;">Import, export duties <input type="checkbox"/></p> <p style="text-align: right;">Natural resources tax <input type="checkbox"/></p> <p style="text-align: right;">Corporate income tax <input type="checkbox"/></p> <p style="text-align: right;">License tax <input type="checkbox"/></p> <p style="text-align: right;">Land rents <input type="checkbox"/></p> <p style="text-align: right;">Fees/charges <input type="checkbox"/></p> <p style="text-align: right;">Personal income tax <input type="checkbox"/></p>

	Others <input type="checkbox"/>
10	Main business lines ⁵ :

4. Acquired enterprise's information (*required only if the registered enterprise information is adjusted due to acquisition*):

a) Company name (*upper case*)

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

b) Company name (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*in case of absence of enterprise ID number/TIN*):

We hereby request the Business Registration Department to cease the existence of the acquired enterprise and its branches, representative offices and business locations.

We hereby commit ourselves to take all legal responsibilities for the legitimacy, accuracy and reliability of our declaration herein.

Enclosed documents

-.....

-.....

-.....

LEGAL REPRESENTATIVE

(*Signature and full name*)⁵

Enterprises have the right operate in lines of business that are not prohibited by regulations of laws.

Prohibited lines of business are specified under article 6 of the Law on Investment;

For lines of business required specific qualifications, enterprises wishing to operate in such lines of business shall satisfy all requirements under regulations of laws .

The list of lines of business required specific qualifications are presented in the Annex 4 to the Law on Investment
5

Every enterprise has the right to select one of registered or expected business lines to be their main business line at the time of registration.

This form shall be directly signed by the enterprise's legal representatives

ANNEX II-2

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

NOTICE
OF REPLACEMENT OF LEGAL REPRESENTATIVES

To: Business Registration Office of..... [Province]

b) Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby register for the replacement of legal representative(s) as follows:

1. Former legal representative(s) ³:

Full name (*upper case*) Gender:

Title:

Date of birth..... Ethnicity:..... Nationality:.....

ID/Passport No.:

Date of issue:..... Issuer:.....

Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:..... Expiry date:..... Issuer:.....

2. New legal representative(s)⁴:

Full name (*upper case*)..... Gender:.....

Title:

Date of birth..... Ethnicity:..... Nationality:.....

ID/Passport No.:

Date of issue:..... Issuer:.....

Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:..... Expiry date:..... Issuer:.....

Permanent residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Current residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Tel:.....Fax:

Email:.....Website:

We hereby commit ourselves to take all legal responsibilities for the legitimacy, accuracy and reliability of our declaration herein.

Enclosed documents

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**PRESIDENT OF THE MEMBER ASSEMBLY/ENTERPRISE'S
OWNER/PRESIDENT/ CHAIRMAN OF BOARD OF
DIRECTORS**

(Signature and full name)³

^{3,2} Provide information on all legal representatives if the enterprise has more than 01 legal representative

³ The President of the Member Assembly/Enterprise's Owner/President/ Chairman of Board of Directors shall sign this section.

ANNEX II-3

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

NOTICE OF REPLACEMENT OF PRIVATE ENTERPRISE'OWNER

To: Business Registration Office of..... [Province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby apply for replacement of our private enterprise's owner as follows:

Reasons for replacement of the enterprise's owner (*check , if yes*):

As a gift to the private enterprise ☐

After the enterprise's owner is dead or missing ☐

After the private enterprise is sold ☐

1. Information on the giver/the dead/missing/seller

Full name (*upper case*): Gender:

Date of birth:..... Ethnicity:..... Nationality:.....

ID/Passport No.:

Date of issue:..... Issuer:.....

Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:..... Expiry date:..... Issuer:.....

Permanent residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Current residential address (*Where the private enterprise's owner is dead or missing, this section is not required*):

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Tel:..... Fax:

Email:..... Website:

2. Information on the recipient/heir/buyer

Full name (*upper case*): Gender:

Date of birth..... Ethnicity:..... Nationality:.....
ID/Passport No.:

Date of issue:..... Issuer:.....
Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:..... Expiry date:..... Issuer:.....

Permanent residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Current residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Tel:..... Fax:

Email:..... Website:

We hereby commit ourselves to take all legal responsibilities for the legitimacy, accuracy and reliability of our notification herein.

THE RECIPIENT/HEIR/BUYER
(Signature and full name)⁵

THE PRIVATE ENTERPRISE'S OWNER⁶
(Signature and full name)

Enclosed documents

-
-

⁵ Recipients/heirs/buyers shall sign this section

⁶ Where the private enterprise's owner is dead or missing, this section is not required

In other cases, the private enterprise's owners shall sign this section.

ANNEX II-4

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

NOTICE
OF REPLACEMENT OF OWNER OF THE SINGLE-MEMBER LIMITED LIABILITY COMPANY

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby register for replacement of single-member limited liability as follows:

1. Former owner's information:

a. For the owner that is an individual:

Full name (*upper case*):.....

.....Gender:

Date of birth..... Ethnicity:..... Nationality:.....

ID/Passport No.:

Date of issue:..... Issuer:.....

Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:..... Expiry date:..... Issuer:.....

b. For the owner that is an organization

Full name (*upper case*):.....

