

No.:03/2006/TT-BKH

Ha Noi, 19 October 2006

## CIRCULAR

### **Instructing on selected issues in regard of business registration documentation, procedure, and formality in accordance with Government's Decree No. 88/2006/ND-CP as of 29 August 2006**

Implementing Government's Decree No. 88/2006/ND-CP as of 29 August 2006 providing for business registration regulations (hereafter referred to as Decree No. 88/2006/ND-CP), with a view to maintaining a unified business registration scheme on a national scale, the Ministry of Planning and Investment gives instructions on business registration documentation, procedure and formalities applied for business entities operating under Enterprise Law and business households, and on registration for establishing branch or representative office as stipulated in Decree No. 88/2006/ND-CP.

#### **I. BUSINESS REGISTRATION DOCUMENTATION**

##### **1. For enterprise and business household**

Business registration documents required for specific enterprise type and business household are pursuant to Articles 14, 15, and 16, and Items 1 and 2 of Article 38 of Decree No. 88/2006/ND-CP.

Legitimate copies of business registration documents are notarized copies as stipulated by applicable law.

- Business registration application must be made following the standard form given in Annex I of this Circular.
- List of enterprise's owning partners, founding shareholders, and authorized representative individuals must be made following the standard form given Annex II of this Circular.

##### **2. For branch, representative office, and business location**

Business registration documents required for establishment of a branch or representative office and for notification of business location must be made in line with Article 24 of Decree No. 88/2006/ND-CP.

Notification on branch or representative office establishment and on business location is pursuant to Annex III of this Circular.

## **II. BUSINESS REGISTRATION CERTIFICATE AND BUSINESS OPERATION CERTIFICATE**

Business registration certificate and business operation certificate are made following the standard forms given in IV of this Circular.

## **III. PROCEDURES AND FORMALITIES OF BUSINESS REGISTRATION AND BUSINESS AMENDMENT REGISTRATION**

1. Business registration procedures and formalities required for enterprise set-up are pursuant to regulations given in Articles 19, 20, and 21; for establishment of branch or representative office and for notification of business location to regulations given in Article 24; for alteration of registered business details and particulars to regulations given in Articles 25, 26, 27, 28, 29, 30, 31, 32, 33, and 34; for establishment or alteration of registered business activities of business households to regulations given in Articles 38 and 41 of Decree No.88/2006/ND-CP.

a. Upon receiving business registration documents, provincial business registration offices request applicants to submit the following papers if necessary:

- Documents certifying respective titles of relevant individuals who possess practicing certificates, other than such titles as owner, director of private enterprise, partner of partnership company, president of partners' board, president of company, member of management board, director or general director, required for enterprises operating in lines and sectors for which a practicing certificate is a must.
- Personal identity card or passport or other lawful personal identification of the authorized person as stipulated in Article 18 of Decree No. 88/2006/ND-CP, and authorizing document in case where business registration is conducted by an authorized individual or organization.
- Decision of a competent agency permitting the company to contribute capital to set up an enterprise, if that company is a state owned company.
- Decision and meeting memorandum rendered by Members' Board of the company permitting it to contribute capital to set up an enterprise, if that company is a limited liability company with two or more members.
- Decision and meeting memorandum rendered by Shareholders' Board or Management Board of the company permitting it to contribute capital to set up an enterprise, if the company is a shareholding company.
- Decision rendered by owner of the company permitting it to contribute capital to set up an enterprise, if that company is a limited liability company with one member, and its owner is an organization.
- Decision and meeting memorandum rendered by owning partners of the company, permitting it to contribute capital to set up an enterprise, if that company is a partnership company.
- Resolution and meeting memorandum of members of the cooperative, or other legitimate documents as stipulated by the cooperative's charter, permitting it to contribute capital to set up an enterprise.

b. Receipt as stipulated at Item 3, Article 19 of Decree No. 88/2006/ND-CP is pursuant to the standard form given in Annex V of this Circular. The receipt must be made in two (02) copies. The applicant keeps one copy and the registration office keeps the other.

c. Notice issued by registration office informing of business registration details and particulars that need amending, as stipulated at Item 2, Article 21 of Decree 88/2006/ND-CP, is pursuant to the standard form given in Annex V of this Circular. In this case, the time period for registration processing is calculated from the date the applicant submits the amended documents. Applicant is entitled to request registration office to provide explanation for amendment requirements.

d. Notice issued by enterprise or business household on amending business registration documents as stipulated at Articles 25, 26, 27, 28, 29, 30, 31, 32, 33, and 34 of Decree No. 88/2006/ND-CP is pursuant to the standard form given in Annex III of this Circular.

e. When amendments are made to registered business details and particulars of branch, representative office, or business location, enterprise must lodge a notification, following the standard form given in Annex III of this Circular, to the registration office of the province where the branch or representative office is located in order to be granted a renewed business registration certificate, which follows the standard form given in Annex IV of this Circular. In the case where changes are made to the name of a branch or representative office which is not located in the province or city under central authority in which the enterprise has its head office, the notification must be accompanied by a notarized copy of the enterprise's business registration certificate.

Upon changing name and address of a branch or representative office, enterprise must lodge a notification to the registration office of the province in which its head office is located, together with a notarized copy of business registration certificate of the branch or representative office, in order to be granted with a renewed business registration certificate.

f. Upon terminating operation of a branch or representative office, enterprise must lodge a notification to the registration office of the province in which the branch's office or the representative office is located, in order to submit the business registration certificate of the respective branch or representative office. The notification must be accompanied by notarized copies of the decision and meeting memorandum providing for termination of the the branch or representative's operation rendered by: the Members' Board if the company is a limited liability company with two or more members; the company's owner if the company is a limited liability company with one member; the Management Board if the company is a shareholding company; or partners if the company is a partnership company. In addition, enterprise must submit a notification to the registration office in the province where its head office is located, in order to be granted with a renewed business registration certificate which follows the standard form given in Annex IV of this Circular.

2. Enterprise or business household founders can lodge business registration documents to respective registration offices through on-line communication systems. In this case, after reviewing the documents, the registration office will inform the applicant of details and particulars that require amendment, if any, or the date when the business registration certificate is granted. The notification period is pursuant to Item 2, Article 21 of Decree No. 88/2006/ND-CP. Upon receiving business registration certificate, enterprise founder is required to lodge paper copies of business registration documents as stipulated at Articles 14, 15, and 16 of Decree No. 88/2006/ND-CP for checking and filing. This requirement is also applicable to cases where enterprise registers for establishing branch, representative office and business location, as well as for amending registered business details and particulars.

#### **IV. BUSINESS REGISTRATION FOR COMPANY ESTABLISHED BY SPLITTING, MERGER, RESTRUCTURE, AND FOR COMPANY ESTABLISHED BY ACQUISITION**

1. Business registration documents required for company established by division, merger, and restructure, and by acquisition are pursuant to stipulations at Article 17 of Decree No. 88/2006/ND-CP.

2. In the case where a company established by division, merger, restructure or acquisition has branch or representative office located in a different location, other than in the centrally governed province or city where its head office is located, the company must notify the registration office of the province or city where its branch or representative office is located to fulfill all registration documentation requirements for the branch or representative office.

#### **V. BUSINESS REGISTRATION CODE**

##### **1. Enterprise**

Provincial registration office issues business registration certificate codes in line with coding regulations as follows:

- Provincial code: Two digits (as specified in IX of this Circular)
- Organization form code: One digit (0 is enterprise; 1 is branch; 2 is representative office)
- Enterprise type code: One digit (1 is private enterprise; 2 is limited liability company with two or more members; 3 is shareholding company; 4 is limited liability company with one member; 5 is partnership company)
- Enterprise sequence code: Six digits (from 000001 to 999999)

##### **2. Business household**

District registration office issues business registration certificate codes for business households in line with coding regulations as follows:

- Code of central-governed city and province: Two digits
- Code of district, township, city under center authority: One digit (as specified in Annex IX of this Circular)
- Enterprise type code: One digit (8 is business household)
- Business household sequence code: Six digits (from 000001 to 999999)

#### **VI. BUSINESS SUSPENSION AND WITHDRAWAL OF BUSINESS REGISTRATION CERTIFICATE**

1. Notification of business suspension as stipulated at Item 2 of Article 41 and at Article 43 of Decree No. 88/2006/ND-CP is pursuant to the standard form given in Annex V of this Circular.