Enterprise	ID	number/	Establishment	Decision	No
:.....					issued
by.....[issuer] dated.....					

Headquarters' address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Tel:..... Fax:

Email:..... Website:

2. New owner's information:

a. For the owner that is an individual:

- Personal information:

Full name (*upper case*):..... Gender:

Date of birth..... Ethnicity:..... Nationality:.....

ID/Passport No.:

Date of issue:.....Issuer:.....

Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:.....Expiry date:.....Issuer:.....

Permanent residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Current residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Tel:.....Fax:

Email:.....Website:

- Investment Registration Certificate information (*if the owner is a foreign investor*):

Project Reference Number:..... Issued by.....[name of issuer]
on.....[date]

b. For the owner that is an organization

- Organization's information:

Full name (*upper case*):.....

Enterprise	ID	number/	Establishment	Decision	No
:.....					issued
by.....[issuer] on.....[date].					

Headquarters' address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Tel:.....Fax:

Email:.....Website:

Organizational structure (check , where appropriate)

Member Assembly ☐

President ☐

- Investment Registration Certificate (*if the owner is a foreign investor*):

Project Reference Number:..... Issued by.....[issuer] on.....[date]

We hereby commit ourselves to take all legal responsibilities for the legitimacy, accuracy and reliability of our statement herein.

**FOR THE NEW OWNER/LEGAL
REPRESENTATIVE(S) OF NEW OWNER**
(Signature and full name)⁷

**FOR THE FORMER OWNER/LEGAL
REPRESENTATIVE(S) OF FORMER OWNER**
(Signature and full name)⁸

Enclosed documents

-
-

⁷ The new owner/ legal representative of the enterprise shall sign this section.

⁸ If the owner of a single-limited liability company is changed by inheritance, this section is not required. In other cases, the owner or legal representative of the former owner shall directly sign this section.

ANNEX II-5

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

**NOTICE
OF ADJUSTMENTS TO ENTERPRISE REGISTRATION INFORMATION**

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby declare that the enterprise registration information is adjusted as follows:

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

We hereby commit ourselves to take legal responsibilities for the legitimacy, accuracy and reliability of our declaration herein.

Enclosed documents

-
-
-

LEGAL REPRESENTATIVE
(*Signature and full name*)⁹

⁹ The enterprise's legal representatives must sign this form.

ANNEX II-6

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

NOTICE OF
OF LEASING PRIVATE ENTERPRISES

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby notice of leasing our private enterprise as follows:

1. The private enterprise's owner

Full name (*upper case*): Gender:

Date of birth..... Ethnicity:..... Nationality:.....

ID No.:

Date of issue:..... Issuer:.....

Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:..... Expiry date:..... Issuer:.....

Permanent residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Current residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Tel:..... Fax:

Email:..... Website:

2. Lessee's information

Full name (*upper case*): Gender:

Date of birth..... Ethnicity:..... Nationality:.....

ID No.:

Date of issue:..... Issuer:.....

Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:.....Expiry date:.....Issuer:.....

Permanent residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Current residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Tel:.....Fax:

Email:.....Website:

We hereby commit ourselves to take legal responsibilities for the legitimacy, accuracy and reliability of our notice herein.

FOR THE LESSEE

(Signature and full name)¹⁰

FOR THE ENTERPRISE'S OWNER

(Signature and full name)¹¹

Enclosed documents

- A certified true copy of the lease agreement;

¹⁰ The private enterprise's lessee must sign this section.

¹¹ The private enterprise's owner must sign this form.

ANNEX II-7

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

NOTICE
OF PRIVATE PLACEMENT OF SHARES

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

Headquarters address

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Tel:.....Fax:

Email:.....Website:

We hereby notify of our private placement of shares as follows:

1. Total shares offered:.....shares

2. Types of shares and its quantity:

- [Type of shares]:.....Quantity:.....

- [Type of shares]:.....Quantity:.....

3. Date and types of offerings

- Date of offering: from.....to.....

- Types of offerings:.....

We hereby commit ourselves to take legal responsibilities for the legitimacy, accuracy and reliability of our notice herein.

Enclosed documents

- The Resolution on private placement of shares by the Shareholder General Assembly;
- Types of private placement of shares approved by the Shareholder General Assembly (if any)

LEGAL REPRESENTATIVE
(Signature and full name)¹²

¹² The enterprise's legal representative must sign this form.

ANNEX II-8

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

**NOTICE
OF USE OF THE STAMP
(for enterprises/branches/representative offices)**

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID Number :

Headquarters' address:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

Information on the branch/representative office (*in case of notice of the stamp of the enterprise/representative office*):

- Name of branch/representative office:

- Identification number :

- Address:

We hereby notify of our stamp as follows:

1. Stamp pattern:

Stamp pattern:	Remarks
<i>(The enterprise shall directly stamp this section)</i>	

2. Quantity of stamps:

3. Effective date: from [date].....

We hereby request the Business Registration Office of [province] to publish our stamp pattern on the National Business Registration Portal.

We hereby commit ourselves to take all responsibilities for the accuracy, reliability, legitimacy and the conformity with Vietnamese customs of the stamp, and all disputes arising from the management and use of this stamp.

Enclosed documents

-.....

-.....

LEGAL REPRESENTATIVE
(Signature and full name)¹³

¹³ The enterprise's legal representative must sign this form.

ANNEX II-9**[NAME OF ENTERPRISE]**
-----**SOCIALIST REPUBLIC OF VIETNAM**
Independence - Freedom - Happiness

No:.....

.....[location and date]....

NOTICE
OF ADJUSTMENTS TO THE STAMP PATTERN/ QUANTITY OF STAMPS
(for enterprises/branches/representative offices)

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID Number :

Headquarters address:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):Information on the branch/representative office (*in case of notice of the stamp of the enterprise/representative office*):

- Name of branch/representative office:

-

Identification number :

- Address:

We hereby declare the adjustments to our stamp pattern/quantity as follows:

1. Stamp pattern:

Former stamp pattern: ¹⁴	New stamp pattern:	Remarks
(<i>The enterprise shall directly stamp this section</i>)	(<i>The enterprise shall directly stamp this section</i>)	

2. Quantity of stamps:

- Quantity of stamps before adjustment (if any):.....

- Quantity of stamps after the adjustment:

3. Effective date: from [date].....

We hereby request the Business Registration Office of [province] to publish our stamp pattern on the National Business Registration Portal.

We hereby commit ourselves to take all responsibilities for the accuracy, reliability, legitimacy and the conformity with Vietnamese customs of the stamp, and all disputes arising from the management and use of this stamp.

LEGAL REPRESENTATIVE
(*Signature and full name*)²

Enclosed documents

-.....

²The form shall be directly signed by the enterprise's legal representatives¹⁴ Where the former stamp is lost or submitted to police authorities, or the enterprise made adjustments to the quantity of stamps but do not change the stamp pattern, this section may not be stamped.

ANNEX II-10

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

**NOTICE
OF CANCELLATION OF THE STAMP
(for enterprises/branches/representative offices)**

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID Number :

Headquarters' address:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby declare that our stamp is canceled as follows:

1. Information on the branch/representative office (*in case of notice of the stamp of the enterprise/representative office*):

- Name of branch/representative office:

- Identification number :

2. The stamp pattern:

Stamp pattern	Remarks
<i>(The enterprise shall directly stamp this section)</i>	

3. Expiry date: from [date].....

We hereby request the Business Registration Office of [province] to publish the announcement of cancellation of our stamp on the National Business Registration Portal.

We hereby commit ourselves to take legal responsibilities for the legitimacy, accuracy and reliability of our declaration herein.

Enclosed documents

.....

LEGAL REPRESENTATIVE
(Signature and full name)¹⁵

¹⁵ The enterprise's legal representative must sign this form.

ANNEX II-11

[NAME OF ENTERPRISE]
-----SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

**BUSINESS REGISTRATION
FOR BRANCHES/REPRESENTATIVE OFFICES/BUSINESS LOCATIONS**

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):**We hereby apply for business registration of the branch/representative office/and business location as follows:****1. Name of branch/representative office/business location (*upper case*):****- In Vietnamese:**-In foreign language (*if any*):-In abbreviation form (*if any*):**2. Address:**

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Tel:.....Fax:

Email:.....Website:

3. Lines of business:a) Lines of business (*for branches or business locations*)

No.	Lines of business	Code

b) Registration information (*for representative offices*):**4. Information on the Head of the branch/representative office/business location:**Full name (*upper case*):Gender:

Date of birth.....Ethnicity:.....Nationality:.....

ID/Passport No.:

Date of issue:.....Issuer:.....

Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:.....Expiry date:.....Issuer:.....

Permanent residential address:

House number, street/hamlet name:.....

Commune:

District:.....

Province:.....

Country:.....

Current residential address:

House number, street/hamlet name:

Commune:

District:

Province:

Country:

Tel:.....Fax:

Email:.....Website:

5. Information on the central branch (in case of registration of business locations affiliated to the branch):

Name of branch:

Address:

Identification number/TIN:

Branch Registration Certificate No. (In case of absence of the identification number or TIN of the branch):

6. Tax registration information:

No.	Required information
1	Mailing address (only required if it is different from the headquarters' address): House number, street/hamlet name Commune: District: Province: Tel:.....Fax: Email:.....
2	Inauguration date (Not required for enterprises intended to be inaugurated since the date of issue of Enterprise Registration Certificate):.....
3	Accounting methods Independent <input type="checkbox"/> Dependent <input type="checkbox"/>
4	Financial year: From.....to.....
5	Total workers:.....
6	Under BOT/BTO/BT projects (yes/no):.....
7	Exportation (yes/no):.....
8	Bank/Treasury accounts (if any, at the time of declaration): Bank account : Treasury account:.....

9	<p>Types of tax payables</p> <p>VAT <input type="checkbox"/></p> <p>Excise Tax <input type="checkbox"/></p> <p>Import, export duties <input type="checkbox"/></p> <p>Natural resources tax <input type="checkbox"/></p> <p>Corporate income tax <input type="checkbox"/></p> <p>License tax <input type="checkbox"/></p> <p>Land rents <input type="checkbox"/></p> <p>Fees/charges <input type="checkbox"/></p> <p>Personal income tax <input type="checkbox"/></p> <p>Others <input type="checkbox"/></p>
10	Main lines of business/business registration information ¹⁶ :.....