2. Notification of enterprise's violations and Decision on withdrawal of business registration certificate as stipulated at Article 48 of Decree No. 88/2006/ND-CP is pursuant to the standard form given in Annex VI of this Circular.

#### **VII. NOTIFICATION AND FILING OF BUSINESS REGISTRATION INFORMATION**

1. Provision of information as stipulated at Item 2 of Article 22 and Item 5 of Article 38 of Decree No. 88/2006/ND-CP is made following the standard form given in Annex VII of this Circular.

2. When processing business registration applications, registration office must archive registration information in a logbook, to be kept at the registration office. The logbook can also be maintained in electronic format.

3. Provincial registration offices who have already been electronically connected with the Business Information Center of the Agency for Small and Medium Enterprises Development, in addition to fulfilling filing requirements as stated in 1 and 2 of this Item (Notification and Filing of Business Registration Information), must also transmit relevant data to the Business Information Center.

4. Individuals and organizations can request local registration offices to provide them with business registration information and copies of business registration certificates (updated up to the time of provision) of registered enterprises operating in the respective localities, and have to pay corresponding fees. The information provided by the registration office has the same value as original information.

## **VIII. IMPLEMENTATION**

This Circular substitutes Circular No. 03/2003/TT-BKH issued by the Ministry of Planning and Investment on 29 June 2004, which provides guidance for business registration procedure and formalities as stipulated in Government's Decree No. 109/2004/ND-CP as of 2 April 2004 on business registration. The Circular will come into effect after 15 days starting from the date it is published on the Legal Newsletter.

District and provincial business registration offices are not allowed to issue any business registration regulations to be applied in the respective localities.

Relevant individuals and organizations should timely report to the Ministry of Planning and Investment any difficulty or obstacle arising in the enforcement of the Circular, in service of further amendment of the Circular.

*Recipients:*

- *Government Office*
- *Ministries; Ministerial level agencies*
- *Supreme People's Court; Supreme People's Procuracy*
- *People's Committees of provinces and cities directly under central government*
- *DPIs of provinces and cities directly under central government*
- *Government website; Management Board 112*
- *Legal Newsletter*
- *Departments and institutes of the MPI*
- *As archives*

**MINISTER**

**Vo Hong Phuc**

**The list of forms and templates used in business registration**

*(issued to geher with the Circular No ... /2006/TT-BKH on ..... /2006  
of the Ministry of Planning and Invesment)*

	<b>Forms and Templates</b>	<b>Notation</b>
No.	<b>Business registration application forms</b>	<b>Appendix I</b>
1	- Private enterprises	Appendix I -1
2	- Limited liability companies with two members or more	Appendix I -2
3	- Joint-stock companies	Appendix I -3
4	- One-member limited liability companies:	Appendix I -4
5	- Partnership companies	Appendix I -5
6	- Household businesses	Appendix I -6
	<b>Lists of founding members, fouding shareholders, and authorized representatives</b>	<b>Appendix II</b>
7	- Member list for Limited liability companies with two members or more	Appendix II-1
8	- List of founding shareholders for Joint-stock companies	Appendix II-2
9	- Member list for partnership company	Appendix II-3
10	- List of authorized representatives of one member limited liability companies ( in case the company owner is an organization)	Appendix II-4
	<b>Notices</b>	<b>Appendix III</b>
11	- Establishment of branch	Appendix III-1
12	- Establishment of representative office	AppendixIII-2
13	- Setting up business locations	AppendixIII-3
14	- Change of operation registration contents of branches and representative offices, business location	Appendix III-4
15	- Changes in business registration contents of the enterprise	AppendixIII-5
16	-Change in business registration contents of the household business	AppendixIII-6
	<b>Business registration certificates, Operation registration certificates</b>	<b>Appendix IV</b>
17	- Private enterprises	Appendix IV-1
18	- Limited liability companies with two members or more	Appendix IV -2
19	- Joint-stock companies	Appendix IV -3
20	- One-member limited liability companies:	Appendix IV -4
21	- Partnerships	Appendix IV -5
22	- Individual business households	Appendix IV-6
23	- Branches	Appendix IV-7
24	- Representative offices	Appendix IV-8
	<b>Notice requesting a supplement or an amendment of the registration dossier/Receipt slip</b>	<b>Appendix V</b>
25	-By the provincial business registration offices to request a supplement and/or an amendment of the business registration dossier	Appendix V-1
26	-By the district level business registries to request a supplement and/or an amendment of the business registration dossier	Appendix V-2
27	-Dossier receipt slip	Appendix V-3
	<b>Notice of temporary cessation/Sale notice of a private enterprise</b>	<b>Appendix V-4</b>
28	- Temporary cessation of operation of the enterprise	Appendix V-4
	- Temporary cessation of operation of the household business	Appendix V -5
	- Sale of a private enterprise	Appendix V -5

29		Appendix V -6
30	<b>Notice of violations and Decision to revoke the Business registration certificate</b>	<b>Appendix VI</b>
	- Notice of the provincial Business Registration Office on the violations of the enterprise that lead to the revocation of the business registration certificate	Appendix VI-1
31		
	- Notice of the district level business registries on the violations of the household business that lead to the revocation of the business registration certificate	Appendix VI-2
32		
	- Decision to revoke the business registration certificate of the provincial Business Registration Office	Appendix VI-3
33		
	- Decision to revoke the business registration certificate of the district level business registries	Appendix VI-4
34		
	<b>Report on situation of business registration</b>	<b>Appendix VII</b>
35	-Monthly report of the provincial Business Registration Office	Appendix VII-1
36	-Monthly report of the provincial Business Registration Office ( by investment from the State budget and by foreign investment)	Appendix VII-2
37	-List of registered enterprises	Appendix VII-3
38	- List of registered household businesses	Appendix VII-4
		<b>Appendix VIII</b>
	<b>Instructions on the drafting of the Business Registration Certificate</b>	Appendix VIII-1
39	- Instructions on the drafting of the Business Registration Certificate	Appendix VIII-2
40	- Instructions on the letter fonts in the Business Registration Certificate	
	<b>Province codes and district codes used in business registration</b>	
	<b>Forms and templates</b>	

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**BUSINESS REGISTRATION APPLICATION FORM OF PRIVATE ENTERPRISES**

**To: The Business Registration Office of.....**

I am: (*full name in block letters*) ..... Male/Female  
Born on: ...../...../..... Ethnicity: ..... Nationality: .....  
Personal ID card No: .....  
Date of issue: ...../...../..... Issuing Authority: .....  
Other personal identification paper (*if not having the personal ID card*): .....  
Number of the other personal identification paper: .....  
Date of issue: ...../...../..... Issuing authority: .....  
Registered address of the household booklet: .....  
.....  
Current residence address: .....  
.....  
Tel: ..... Fax: .....  
Email: ..... Website: .....

**Register the following private enterprise in my ownership :**

1. Enterprise name in Vietnamese: (*in block letters*) .....

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

Abbreviated enterprise name (*if any*): .....

.....  
2. Head office address: .....

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

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

3. Business lines:

No	Code	Name

4. Initial investment capital: .....

Total: .....

including:

- Vietnamese dong: .....

- foreign convertible currencies: .....

- Gold: .....



- Other assets (*specifying sorts of assets, quantity and remaining value of each type of asset, attach a separate list to the business registration application form if necessary*):

.....  
5. Legal capital (for business lines requiring legal capital) .....

6. Name, address of the branch:

.....  
.....

7. Name, address of the representative office:

.....  
.....

8. Name, address of the business location:

.....

I undertake that:

- I am not one of the subjects regulated in Clause 2 Article 13 of the Enterprise Law;
- I am not at the same time one member of a partnership company, another private enterprise's owner or owner of an individual household business
- The head –office of the enterprise is in my legal ownership/use
- I am fully responsible before the law for the legality, truthfulness and accuracy of the business registration content.

*Date.....*  
**ENTERPRISE OWNER**  
*(signature and full name)*

Enclosure

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

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

**THE SOCIALIST REPUBLIC OF VIETNAM**  
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BUSINESS REGISTRATION CERTIFICATES FOR PRIVATE ENTERPIRSES

No: .....