We hereby declare that:

- We legally own/have the right to use the enterprise's premises and utilize them for the right purposes under regulations of laws;
- We hereby commit ourselves to take legal responsibilities for the legitimacy, accuracy and reliability of our declaration herein.

LEGAL REPRESENTATIVE/HEAD OF THE BRANCH

(Signature and full name)¹⁷

Enclosed documents

-.....

-.....

-.....

¹⁶ Select one of lines of business or business registration information in section 3 to be the main business line of the branch/representative office/business location at the time of registration.

¹⁷ The signatory shall comply with point e, clause 2, Article 3 of the Decree 78/2015/NĐ-CP, and clause 2, Article 6 of this Circular.

ANNEX II-12

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

REGISTRATION
FOR OVERSEAS BRANCH/REPRESENTATIVE OFFICE/BUSINESS LOCATION
ESTABLISHMENT

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby apply for the overseas branch/representative office establishment as follows:

1. Name of branch/representative office (*upper case*):

-In foreign language (*if any*):

- Abbreviated form (*if any*):

2. Address:

.....

Tel:.....Fax:

Email:.....Website:

3. Branch/Representative Business Registration Certificate /equivalent document
No......issued by.....[name of issuer] on.....[date].

4. Lines of business and business registration information:

A)Lines of business (*for branches*):

b) Business registration information (*for representative offices*):

5. Information on the head of the representative office /branch;

Full name (*upper case*):Gender:

Date of birth.....Ethnicity:.....Nationality:.....

ID/Passport No.:

Date of issue:.....Issuer:.....

Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:.....Expiry date:.....Issuer:.....

Permanent residential address:

House number, street/hamlet name:

Commune:

District:

Province:

Country:

Current residential address:

House number, street/hamlet name:

Commune:

District:

Province:

Country:

Tel:.....Fax:

Email:.....Website:

We hereby commit ourselves to take legal responsibilities for the legitimacy, accuracy and reliability of our declaration herein.

Enclosed documents

-.....

-.....

-.....

LEGAL REPRESENTATIVE
(Signature and full name)¹⁸

¹⁸The enterprise's legal representative must sign this form.

ANNEX II-13

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

REGISTRATION FOR ADJUSTMENT TO BUSINESS INFORMATION OF THE
BRANCH/REPRESENTATIVE OFFICE/BUSINESS LOCATION

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

**We hereby apply for adjustments to the business registration information of the
branch/representative office/business location of our enterprise as follows:**

Name of branch/representative office/business location (*upper case*):
.....

Identification number or TIN of branch/representative office/business location

Branch/Representative Office Registration Certificate No. (*In case of absence of the identification
number or TIN of the branch*):

Adjustments
.....
.....

We hereby commit ourselves to take all legal responsibilities for the legitimacy, accuracy and reliability
of our declaration herein.

LEGAL REPRESENTATIVE/HEAD OF THE BRANCH

Enclosed documents

(*Signature and full name*)¹⁹

.....

¹⁹ In case of changes in the business registration information of the branch/representative office/business location
of the enterprise, the legal representative shall sign this section.

In case of changes in the business registration information of business locations of the branch, the legal
representative of the enterprise or head of the branch shall sign this section

ANNEX II-14

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

REQUEST

FOR RECTIFICATION OF ENTERPRISE REGISTRATION CERTIFICATE, CERTIFICATE OF
ADJUSTMENTS TO ENTERPRISE REGISTRATION INFORMATION, CERTIFICATE OF BUSINESS
REGISTRATION OF BRANCHES AND REPRESENTATIVE OFFICES, AND CERTIFICATE OF
BUSINESS LOCATION REGISTRATION

To: Business Registration Office of[province]

Name of enterprise (*upper case*):.....

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby request for rectification as follows:

- Enterprise registration information on the current application:

.....

- Information on the Enterprise Registration Certificate/ letter of confirmation of adjustments to
enterprise registration information/ Business Registration Certificate of branches/representative
offices/business locations:

.....

We hereby request the Business Registration Office to rectify our information on the Enterprise
Registration Certificate according to the application for Enterprise Registration.

We hereby commit ourselves to take legal responsibilities for the legitimacy, accuracy and reliability of
our request herein.

Enclosed documents

-

-

•

LEGAL REPRESENTATIVE
(*Signature and full name*)²⁰

²⁰ The enterprise's legal representative must sign this form

ANNEX II-15**[NAME OF ENTERPRISE]**

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

REPORT
ON ENTERPRISE REGISTRATION INFORMATION AND BUSINESS OPERATION STATUS

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We, after examination, comparison, supplement and correction of the enterprise registration information and business status, hereby certify that (check, where appropriate):

- I** The enterprise registration information is true and complete. ☐
- II.** The enterprise registration information is incomplete. ☐
- III.** The enterprise registration information is inconsistent with that of business and tax registration and other actual information that has not been registered. ☐

The enterprise shall provide missing information as stated in item II.

Business registration information	Tax registration information:
1. For enterprises	1. For enterprises
2. For branches	2. For branches
3. For representative offices	3. For representative offices

We hereby commit ourselves to:

- Go through the procedure for adjustments to the Enterprise Registration Certificate or announcement of adjustment to enterprise registration information under Article 31 and 32 of the Law on Enterprises within 90 days from the date of receipt of this request (*only required if check item III*).
- Take all legal responsibilities for the legitimacy, accuracy and reliability of our declaration herein.

Enclosed documents:

-
-
-

LEGAL REPRESENTATIVE
(*Signature and full name*)²¹²¹ The enterprise's legal representative must sign this form

Annex II-16

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

REQUEST

FOR RECTIFICATION OF ENTERPRISE REGISTRATION INFORMATION BY CONVERSION OF
TYPES OF BUSINESS ON THE NATIONAL ENTERPRISE REGISTRATION DATABASE

To: Business Registration Office of[province]

Name of enterprise (*upper case*):.....

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby request for rectification and supplementation to the enterprise registration information as follows:

- Current enterprise registration information on the National Enterprise Registration Database:

.....
.....

- Enterprise registration information on the Enterprise Registration Certificate/Business Registration Certificate/ Business and Tax Registration Certificate/Investment Certificate/ Investment License:

.....
.....

We hereby request the Business Registration Office to update /correct our Enterprise Registration information on the National Enterprise Registration Database according to the Enterprise Registration Certificate.

We hereby commit ourselves to take all legal responsibilities for the legitimacy, accuracy and reliability of our request herein.

LEGAL REPRESENTATIVE
(*Signature and full name*)²²

Enclosed documents:

-
-
-

²²The enterprise's legal representative must sign this form.

ANNEX II-17

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

APPLICATION
FOR ENTERPRISE REGISTRATION CERTIFICATE
(apply to enterprises obtaining the Business Registration Certificate or Business And Tax
Registration Certificate)

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby apply for the Enterprise Registration Certificate under Article 81 of the Government's Decree No.78/2015/NĐ-CP on enterprise registration dated September 14, 2015. The new Enterprise Registration Certificate shall specify level-4 business lines that have been registered by the enterprise as follows²³:

No.	Lines of business	Code

We hereby commit ourselves to take all legal responsibilities for the legitimacy, accuracy and reliability of our statement herein.

LEGAL REPRESENTATIVE
(*Signature and full name*)²⁴

Enclosed documents

~.....

~.....

²³ Enterprises has the right operate in lines of business that are not prohibited by regulations of laws

Prohibited lines of business are specified in article 6 of the Law on Investment;

For lines of business required specific qualifications, every enterprise wishing to operate in such lines of business shall satisfy all requirements under regulations of laws .

The list of lines of business required specific qualifications are presented in the Annex 4 to the Law on Investment

Every company is entitle to select one of business lines to be their main business line at the time of registration

Lines of business shall be specified in accordance with Article 7 of the Decree No.78/2015/NĐ-CP

²⁴The enterprise's legal representative must sign this form

ANNEX II-18

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

APPLICATION
FOR ADJUSTMENTS TO ENTERPRISE REGISTRATION CERTIFICATE
(apply to enterprises operating under the Investment Certificate and Investment License)

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Investment License/Investment Certificate No. (Or equivalent document No.)

Issued by.....[issuer] on.....[date].

We hereby request the Business Registration Office to update our enterprise registration information on the National Enterprise Registration Database. To be specific (*check, if yes*):

Forms of enterprises :

- Single-member limited liability company ☐
- Limited liability company with at least 02 members ☐
- Joint-stock company ☐
- Partnership ☐

1. Company name:

In Vietnamese (*upper case*):

In foreign languages (*if any*):

Abbreviated form (*if any*):

2. Headquarters' address:

House number, street/hamlet name:

Commune:

District:

Province:

Country:

Tel:.....Fax:

Email:.....Website:

3. Lines of business (specify level-4 lines of business and codes according Vietnam Standard Industry Classification):

No.	Lines of business	Code

4. Charter capital (*in numbers*).....VND equal to..... (*In foreign currency, if any*):

Regarding shares (*for joint-stock companies*):

+ Total shares and types of shares:.....

+ Face value of shares by type:.....

+ Total shares offered, types of authorized shares:.....

5. Sources of charter capital:

Sources of finance	Percentage (%)	Amount (in numbers, in VND and foreign currency, if any)
Domestic capital:		
+ State capital		
+Private capital		
Foreign capital		
Others		
Total		

6. The owner's information (only required if it is a single member limited company):

a) For the owner that is an individual (only required if the owner is different from the legal representative)

Full name (upper case):.....Gender:.....

Date of birth:.....Ethnicity:.....Nationality:.....

ID/Passport No.:

Date of issue:.....Issuer:.....

Other personal identity document (in the absence of ID):

Identity document No.:

Date of issue:.....Expiry date:.....Issuer:.....

Permanent residential address:

House number, street/hamlet name:

Commune:

District:

Province:

Country:

Current residential address:

House number, street/hamlet name:

Commune:

District:

Province:

Country:

Tel:.....Fax:

Email:.....Website:

b) For the owner that is an organization:

Name of organization (uppercase:)

Enterprise ID number/ Establishment Decision No
:..... issued
by.....[issuer] on.....[date].