*Fist registration, date....*  
*Change Registration for the ...time. date...*

1. Enterprise name in Vietnamese: *(in block letters)* .....

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

Abbreviated enterprise name *(if any)*: .....

2. Head office address: .....

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

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

3. Business lines:

No	Code	Name

4. Investment capital: .....

5. Legal capital (for business lines requiring legal capital) .....

6. Enterprise Owner:

Name: *(full name in block letters)* ..... Male/Female

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

Personal ID card number: .....

Date of issue: ...../...../..... Issuing Authority: .....

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

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address in the household booklet: .....

Current residence address: .....

Signature:.....

7. Name, address of the branch:

8. Name, address of the representative office:

9. Name, address of the business location:

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**HEAD OF BUSINESS REGISTRATION OFFICE**

*(signature, seal and full name)*

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**BUSINESS REGISTRATION APPLICATION FORM FOR LIMITED LIABILITY COMPANIES WITH TWO MEMBERS OR MORE**

**To: The Business Registration Office of.....**

I am: (*full name in block letters*) ..... Male/Female  
Title:.....  
Born on: ...../...../..... Ethnicity: ..... Nationality:.....  
Personal ID card Number:.....  
Date of issue: ...../...../..... Issuing Authority: .....  
Other personal identification paper (*if not having the personal ID card*): .....  
Number of the personal identification paper: .....  
Date of issue: ...../...../..... Issuing authority: .....  
Registered address of the household booklet: .....

Current residence address: .....

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

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

Being the legal representative

Registers the following limited liability company

1. Enterprise name in Vietnamese: (*in block letters*) .....

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

Abbreviated enterprise name (*if any*): .....

2. Head office address: .....

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

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

3. Business lines:

No	Code	Name

4. Charter capital: .....

Total: .....

Capital contribution of each member are listed in the List of Members

5. Legal capital (for business lines requiring legal capital) .....

6. Name, address of the branch:  
.....

.....  
7. Name, address of the representative office:  
.....  
.....

8. Name, address of the business location:  
.....

All members and I undertake that:

- We are not one of the subjects regulated in Clause 2 Article 13 of the Enterprise Law;
- The head –office of the enterprise is in the company’s legal ownership/use
- We are fully responsible before the law for the legality, truthfulness and accuracy of the business registration content.

*Date.....*  
**THE COMPANY LEGAL REPRESENTATIVE**  
*(signature and full name)*

Enclosure

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

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

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BUSINESS REGISTRATION CERTIFICATES FOR LIMITED LIABILITY  
COMPANIES WITH TWO MEMBERS OR MORE

No: .....

*Fist registration, date....*  
*Change registration for the ...time. date...*  
*Re-registration for the ....time date...*

1. Enterprise name in Vietnamese: *(in block letters)* .....

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

Abbreviated enterprise name *(if any)*: .....

2. Head office address: .....

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

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

3. Business lines:

No	Code	Name

4. Charter capital: .....

Total: .....

Capital contribution of each member are listed in the List of Members

5. Legal capital (for business lines requiring legal capital) .....

6. List of capital contributing members

No	Name	Registered address in the household booklet for individual or office address for organization	Value of contribution	Proportion of capital contribution	Number of personal ID card ( or other personal identification paper)/Business Registration number/ Establishment Decision Number	Note

7. Legal representative of the company:

Title: .....

Name: *(full name in block letters)* ..... Male/Female

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

Personal ID card number: .....

Date of issue: ...../...../..... Issuing Authority: .....

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

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address in the household booklet: .....

.....

Current residence address: .....

Signature:.....

7. Name, address of the branch:

.....

.....

8. Name, address of the representative office:

.....

.....

9. Name, address of the business location:

.....

**HEAD OF BUSINESS REGISTRATION OFFICE**

*(signature, seal and full name)*

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**BUSINESS REGISTRATION APPLICATION FORM FOR JOINT-STOCK COMPANY**

**To: The Business Registration Office of.....**

I am: (*full name in block letters*) ..... Male/Female  
Title: .....  
Born on: ...../...../..... Ethnicity: ..... Nationality: .....  
Personal ID card Number: .....  
Date of issue: ...../...../..... Issuing Authority: .....  
Other personal identification paper (*if not having the personal ID card*): .....  
Number of the personal identification paper: .....  
Date of issue: ...../...../..... Issuing authority: .....  
Registered address in the household booklet: .....  
.....  
Current residence address: .....  
.....  
Tel: ..... Fax: .....  
Email: ..... Website: .....  
Being the company legal representative

**Registers the following joint stock company:**

1. Enterprise name in Vietnamese: (*in block letters*) .....  
Enterprise name in foreign language (*if any*): .....  
Abbreviated enterprise name (*if any*): .....  
2. Head office address: .....  
Tel: ..... Fax: .....  
Email: ..... Website: .....

3. Business lines:

No	Code	Name

4. Charter capital: .....  
Total number of shares: .....  
Face value of share



5. Number of shares, kinds of shares that are registered to be bought by founding shareholders:.....

6. Number of shares, kinds of shares that are expected to be offered for sale

7. Legal capital (for business lines requiring legal capital) .....

8. Name, address of the branch:

.....  
.....

9. Name, address of the representative office:

.....  
.....

10. Name, address of the business location:

.....

The founding shareholders and I undertake that:

- We are not one of the subjects regulated in Clause 2 Article 13 of the Enterprise Law;
- The head –office of the enterprise is in the company’s legal ownership/use
- We are fully responsible before the law for the legality, truthfulness and accuracy of the business registration content.

*Date.....*

**THE COMPANY LEGAL REPRESENTATIVE**  
*(signature and full name)*

Enclosure

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

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

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**BUSINESS REGISTRATION CERTIFICATES FOR JOINT-STOCK COMPANIES**

No: .....

*Fist registration, date....*

*Change registration for the ...time. date...*

1. Enterprise name in Vietnamese: *(in block letters)* .....

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

Abbreviated enterprise name *(if any)*: .....

2. Head office address: .....

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

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

3. Business lines:

No	Code	Name

4. Charter capital: .....

Face value of a share: .....

Total number of shares and value of shares already contributed: .....

Number of shares that can be offered for sale: .....

5. Legal capital (for business lines requiring legal capital) .....

6. List of capital founding shareholders

No	Name	Registered address in the household booklet for individual or head office address for organization	Kinds of shares	Number of shares	Value of the shares	Proportion in capital contribution	Number of personal ID card (or other personal identification paper)/Business Registration certificate number/ Establishment Decision Number	of legal	Note

7. Legal representative of the company:

Title: .....

Name: *(full name in block letters)* ..... Male/Female

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

Personal ID card number: .....

Date of issue: ...../...../..... Issuing Authority: .....

Other personal identification paper (*if not having the personal ID card*): .....  
Number of the other personal identification paper: .....  
Date of issue: ...../...../..... Issuing authority: .....  
Registered address in the household booklet: .....

Current residence address: .....  
Signature:.....

7. Name, address of the branch:  
.....  
.....

8. Name, address of the representative office:  
.....  
.....

9. Name, address of the business location:  
.....

**HEAD OF BUSINESS REGISTRATION OFFICE**

*(signature, seal and full name)*

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**BUSINESS REGISTRATION APPLICATION FORM FOR ONE-MEMBER LIMITED LIABILITY COMPANIES**

**To: The Business Registration Office of.....**

I am: (*full name in block letters*) ..... Male/Female  
Title: .....  
Born on: ...../...../..... Ethnicity: ..... Nationality: .....  
Personal ID card Number: .....  
Date of issue: ...../...../..... Issuing Authority: .....  
Other personal identification paper (*if not having the personal ID card*): .....  
Number of the personal identification paper: .....  
Date of issue: ...../...../..... Issuing authority: .....  
Registered address of the household booklet: .....  
.....  
Current residence address: .....  
.....  
Tel: ..... Fax: .....  
Email: ..... Website: .....  
Being the company legal representative

**Registers the following one member limited liability company:**

1. Enterprise name in Vietnamese: (*in block letters*) .....  
Enterprise name in foreign language (*if any*): .....  
Abbreviated enterprise name (*if any*): .....  
2. Name of the company owner: .....  
*In case the owner is an individual:*  
Date of birth: ...../...../..... Ethnicity: ..... Nationality: .....  
Personal ID card Number: .....  
Date of issue: ...../...../..... Issuing Authority: .....  
Other personal identification paper (*if not having the personal ID card*): .....  
Number of the personal identification paper: .....  
Date of issue: ...../...../..... Issuing authority: .....  
Registered address in the household booklet: .....  
.....  
Current residence address: .....  
.....  
Tel: ..... Fax: .....  
Email: ..... Website: .....

*In case the owner is an organization:*

Number of the Business Registration Certificate/Number of the Decision of establishment:.....

Issued by:.....on:.....

Head office address:.....

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

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

3. Company organization structure (Member Council, Company President): .....

4. Head office address:.....

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

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

5. Business lines:

No	Code	Name

4. Charter capital: .....

8. Name, address of the branch:

.....

9. Name, address of the representative office:

.....

.....

10. Name, address of the business location:

.....

I undertake that:

- I am not one of the subjects regulated in Clause 2 Article 13 of the Enterprise Law;
- The head –office of the enterprise is in the company’s legal ownership/use
- I am fully responsible before the law for the legality, truthfulness and accuracy of the business registration content.

*Date.....*

**THE COMPANY LEGAL REPRESENTATIVE**  
*(signature and full name)*

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

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BUSINESS REGISTRATION CERTIFICATES FOR ONE-MEMBER LIMITED LIABILITY  
COMPANIES

No: .....

*Fist registration, date....*

*Change Registration for the ...time. date...*

1. Enterprise name in Vietnamese: *(in block letters)* .....

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

Abbreviated enterprise name *(if any)*: .....

2. Head office address: .....

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

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

3. Business lines:

No	Code	Name

4. Charter capital: .....

5. Enterprise Owner:

Name: *(full name in block letters)* .....

*In case the owner is an individual:*

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

Personal ID card Number: .....

Date of issue: ...../...../..... Issuing Authority: .....

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

Number of the personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address in the household booklet: .....

Current residence address: .....

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

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

*In case the owner is an organization:*

Number of the Business Registration Certificate/Number of the Decision of establishment: .....

Issued by: ..... on: .....

Head office address: .....

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

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

6. Legal representative of the company

Title: .....

Name: *(full name in block letters)* ..... Male/Female

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

Personal ID card number: .....

Date of issue: ...../...../..... Issuing Authority: .....

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

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address in the household booklet: .....

Current residence address: .....

Signature: .....

7. Name, address of the branch:

.....

8. Name, address of the representative office:

.....

9. Name, address of the business location:

.....

**HEAD OF BUSINESS REGISTRATION OFFICE**

*(signature, seal and full name)*

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**  
-----

**BUSINESS REGISTRATION APPLICATION FORM FOR PARTNERSHIP**

**To: The Business Registration Office of.....**

I am: (*full name in block letters*) ..... Male/Female  
Title: .....  
Born on: ...../...../..... Ethnicity: ..... Nationality: .....  
Personal ID card No: .....  
Date of issue: ...../...../..... Issuing Authority: .....  
Other personal identification paper (*if not having the personal ID card*): .....  
Number of the other personal identification paper: .....  
Date of issue: ...../...../..... Issuing authority: .....  
Registered address of the household booklet: .....  
.....  
Current residence address: .....  
.....  
Tel: ..... Fax: .....  
Email: ..... Website: .....  
**Chairman of the Company Board of Member**

**Register the following partnership:**

1. Enterprise name in Vietnamese: (*in block letters*) .....  
.....  
Enterprise name in foreign language (*if any*): .....  
Abbreviated enterprise name (*if any*): .....  
.....

2. Head office address: .....  
Tel: ..... Fax: .....  
Email: ..... Website: .....

3. Business lines:

No	Code	Name

4. Charter capital: .....  
Total: .....

The capital contribution of each member is listed in the Member list



5. Legal capital (for business lines requiring legal capital) .....

6. Name, address of the branch:

.....  
.....

7. Name, address of the representative office:

.....  
.....

8. Name, address of the business location:

.....

All members and I undertake that:

- We are not one of the subjects regulated in Clause 2 Article 13 of the Enterprise Law;
- We are not at the same time members of a partnership company, private enterprise's owner or owner of an individual household business
- The head –office of the enterprise is in the company’s legal ownership/use
- We are fully responsible before the law for the legality, truthfulness and accuracy of the business registration content.

**PARTNERSHIP MEMBERS**

*(signature and full name of every member)*

*Date.....*  
**CHAIRMAN OF THE COMPANY’S CHAIMAN OF  
THE MEMBER BOARD**

*(signature and full name)*

Enclosure

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

DEPARTMENT OF PLANNING AND  
INVESTMENT....  
**BUSINESS REGISTRATION OFFICES**

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**  
-----

**BUSINESS REGISTRATION CERTIFICATES FOR PARTNERSHIP**

No: .....

*Fist registration, date....*

*Change registration for the ...time. date...*

1. Enterprise name in Vietnamese: (*in block letters*) .....

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

Abbreviated enterprise name (*if any*): .....

2. Head office address: .....

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

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

3. Business lines:

No	Code	Name

4. Charter capital: .....

5. Legal capital (for business lines requiring legal capital) .....

6. List of members

No	Name	Registered address in the household booklet for individual or head office address for organization	Value of contribution	of Proportion of capital contribution	Number of personal ID card ( or other legal personal identification paper)/Business Registration certificate number/ Establishment Decision Number	Type of member (partner/capital contributing member)

7. Legal representative of the company:

Title: .....

Name: (*full name in block letters*) ..... Male/Female

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

Personal ID card number: .....

Date of issue: ...../...../..... Issuing Authority: .....

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

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address in the household booklet: .....

.....

Current residence address: .....

Signature:.....

7. Name, address of the branch:

.....  
.....

8. Name, address of the representative office:

.....  
.....

9. Name, address of the business location:

.....

**HEAD OF BUSINESS REGISTRATION OFFICE**

*(signature, seal and full name)*

ENTERPRISE NAME

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No: .....

## NOTICE OF SETTING UP A BRANCH

**To: The Business Registration Office .....**

1. Name of enterprise: (*in block letters*) .....  
 Number of business registration certificate: .....  
 Issued by: ..... on: ...../...../.....  
 Head-office address: .....  
 Tel: ..... Fax: .....  
 Email: ..... Website: .....  
 Business lines:

No	Code	Name

2. Name of legal representative: (*in block letters*) ..... Male/female  
 Date of birth: ...../...../..... Ethnicity: ..... Nationality: .....  
 Personal ID card number: .....  
 Date of issue: ...../...../..... Issuing Authority: .....  
 Other personal identification paper (*if not having the personal ID card*): .....  
 Number of the other personal identification paper: .....  
 Date of issue: ...../...../..... Issuing authority: .....  
 Registered address in the household booklet: .....  
 .....  
 Current residence address: .....

**registers the establishment of the following branch:**

1. Name of the business location: (*in block letter*) .....  
 Address: .....  
 Tel: ..... Fax: .....  
 Email: ..... Website: .....  
 2. Business lines of the branch:

No	Code	Name

3. Name of the head of the branch: ..... Male/Female  
 Date of birth: ...../...../..... Ethnicity: ..... Nationality: .....  
 Personal ID card number: .....  
 Date of issue: ...../...../..... Issuing authority: .....  
 Other personal identification paper (*if not having personal ID card*): .....  
 Number of the other personal identification paper: .....  
 Date of issue: ...../...../..... Issuing authority: .....

Registered address in the household booklet: .....

Current residence address: .....

4. Name, address of the business locations directly under the branch:

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

The enterprise undertakes:

- The head office of the branch is in the enterprise's legal ownership/use
- to be fully responsible before the law for the legality, accuracy and truthfulness of the notice.

*Date*

**LEGAL REPRESENTATIVE OF THE ENTERPRISE**

*(signature, seal and full name)*

Enclosure:

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

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

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**  
-----

OPERATION REGISTRATION CERTIFICATES FOR BRANCHES

No: .....