Headquarters' address:

House number, street/hamlet name:

Commune:

District:
 Province:
 Country:
 Tel:.....Fax:
 Email:.....Website:

*Organizational structure (check, where appropriate)

Having Member Assembly ☐

Having the enterprise's president ☐

7. Legal representative(s)²⁵ (for limited liability companies and joint-stock companies)/president (for partnerships):

- Full name (*upper case*): Gender

Title:

Date of birth..... Ethnicity:..... Nationality:.....

ID/Passport No.:

Date of issue:..... Issuer:.....

Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:..... Expiry date:..... Issuer:.....

Permanent residential address:

House number, street/hamlet name:

Commune:

District:

Province:

Country:

Current residential address:

House number, street/hamlet name:

Commune:

District:

Province:

Country:

Tel:.....Fax:

Email:.....Website:

8. Lists of enterprise's members²⁶ (for limited liability companies with at least 02 members and partnerships)

9. List of authorized representatives³(for single-member limited liability companies whose owners are organizations/shareholders being foreign organizations of joint-stock companies)

10. Lists of founding shareholders and shareholders that are foreign investors (for unlisted joint-jock companies)

11. Tax registration information:

No.	Required information
1	Information on Director (Director General) and Chief Accountant (<i>if any</i>): Full name of Director (Director General):.....

	<p>.....</p> <p>Tel:.....</p> <p>Full name of Chief Accountant:.....</p> <p>.....</p> <p>Tel:.....</p>
2	<p>Mailing address (<i>only required if it is different from the headquarters' address</i>):</p> <p>House number, street/hamlet name:</p> <p>Commune:</p> <p>District:</p> <p>Province:</p> <p>Country:</p> <p>Tel:.....Fax:</p> <p>.....</p> <p>Email:.....</p>
3	<p>Accounting methods</p> <p>Independent <input type="checkbox"/></p> <p>Dependent <input type="checkbox"/></p>
4	<p>Financial year:</p> <p>From.....to.....</p>
5	<p>Total workers:.....</p> <p>.....</p>
6	<p>Under BOT/BTO/BT projects (yes/no):</p>
7	<p>Exportation (yes/no):.....</p>
8	<p>Bank/Treasury accounts (<i>if any, at the time of declaration</i>):</p> <p>Bank account :</p> <p>Treasury account:.....</p>
9	<p>Types of tax payables</p> <p>VAT <input type="checkbox"/></p> <p>Excise Tax <input type="checkbox"/></p> <p>Import, export duties <input type="checkbox"/></p> <p>Natural resources tax <input type="checkbox"/></p> <p>Corporate income tax <input type="checkbox"/></p> <p>License tax <input type="checkbox"/></p> <p>Land rents <input type="checkbox"/></p> <p>Fees/charges <input type="checkbox"/></p> <p>Personal income tax <input type="checkbox"/></p> <p>Others <input type="checkbox"/></p>
10	<p>Main business lines⁵:</p>

☐ We hereby request the Business Registration Office to consider granting us the Enterprise Registration Certificate (*check, if the enterprise would like to be granted the Enterprise Registration*

Certificate)

We hereby commit ourselves to take legal responsibilities for the legitimacy, accuracy and reliability of our statement herein.

Enclosed documents

-.....

LEGAL REPRESENTATIVE

(Signature and full name)⁶

²⁵Provide all legal representatives' information if the enterprise has more than 01 legal representatives

Lists of enterprise's members²⁶ (*for limited liability companies with at least 02 members and partnerships*)

List of authorized representatives³(*for single-member limited liability companies whose owners are organizations/shareholders being foreign organizations of joint-stock companies*)

^{26,3,4} Members, founding shareholders, shareholders that are foreign investors and authorized representatives is not required to sign the list of members/shareholders/authorized representatives

Lists of founding shareholders and shareholders that are foreign investors (*for unlisted joint-jock companies*)

⁵ Every company has the right to select one of business lines specified in No. 4 to be the main business line at the time of registration

⁶ The form shall be directly signed by the enterprise's legal representatives

ANNEX II-19

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

APPLICATION

FOR ADJUSTMENTS TO BUSINESS REGISTRATION INFORMATION
(for branches/representative offices/business locations of enterprises operating under the
Investment Certificate and Investment License)

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):
.....

We hereby apply for adjustments to our business registration information of the branch/representative office/business location as follows:

Information on the branch/representative office and business location:

1. Name of branch/representative office/business location (*upper case*):

- In Vietnamese:

- In foreign languages (*if any*):

Abbreviated form (*if any*):

2. Identification Number or TIN of the branch/representative office/business location:

.....

3. Information on the Investment License/ Investment Certificate/ Certificate of branch/representative office business registration (or equivalent documents):

Investment Permit/Investment Certificate No. (Or equivalent document No.):.....issued by.....[issuer] on.....[date].

4. Address:

House number, street/hamlet name:

Commune:

District:

Province:

Tel:.....Fax:

Email:.....Website:

5. Lines of business/ business registration information:

A) Lines of business (*for branches or business locations*):

No.	Lines of business	Code

b) Business registration information (*for representative offices*):

6. Information on the Head of the branch/representative office/business location:

Full name (*upper case*):Gender:

Date of birth.....Ethnicity:.....Nationality:.....

ID/Passport No.:

Date of issue:.....Issuer:.....