*Fist registration, date....*  
*Change registration for the ...time. date...*

1. Name of the branch in Vietnamese: (*in block letters*) .....

2. Address of the branch: .....

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

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

3. Business lines of the branch:

No	Code	Name

4. Name of the head of the branch: ..... Male/Female

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

Personal ID card number: .....

Date of issue: ...../...../..... Issuing Authority: .....

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

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address in the household booklet: .....

Current residence address: .....

Signature of the head of the branch: .....

5. Name, address of the business location directly under the branch:

6. Operated under the authorization of the enterprise:

Name of enterprise: (*in block letters*) .....

Number of business registration certificate: .....

Issued by: ..... on: ...../...../.....

Head-office address: .....

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

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

**HEAD OF BUSINESS REGISTRATION OFFICE**

(signature, seal and full name)

ENTERPRISE NAME

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No: .....

NOTICE OF SETTING UP A REPRESENTATIVE OFFICE

To: The Business Registration Office .....

- 1. Name of enterprise: *(in block letters)* .....
- Number of business registration certificate: .....
- Issued by: ..... on: ...../...../.....
- Head-office address: .....
- Tel: ..... Fax: .....
- Email: ..... Website: .....
- Business lines:

No	Code	Name

- 2. Name of the legal representative: *(in block letters)* ..... Male/female
- Date of birth: ...../...../..... Ethnicity: ..... Nationality: .....
- Personal ID card number: .....
- Date of issue: ...../...../..... Issuing Authority: .....
- Other personal identification paper *(if not having the personal ID card)*: .....
- Number of the other personal identification paper: .....
- Date of issue: ...../...../..... Issuing authority: .....
- Registered address in the household booklet: .....
- .....
- Current residence address: .....

**registers the establishment of the following representative office:**

- 1. Name of the business location: *(in block letter)* .....
- Address: .....
- Tel: ..... Fax: .....
- Email: ..... Website: .....
- 2. Scope of activities of the representative office: .....
- 3. Name of the head of the representative office: ..... Male/Female
- Date of birth: ...../...../..... Ethnicity: ..... Nationality: .....
- Personal ID card number: .....
- Date of issue: ...../...../..... Issuing authority: .....
- Other personal identification paper *(if not having personal ID card)*: .....
- Number of the other personal identification paper: .....
- Date of issue: ...../...../..... Issuing authority: .....
- Registered address in the household booklet: .....

Current residence address: .....

The enterprise undertakes:

- The premises of the representative office is in the enterprise's legal ownership/use
- to be fully responsible before the law for the legality, accuracy and truthfulness of the notice.

*Date*

**LEGAL REPRESENTATIVE OF THE ENTERPRISE**

*(signature, seal and full name)*

Enclosure:

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



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

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**  
-----

OPERATION REGISTRATION CERTIFICATES FOR BRANCHES

No: .....

*Fist registration, date....*  
*Change registration for the ...time. date...*

1. Name of the representative office in Vietnamese: *(in block letters)* .....

.....  
.....

2. Address of the representative office: .....

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

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

3. Scope of activities:

.....

4. Name of the head of the representative office: ..... Male/Female

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

Personal ID card number: .....

Date of issue: ...../...../..... Issuing Authority: .....

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

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address in the household booklet: .....

.....

Current residence address: .....

Signature of the head of the representative office: .....

6. Operated under the authorization of the enterprise:

Name of enterprise: *(in block letters)* .....

Number of business registration certificate: .....

Issued by: ..... on: ...../...../.....

Head-office address: .....

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

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

**HEAD OF BUSINESS REGISTRATION OFFICE**

*(signature, seal and full name)*

**ENTERPRISE NAME**

**THE SOCIALIST REPUBLIC OF VIETNAM**

**Independence - Freedom - Happiness**

No: .....

**NOTICE OF SETTING UP BUSINESS LOCATION**

**To: The Business Registration Office .....**

1. Name of enterprise: *(in block letters)* .....
- Number of business registration certificate: .....
- Issued by: ..... on: ...../...../.....
- Head-office address: .....
- Tel: ..... Fax: .....
- Email: ..... Website: .....
- Business lines:

No	Code	Name

2. Name of legal representative: *(in block letters)* .....

**gives the following notice of the establishment of a business location:**

1. Name of the business location: *(in block letter)* .....
- Address: .....
- Tel: ..... Fax: .....
- Email: ..... Website: .....
2. Scope of activities of the business location:

No	Code	Name

3. Name of the head of the business location: ..... Male/Female
- Date of birth: ...../...../..... Ethnicity: ..... Nationality: .....
- Personal ID card number: .....
- Date of issue: ...../...../..... Issuing authority: .....
- Other personal identification paper *(if not having personal ID card)*: .....
- Number of the other personal identification paper: .....
- Date of issue: ...../...../..... Issuing authority: .....
- Registered address in the household booklet: .....

Current residence address: .....

4. Name, address of the branch (in case the the business location is under a brach of the enterprise):

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

The enterprise undertakes:

to be fully responsible before the law for the legality, preciseness and truthfulness of the notice.

*Date*

**LEGAL REPRESENTATIVE OF THE ENTERPRISE**

*(full name , signed and sealed)*

Enclosure:

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

ENTERPRISE NAME

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No: .....

NOTICE OF CHANGE IN REGISTRATION OF  
BRANCH/REPRESENTATIVE OFFICE

To: The Business Registration Office .....

- 1. Name of enterprise: (*in block letters*) .....
- Number of business registration certificate: .....
- Issued by: ..... on: ...../...../.....
- Head-office address: .....
- Tel: ..... Fax: .....
- Email: ..... Website: .....
- 2. Name of legal representative (*in block letters*): .....

**Registers the following change in the registration of branch, representative office:**

.....

.....

.....

.....

.....

The enterprise undertakes:

to be fully responsible before the law for the preciseness and truthfulness of the notice.

*Date*

**LEGAL REPRESENTATIVE OF THE ENTERPRISE**

*(full name , signed and sealed)*

Enclosure:

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

APPENDIX III-5

ENTERPRISE NAME

THE SOCIALIST REPUBLIC OF VIETNAM

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No: .....

NOTICE OF CHANGE IN THE BUSINESS REGISTRATION OF  
THE ENTERPRISE  
( change time No: )

To: The Business Registration Office .....

1. Name of enterprise: (*in block letters*) .....

Number of business registration certificate: .....

Issued by: ..... on: ...../...../.....

Head-office address: .....

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

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

2. Name of legal representative (*in block letters*): ..... Male/Female

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

Personal ID card number: .....

Date of issue: ...../...../..... Issuing authority: .....

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

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address of the household booklet: .....

Current residence address: .....

2. Name of legal representative: (*in block letters*) ..... Male/female

Born on: ...../...../..... Ethnicity: ..... Nationality: .....

Personal ID card number: .....

Date of issue: ...../...../..... Issuing Authority: .....

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

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address in the household booklet: .....

.....

Current residence address: .....

**registers the following change, supplement in the business registration of the enterprise:**

1. Amended or supplemented business lines: *(for registration of amendment and supplement of the business lines)*

No	Code	Name

2. Address of the planned new head office: *(for the registration of head office relocation)*.....

.....

3. The planned new name of enterprise *(for the registration of enterprise name change)*

.....

.....

4. Registration of partnership member change/Registration of the change of the legal representative of limited liability companies and joint stock companies

*(Registration of partnership member change: full name, date of birth, the number of identification card, passport or other legal personal identification paper, registered address of the household booklet, current residence address of the new partnership member, of the members whose membership are put to an end, there must be signatures of all partnership members or authorized partnership members except for those members whose membership are put to an end.*

*full name, the number of identification card, passport or other legal personal identification papers, position, ,registered address of the household booklet and current residence address of the successive legal representative of the company; full name and signature of the president of the Member Council in case of limited liability companies with two or more members; of the company owner or Chairman of the Member Council in case of one – member limited liability companies; of the president of the Management Board in case of joint – stock companies).*

.....

.....

5. Registration of investment capital change of the private enterprise owner/company's charter capital (*in case the change in investment capital, the charter capital is registered*)

a) *Registered investment capital/charter capital:*

b) *Changed investment capital /charter capital:*

c) *Timing of the capital change:*

d) *Modality of capital increase /decrease :*

*(for the change in the charter capital of the company : name, address, nationality, identity card number, passport or other legal identification papers or reference number of the decision on the establishment, business registration number of each member in case it is the limited liabilities company with 2 or more members, of the owner and the authorized person in case it is one member limited liabilities company, of the founding shareholders in case it is a joint stock company; The proportion of the capital contribution of each member in case it's the limited liabilities company with 2 or more members or of each founding shareholders in case it is a*

*joint stock company, the authorized ownership proportion of each authorized representative in case it is the one member limited liabilities company organized under the model of the Member Council)*

.....  
.....

6. Registration of change of founding shareholders in joint stock companies/Registration of change of member in limited liability companies with more than two members ( for the registration of founding shareholders, members of limited liability company)

*(For the registration of the change of joint stock company founding shareholders: name, address of head office, or full name, date of birth, identity card number or passport number or other legal personal identification papers, registered address in the household booklet, current residence address, nationality and the share of capital of the founding stakeholder who does not keep the commitment of capital contribution; name, address of head office, or full name, date of birth, identity card number or passport number (if any) or other legal personal identification papers, registered address in the household booklet, current residence address, nationality, signature and the capital contribution after the supplementary contribution of the remaining founding stakeholders in case they agree to make supplementary capital contribution; name, address of head office, or full name, date of birth, identity card number or passport number (if any) or other legal personal identification papers, registered address in the household booklet, current residence address, nationality, signature and the capital contribution after the supplementary contribution of the contributor who is not the founding stakeholder*

Registration of change of member in limited liability companies with more than two members: name, address of head office, in case the member is an organization or full name, nationality, date of birth, identity card number or passport number or other legal personal identification papers, registered address in the household booklet, current residence address in case the member is an individual, the value and the amount of capital contribution, time of contribution and the type of asset used as contribution, the quantity and the quality of each asset as contribution of the new member; in case of change due to inheritance: full name, nationality, date of birth, identity card number or passport number or other legal personal identification papers, registered address in the household booklet, current residence address and the capital contribution of the member that is left theas inheritance, full name, nationality, date of birth, identity card number or passport number or other legal personal identification papers, registered address in the household booklet, current residence address and the capital contribution of every person who receives the inheritance, the timing of the inheritance process )

.....  
.....

7. Registration change in business registration as per the Court’s decision ( *in case change as per the Court’s decision is registered*

Name of the Court:.....

Ref No of the Verdict /Decision: .....

Amendment or supplement as follows:

.....  
.....

The enterprise undertakes:

to be fully responsible before the law for the legality, preciseness and truthfulness of the notice.

*Date*

**LEGAL REPRESENTATIVE OF THE ENTERPRISE**

*(full name , signed and sealed)*

Enclosure:

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



NAME OF ENTERPRISE  
-----

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness  
-----

No: .....

## NOTICE OF TEMPORARY CESSATION OF OPERATION

**To: The Business Registration Office .....**1. Name of enterprise: (*in block letters*) .....

Number of business registration certificate: .....

Issued by: ..... on: ...../...../.....

Head-office address: .....

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

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

Business lines:

No	Code	Name

2. Name of legal representative: (*in block letters*) ..... Male/female

Born on: ...../...../..... Ethnicity: ..... Nationality: .....

Personal ID card number: .....

Date of issue: ...../...../..... Issuing Authority: .....

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

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address in the household booklet: .....

.....

Current residence address: .....

**Gives notice of the following temporary cessation:**

The temporary cessation duration.....

The starting date.....

The closing date thereof.....

The reasons for temporary cessation.....

.....

The enterprise undertake:

- To be responsible before the law for the accuracy and the truthfulness of this notice.

Date.....

**LEGAL REPRESENTATIVE OF THE ENTERPRISE***(signature, seal and full name)*

THE SOCIALIST REPUBLIC OF VIETNAM  
**Independence - Freedom - Happiness**

SALE NOTICE OF A PRIVATE ENTERPRISE

**To: The Business Registration Office of.....**

I am: (*full name in block letters*) ..... Male/Female

Born on: ...../...../..... Ethnicity: ..... Nationality: .....

Personal ID card number: .....

Date of issue: ...../...../..... Issuing Authority: .....

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

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address of the household booklet: .....

Current residence address: .....

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

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

being the owner of a private enterprise

1. Enterprise name in Vietnamese: (*in block letters*) .....

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

Abbreviated enterprise name (*if any*): .....

2. Head office address: .....

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

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

3. Business lines:

No	Code	Name

4. Initial investment capital: .....

Total: .....

including:

- Vietnamese dong: .....

- foreign convertible currencies: .....

- Gold: .....

- Other assets (*specifying sorts of assets, quantity and remaining value of each type of asset, attach a separate list to the business registration application form if necessary*):

.....  
.....

5. Legal capital (for business lines requiring legal capital) .....

6. Name, address of the branch:

.....  
.....

7. Name, address of the representative office:

.....  
.....

8. Name, address of the business location:

.....

Now I would like to sell the private enterprise to..... cho Mr/Ms (*full name in block letters*).....Male/Female

Born on: ...../...../..... Ethnicity: ..... Nationality: .....

Personal ID card number: .....

Date of issue: ...../...../..... Issuing Authority:

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

Number of the personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address of the household booklet: .....

.....

Current residence address: .....

.....

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

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

Reasons:.....

.....

Total outstanding debts of the enterprise; name, address and maturity date for each creditor:.....

Transfer timing of the enterprise to the buyer .....

We undertake to comply with the provision on enterprise sale that are stipulated in the Enterprise Law and legal provisions on labor regulation and are fully responsible for the legality, preciseness and truthfulness of this notice

*.Date*

**ENTERPRISE BUYER**

*(Signature and full name)*

**ENTERPRISE OWNER**

*(Signature and full name)*

Enclosure

- .....

- .....

- .....

**THE SOCIALIST REPUBLIC OF VIETNAM**

**Independence - Freedom - Happiness**

**BUSINESS REGISTRATION APPLICATION FORM FOR INDIVIDUAL HOUSEHOLD  
BUSINESS**

**To: business registries of .... district**

I am: (*full name in block letters*) ..... Male/Female  
Born on: ...../...../..... Ethnicity: ..... Nationality: .....  
Personal ID card number: .....  
Date of issue: ...../...../..... Issuing Authority: .....  
Other personal identification paper (*if any*): .....  
Number of the other personal identification paper: .....  
Date of issue: ...../...../..... Issuing authority: .....  
Registered address of the household booklet: .....  
.....  
Current residence address: .....  
.....  
Tel: ..... Fax: .....  
Email: ..... Website: .....

**Registers the following household business:**

1. Name of the household business (*in block letters*) .....  
.....  
2. Business location: .....  
.....  
Tel: ..... Fax: .....  
Email: ..... Website: .....  
3. Business lines: .....  
.....  
4. Operation capital: .....

I undertake that:

- Other capital contributing members and I myself are not forbidden from doing business by the law; not being at the same time a private enterprise's owner or members of a partnership

- The business location is in the legal ownership/use of the household business
- I am fully responsible before the law for the legality, truthfulness and accuracy of the business registration content.

*Date.....*

**INDIVIDUAL/REPRESENTATIVE OF THE HOUSEHOLD BUSINESS**

*(signature and full name)*

Enclosure

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

**NAME OF THE HOUSEHOLD  
BUSINESS .....**

**THE SOCIALIST REPUBLIC OF VIETNAM  
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-----

No: .....

**NOTICE OF CHANGE IN BUSINESS REGISTRATION CONTENTS OF THE HOUSEHOLD  
BUSINESS**

**To: The Business Registry of .... district**

Name of the household business : *(in block letters)* .....

Number of business registration certificate: .....

Date of issue: ...../...../...

Address of business location: .....

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

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

**Register the following changes in busines registration:**

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

I undertake to be fully responsible before the law for the accuracy and the truthfulness of this notice *(In the case of registration for the relocation of business location, the household business must also ensure the the legal ownership use of the planned location)*

*Date.....*

**INDIVIDUAL/REPRESENTATIVE OF THE  
HOUSEHOLD BUSINESS**  
*(signature and full name)*

Enclosure:

-.....