Other personal identity document (*in the absence of ID*):

Identity document No.:

Date of issue:.....Expiry date.....Issuer:.....

Permanent residential address:

House number, street/hamlet name:

Commune:

District:

Province:

Country:

Current residential address:

House number, street/hamlet name:

Commune:

District:

Province:

Country:

Tel:.....Fax:

Email:.....Website:

7. Tax registration information:

No.	Required information
1	Mailing address (<i>only required if it is different from the headquarters' address</i>): House number, street/hamlet name Commune: District: Province: Tel:.....Fax: Email:.....Website:
2	Accounting methods Independent <input type="checkbox"/> Dependent <input type="checkbox"/>
3	Financial year: From.....to.....
4	Total workers:.....
5	Under BOT/BTO/BT projects (<i>yes/no</i>):.....
6	Exportation (<i>yes/no</i>):.....
7	Bank/Treasury accounts (<i>if any, at the time of declaration</i>): Bank account :..... Treasury account:.....
8	Types of tax payables

	<div style="display: flex; justify-content: space-between;"> <div>VAT</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Excise Tax</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Import, export duties</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Natural resources tax</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Corporate income tax</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>License tax</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Land rents</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Fees/charges</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Personal income tax</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Others</div> <div><input type="checkbox"/></div> </div>
9	Main lines of business/business registration information ²⁷ :.....

☐ We hereby request the Business Registration Office to consider granting us the Branch/Representative Office Business Registration Certificate or Certificate of Business Location Registration (*check, if the enterprise would like to be granted such Certificate*).

II. Central branch information²⁸ (*according to section I of this Annex*)

☐ We hereby request the Business Registration Office to consider granting us the Branch Registration Certificate (*check, if the enterprise would like to be granted such Certificate*).

III. Enterprise's information²⁹ (*according to the Annex II-18*)

☐ We hereby request the Business Registration Office to consider granting us the Enterprise Registration Certificate (*check, if the enterprise would like to be granted such Certificate*).

We hereby commit ourselves to take legal responsibilities for the legitimacy, accuracy and reliability of our statement herein.

Enclosed documents

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

²⁷Select one of lines of business or business registration information in section 5 to be the main business line of the branch/repr

²⁸ Only required if the business location is a member of the branch.

²⁹Only required if the enterprise has not obtained the Enterprise Registration Certificate as a replacement for the business registration Permit and other equivalent documents

ANNEX II-20

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

APPLICATION

**FOR RE-GRANT OF ENTERPRISE REGISTRATION CERTIFICATES/
BUSINESS REGISTRATION CERTIFICATES OF BRANCHES/REPRESENTATIVE OFFICES/
CERTIFICATES OF BUSINESS LOCATION REGISTRATION**

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby request the Business Registration Office to consider re-granting us the Enterprise Registration Certificate/ Business Registration Certificate of our branch/representative office or Certificate of Business Location Registration.

Reasons for application:

.....

.....

We hereby commit ourselves to take legal responsibilities for the legitimacy, accuracy and reliability of our statement herein.

LEGAL REPRESENTATIVE/HEAD OF THE BRANCH

Enclosed documents

(*Signature and full name*)³⁰

-

-

-

³⁰In case of application for re-grant of the Enterprise Registration Certificate, Branch/Representative Office Business Registration Certificate or Business Location Registration Certificate, the enterprise's legal representative shall sign this section.

In case of application for re-grant of the Certificate of Business Locations of the Branch, the legal representative of the enterprise or the head of the branch shall sign this section.

ANNEX II-21

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

NOTICE
OF BUSINESS SUSPENSION/BUSINESS RESUMPTION AHEAD OF SCHEDULE [by
enterprises/branches/representative offices/business locations]

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

1. *In case of suspension:*

a) *for enterprises:*

We hereby notify that we will suspend our business from.....to.....

Reasons for suspension:

.....

b) *For branches/representative offices/ business locations:*

We hereby notify that we will suspend our business from.....to.....)

Name of branch/representative office/business location (*upper case*):

.....

Identification Number or TIN of the branch/representative office/business location:

Business Registration Certificate No. (*In case of absence of the identification number or TIN of the branch*):

Reasons for suspension:

.....

Information on the central branch (*in case of registration of business locations of the branch*):

Name of branch:

Identification number/TIN:

Branch Business Registration Certificate No. (*in case of absence of the identification number or TIN of the branch*):.....issued by.....[issuer]
on.....[date].

2. *In case of business resumption ahead of schedule:*

a) *for enterprises:*

We hereby notify our business will be resumed from[date].

b) *For branches/representative offices/ business locations:*

We hereby notify our business will be resumed from[date]

Name of branch/representative office/business location (*upper case*):

.....

Identification Number or TIN of the branch/representative office/business location:

Business Registration Certificate No. *(In case of absence of the identification number or TIN of the branch):*

Information on the central branch *(in case of registration of business resumption of business locations of the branch):*

Name of branch:

Identification number/TIN:

Branch Business Registration Certificate No. *(in case of absence of the identification number or TIN of the branch):*.....issued by.....[issuer]
on.....[date]

We hereby commit ourselves to take all legal responsibilities for the legitimacy, accuracy and reliability of our statement herein.

LEGAL REPRESENTATIVE/HEAD OF THE BRANCH

Enclosed documents

*(Signature and full name)*³¹

.....