-.....

DISTRICT-LEVEL PEOPLE'S  
COMMITTEE  
**NAME OF THE BUSINESS  
REGISTRY .....**

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**  
-----

BUSINESS REGISTRATION CERTIFICATES FOR INDIVIDUAL HOUSEHOLD BUSINESS  
No: .....

*First registration, date.....*  
*Change registration for the ....time date.....*

1. Name of the household business (*in block letters*) .....
2. Business location: .....
- Tel: ..... Fax: .....
- Email: ..... Website: .....
3. Business lines: .....
4. Operation capital: .....
5. Name of the individual or the name of the household representative:.....  
..... Male/Female  
Date of birth: ...../...../..... Ethnicity: ..... Nationality: .....
- Personal ID card number: .....
- Date of issue: ...../...../..... Issuing Authority: .....
- Other personal identification paper (*if not having the personal ID card*): .....
- Number of the other personal identification paper: .....
- Date of issue: ...../...../..... Issuing authority: .....
- Registered address of the household booklet: .....
- .....
- Current residence address: .....
- Signature of the individual or the household representative:.....

**TITLE OF THE OFFICIAL SIGNING THE  
BUSINESS REGISTRATION CERTIFICATES**

*(signature, seal and full name)*



**NAME OF THE  
HOUSEHOLD BUSINESS**

**THE SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness**

No: .....

**NOTICE OF TEMPORARY CESSATION OF OPERATION OF THE  
HOUSEHOLD BUSINESS**

**To: The Business Registry of .....district**

1. Name of the household business: *(in block letters)* .....

Number of business registration certificate: .....

Date of issue: .....

Address of business location: .....

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

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

Business lines: .....

.....

**Gives notice of the following temporary cessation:**

The temporary cessation duration.....

The starting date.....

The closing date thereof.....

The reasons for temporary cessation.....

.....

I certify the accuracy and the truthfulness and undertake to be fully responsible before the law for the content of this notice.

*Date.....*

**INDIVIDUAL AS REPRESENTATIVE OF THE HOUSEHOLD  
BUSINESS**

*(signature, and full name)*

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

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**  
-----

NOTICE  
ON THE AMENDMENT AND SUPPLEMENT OF THE BUSINESS REGISTRATION  
DOSSIER

**To:** .....

Business registration office: .....

Office address: .....

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

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

After considering the dossiers received on (*date*.....) ..... of Ms/Mr: .....  
being .....

concerning the: .....

.....  
The Business Registration Office kindly request the following amendment and supplement and  
would like to give instruction as follows:

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

The day when the Business Registratio Office receives the supplemented and amended dossiers as  
requested above will be considered as the receiving date of the dossiers

To  
-As above  
-Archive

*Date*.....  
**BUSINESS REGISTRATION OFFICE**

*(signature, seal and full name)*

DISTRICT-LEVEL PEOPLE'S  
COMMITTEE  
NAME OF THE BUSINESS  
REGISTRY .....

THE SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness  
-----

NOTICE  
ON THE AMENDMENT AND SUPPLEMENT OF THE BUSINESS REGISTRATION  
DOSSIER

To: .....

The Business registry: .....

Office address: .....

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

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

After considering the dossiers received on (*date*.....) ..... of Ms/Mr: .....  
being .....

concerning the: .....

.....  
The Business Registry kindly request the following amendment and supplement and would like to  
give instruction as follows:

.....

.....

.....

The day when the Business Registry receives the supplemented and amended dossiers as requested  
above will be considered as the receiving date of the dossiers

To  
-As above  
-Archive

*Date*.....

**TITLE OF THE OFFICIAL SIGNING THE  
NOTICE**

*(signature, seal and full name)*

THE INVESTMENT AND PLANNING  
DEPARTMENT OF...  
**BUSINESS REGISTRATION OFFICE**  
Ref No.....

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**  
-----

**NOTICE**  
ON THE VIOLATIONS OF ENTERPRISE THAT LEAD TO THE REVOCATION OF  
ITS BUSINESS REGISTRATION CERTIFICATE

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

Business registration office: .....

Address: .....

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

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

Based on the conclusions/report, minutes of .....  
dated.....

regarding.....

The Business registration office would like to inform the violations of the company/private  
enterprise..... as follows:

.....  
.....

The Business registration office request the oompany/enterprise (based on specific stipulation in  
Article 46 Decree No 88/2006/NĐ-CP for each case)  
to.....

The Business Registration office will issue the Decision to revoke the business registration  
certificate of the enterprise after 10 days as of .....(if)....

**To:**

- As above
- Provincial/:municipal Tax department
- Market management agency
- .....
- Archive: .....

*Date .....*

**BUSINESS REGISTRATION OFFICE**  
*(signed and sealed, full name)*

APPENDIX VI-2

PEOPLE'S COMMITTEE OF  
...DISTRICT  
BUSINESS REGISTRY ...

THE SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness  
-----

Ref No.....

**NOTICE**

ON THE VIOLATIONS OF THE HOUSEHOLD BUSINESS THAT LEAD TO THE  
REVOCATION OF ITS BUSINESS REGISTRATION CERTIFICATE

**To:** (*name of the household business...*)

Business registry: .....

Address: .....

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

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

Based on the conclusions/report, minutes/inspection of .....  
dated .....  
regarding.....

The Business registry would like to inform the violations of the household  
business..... as follows:

.....  
.....

The Business Registry will issue the Decision to revoke the business registration certificate  
of the household business after 10 days as of the signed date of this notice

**To:**

- As above
- Tax department
- Market management agency at district level
- .....
- Archive: .....

*Date .....*

**BUSINESS REGISTRATION OFFICE**  
*(signed and sealed, full name)*

**Appendix VI – 3**

THE INVESTMENT AND PLANNING  
DEPARTMENT OF....  
**BUSINESS REGISTRATION OFFICE**  
Ref No

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**  
-----

**DECISION**

TO REVOKE THE BUSINESS REGISTRATION CERTIFICATE OF  
OF .....

- Pursuant to the Enterprise Law
- Pursuant to the Decree No 88/2006/NĐ-CP dated August 29, 2006 of the Government on business registration .
- Based upon the notice No .....

**Article 1:** Revoke the Business registration certificate of the following enterprise:

Enterprise name in Vietnamese: (in block letters).....

.....

Business Registration Certificate No .....

Issued by.....

Dated .....

Head office address: .....

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

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

Name of the legal representative (full name in block letters) .....

..... Male/Female

Title: .....

Born on: ...../...../..... Ethnicity: ..... Nationality:.....

Personal ID card number:.....

Date of issue: ...../...../..... issuing authority: .....

Other legal personal identification papers (*if any*):.....

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

Registered address in the household booklet: .....  
.....  
.....

Current residence address: .....  
.....  
.....

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

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

Name, address of branch(es):  
.....  
.....  
.....

Name, address of representative office(s):  
.....  
.....  
.....

Name, address of business location(s):  
.....  
.....  
.....

**Article 2:** Within 6 months as of the effective date of this decision, the enterprise has to take dissolution procedures in compliance with legal provisions

**Article 3:** This Decision comes into effect since ..... Mr /Ms .....  
.....

and.....are responsible for its implementation

**To**

- Name, address of the enterprise whose business registration certificate is revoked
- Tax Department
- Provincial Market Management agency
- business registration offices ( in the localities where the enterprise has its branch(es), representative office(s) ...)
- Archive: .....

*..Date..*

**HEAD OF THE BUSINESS REGISTRATION OFFICE**

*(signed, sealed and full name)*

**Appendix VI – 4**

**PEOPLE’S COMMITTEE OF  
...DISTRICT  
BUSINESS REGISTRY ...**

**THE SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness**  
-----

Ref No.....

**DECISION**

**TO REVOKE THE BUSINESS REGISTRATION CERTIFICATE OF  
THE HOUSEHOLD BUSINESS.....**

- Pursuant to the Enterprise Law
- Pursuant to the Decree No 88/2006/NĐ-CP dated August 29, 2006 of the Government on business registration .
- Based upon the notice No .....

**Article 1:** Revoke the Business registration certificate of the following household business:

Name of the household business: (in block letters).....

.....