³¹In case of business suspension/business resumption of branches/representative offices/business locations of an enterprise prior to the announced time, the enterprise's legal representative shall sign this section.

In case of business suspension/business resumption of business locations of a branch prior to the announced time, the enterprise's legal representative or Head of the branch shall sign this section

ANNEX II-22

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

**NOTICE
OF SHUTDOWN OF THE BRANCH/REPRESENTATIVE OFFICE/BUSINESS LOCATION**

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby notify that our branch/representative office/business locations will be shut down as follows:

1. Name of branch/representative office/business location (*upper case*):

.....

Identification number or TIN of branch/representative office/business location:

Business Registration Certificate No. (*In the absence of identification number or TIN of branch/representative office/business location*):

2. Address:

House number, street/hamlet name:

Commune:

District:

Province:

Tel:.....Fax:

Email:.....Website:

3. Information on the central branch (*in case of shutdown of business locations of the branch*):

Name of branch:

Address:

Identification number/TIN:

Branch Business Registration Certificate No. (*in case of absence of the identification number or TIN of the branch*):.....issued by.....[issuer]
on.....[date].

We hereby commit ourselves to fulfill our liabilities and other financial obligations and fully take responsibilities for the legitimacy, reliability and accuracy of our statement herein.

LEGAL REPRESENTATIVE/HEAD OF THE BRANCH
(*Signature and full name*)³²

Enclosed documents

-.....

-.....

-.....

³²In case of shutdown of a branch/representative office/business location of the enterprise, the enterprise's legal representative shall sign this section.

In case of shutdown of a business location of the branch, the enterprise's legal representative or the head of the branch shall sign this section.

ANNEX II-23

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

**NOTICE
OF SHUTDOWN OF THE OVERSEAS BRANCH/REPRESENTATIVE OFFICE**

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby that our overseas branch/representative office/will be shut down as follows:

1. Name of branch/representative office (*upper case*):

-In foreign language (*if any*):

- Abbreviated form (*if any*):

2. Address:

.....

Tel:.....Fax:

Email:.....Website:

3. Branch/Representative Office Business Registration Certificate /equivalent document No.....issued by.....[issuer] on.....[date].

We hereby commit ourselves to take all legal responsibilities for the legitimacy, accuracy and reliability of our declaration herein.

LEGAL REPRESENTATIVE
(*Signature and full name*)³³

Enclosed documents:

-.....

³³The enterprise's legal representative must sign this form.

ANNEX II-24

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

NOTICE
OF DISSOLUTION

To: Business Registration Office of[province]

Name of enterprise (*upper case*):

Enterprise ID number/TIN:

Business Registration Certificate No. (*In case of absence of enterprise ID number/TIN*):

We hereby declare that our enterprise is dissolved (*specify the following information if the enterprise submits the Decision on Dissolution to the Business Registration Office under clause 3, Article 202 of the Law on Enterprises*):

Decision on Dissolution No.....dated.....

Reasons for dissolution:

We hereby request the Business Registration Office to publish our Decision on Dissolution and liability settlement approaches (*if any*) on the National Enterprise Registration Portal.

We hereby commit ourselves to take all legal responsibilities for the legitimacy, accuracy and reliability of our declaration herein.

In case the enterprise submits their notice of dissolution to the Business Registration Office under clause 1, Article 204 of the Law on Enterprises:

We hereby declare that we has already fulfilled our liabilities under clause 2, Article 201 of the Law on Enterprises and request the Business Registration Office to update our enterprise's legal status "dissolved" on the National Enterprise Registration database.

We hereby commit ourselves to take all legal responsibilities for the legitimacy, accuracy and reliability of our declaration herein.

LEGAL REPRESENTATIVE
(Signature and full name)³⁴

Enclosed documents:

-

³⁴The business registration information shall be published since the date of request.

ANNEX II-25

[NAME OF ENTERPRISE]

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:.....

.....[location and date]....

REQUEST

FOR ANNOUNCEMENT OF ENTERPRISE REGISTRATION INFORMATION

To: Business Registration Office of[province]

I am (*full name, upper case*):

Personal Identity documents.:

Identity document No.:

Date of issue:.....Issuer:.....

Tel:.....Fax:

A legal representative of:

nh nghiệp viết bằng tiếng Việt (*ghi bằng chữ in hoa*)

Enterprise ID Number :

First registration as of.....[date]

.....registration as of.....[date]

I hereby request the Business Registration Office to publish our business registration information on the National Enterprise Registration Portal as follows:

1. New establishment

Publishing date³⁵.

2. Adjustments to enterprise registration information:

- Registered fortimes as of.....

Publishing date:.....

- Announcement of adjustments to enterprise registration information:

Publishing date:.....

3. Announcement of Decision on dissolution

Publishing date:.....

Enclosed documents (*if any*)

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

4. Other information:

Publishing date:.....

End date:.....

Enclosed documents (*if any*)

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

I hereby request the Business Registration Office to publish our business registration information on the National Enterprise Registration Portal .

LEGAL REPRESENTATIVE
(Signature and full name)³⁶

³⁵ The business registration information shall be published since the date of request

³⁶ The enterprise's legal representative must sign this form .