Business Registration Certificate No .....

Issued by.....

Dated .....

Head office address: .....

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

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

Name of the legal representative (full name in block letters) .....

..... Male/Female

Title: .....

Born on: ...../...../..... Ethnicity: ..... Nationality:.....

Personal ID card number:.....

Date of issue: ...../...../..... issuing authority: .....

Other legal personal identification papers (*if any*):.....

Number of the other personal identification paper: .....

Date of issue: ...../...../..... Issuing authority: .....

.....



Registered address in the household booklet: .....  
.....  
.....

Current residence address: .....  
.....  
.....

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

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

**Article 2:** Within 6 months as of the effective date of this decision, the household business has to take dissolution procedures in compliance with legal provisions

**Article 3:** This Decision comes into effect since ..... Mr /Ms .....  
.....

and.....are responsible for its implementation

**To**

- Name, address of the household business whose business registration certificate is revoked
- district tax department
- Market Management agency at district level

- Archive: .....

*..Date..*

**HEAD OF THE BUSINESS REGISTRY**

*(signed, sealed and full name)*

**NAME OF THE BUSINESS  
REGISTRY**

**THE SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness**

Ref No: .....

**RECEIPT**

Name of the business registry: .....

.....

Address: .....

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

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

On ...../...../.....(day/month/year) received from Mr/Ms .....

.....

who is: .....

papers and documents concerning: .....

.....

namely: .....

.....

.....

Appointment date: ...../...../.....

*Date..*

**TITLE OF THE OFFICIAL SIGNING  
THE RECEIPT**

*(Ký, đóng dấu và ghi rõ họ tên)*

## APPENDIX VIII

### SOME INSTRUCTIONS ABOUT HOW TO MAKE THE BUSINESS REGISTRATION CERTIFICATE ( attached to the circular No.../2006/TT-BKH dated .....2006 of the Ministry of Planning and Investment)

#### **1. How to note down some details of the business registration certificate**

- telephone, fax: provincial code first then subscription number, e.g a telephone number in Hanoi should be as follows: **4. 8325909**

- Investment capital/charter capital: *in number, e.g: 4.000.000.000 đồng*

- Sex: bold, italic and in parentheses, e.g: ***(Male)***.

- Re-registration for the ...time: *This information will be noted down only in the case the business registration certificate is lost, torn, damaged...*

- Upon the registration for changes in business registration of the enterprises, the Business Registration Office will confiscate the already issued business registration certificate. The cover page will be the same, only the pages inside are changed

#### **2. About the codes of newly founded urban districts, rural district ( districts for short)**

- For the districts founded after the issuance of this Circular, the code will be followed in the alphabetical order A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

- In case of separating a new district from an existing one, code of a district will be the same and the code of the other will be followed in the above mentioned alphabetical order.

APPENDIX II - 1

**LIST OF MEMBERS OF LIMITED LIABILITY COMPANIES WITH TWO MEMBERS OR MORE**

No	Name	Date of birth for individual members	Sex	Nationality	Ethnicity	Current residence address for individual members	Registered address in the household booklet for individual members and address of head offices for organization members	Number, date and place of issue of personal ID card or passport for individual or Business registration certificates for enterprises or establishment decision for other organizations	Capital			Timing of making capital contribution	Signature of members
									Total value of capital contribution	Capital propriety	Type of assets, quantity and value of assets as capital contribution		
1	2	3	4	5	6	7	8	9	10	11	12	14	15

*Date.....*  
**Legal representative of the company**  
*(signature and full name)*

**Notes:**  
 Column 10: total value of capital contribution of each member.

APPENDIX II - 4

**LIST OF AUTHORIZED REPRESENTATIVES FOR ONE MEMBER LIMITED LIABILITY COMPANY** *in case the owner is an organization)*

No	Name of the authorized representative	Date of birth for members who are individuals	Sex	Nationality	Ethnicity	Current residence address	Registering place of household booklet	Number, date and issuing authority of personal ID or other legal personal certification papers	Capital contribution		Signature	Note
									The total amount of capital represented capital	Thời điểm đại di Timing of the representation of the capital		
1	2	3	4	5	6	7	8	9	10	11	12	13

*Date*

**Legal representative of the company**

*(Signature, full name)*

**Note:** *Assets generating the total value of capital contribution that are represented by each individual must be listed in details : name of asset, the quantity of each type of asset, the remaining value of each type of asset, timing of contribution of each type of asset*

APPENDIX II – 2  
**LIST OF FOUNDING SHAREHOLDER OF JOINT –STOCK COMPANIES**

N o.	Nam of foudi ng share holder s	Date of birth for indivi dual found ing memb ers	Sex	Natio nality	Nati on	Curren t residen t addres s for individ ual foundi ng shareh olders	registered address in the household booklet for individual founding shareholdes and address of head offices for organizations	Number, date and place of issue of personal ID card or passport for individual or Business registration certificates for enterprises or establishment decision for other organizations	Capital										Signature of founding shareholder s
									Total shares		Capit al propr iety	Type of share				Time of making contrib ution			
									Quantit y	Val ue		General share		.....					
												Quantit y	Value	Quantity	Value		Quantit y	Value	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

*Date.....*  
**Legal representative**  
*(sign and full name)*

**Ghi chú:**

**Notes:**

Column 11: total value of of capital contribution each founding member

*Assets generating the total value of capital contribution of each founding shareholder must be listed in details : name of asset, the quantity of each type of asset, the remaining value of each type of asset, timing of contribution of each type of asset*

**APPENDIX II - 3**  
**LIST OF MEMBERS OF PARTNERSHIPS**

No	Name	Date of birth for members who are individuals	Sex	Nationality	Ethnicity	Current residence address	Registering place of household booklet	Number, date and issuing authority of personal ID or other legal personal certification papers	Occupation and qualification of each partnership member	Total capital				Signature of partners	Note
										Total value of capital	Capital propriety	Portion of capital contribution	Time of making contribution		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	A. Partnership member														
	B. Capital contributing member (if any)														

*Date.....*  
**Legal representative**  
*(sign and full name)*

**Note:**

Column 11: total value of of capital contribution of each member

*Assets generating the total value of capital contribution of each member must be listed in details : name of asset, the quantity of each type of asset, the remaining value of each type of asset, timing of contribution of each type of asset*







No	Statistical Index	...../...../200							Accumulated since the beginning of the year						
		Private enterprise	Company ltd of more than 2 members	One member company ltd	Joint stock company	Partnership companies	Total number of enterprises	Household business	Private enterprise	Company ltd of more than 2 members	One member company ltd	Joint stock company	Partnership companies	Total number of enterprises	Household business
A	B	1	2	3	4	5	C=1+2+3+4+5	D	6	7	8	9	10	D=6+7+8+9+10	E
	the bankruptcy of enterprises ( <i>number of enterprises</i> )														
	the relocation of enterprises to other provinces, cities ( <i>number of enterprises</i> )														
	the re-organization of enterprises ( <i>division, merger, acquisition</i> )( <i>number of enterprises</i> )														
	the transformation of enterprises (transformed companies) ( <i>number of enterprises</i> )														
	the legal regulation violation of enterprises/household businesses ( <i>number of enterprises/household businesses</i> )														
	the household business's cessation of business activities for more than 6 consecutive months without noticing the business registry ( <i>number of household businesses</i> )	Not applicable to enterprises							Not applicable to enterprises						
	) the relocation of household businesses to other districts ( <i>number of household businesses</i> ); the fact that the household business does not activate their business activities within 6 months since receiving the business registration certificate ( <i>number of household businesses</i> )														

**Note:**

SME is an enterprise having the registered capital not exceeding VND 10 billion or not having more than the annual average number of 300 labors

...../...../ 200...

**HEAD OF BUSINESS  
REGISTRATION OFFICE**  
(signed and sealed, full name)

APPENDIX VII - 2

INVESTMENT AND PLANNING  
DEPARTMENT OF...  
BUSINESS REGISTRATION OFFICE

**BUSINESS REGISTRATION MONTHLY REPORT**

A. DOANH NGHIỆP CÓ VỐN GÓP CỦA NHÀ NƯỚC STATE INVESTED ENTERPRISES

N O		...../..../200								Accumulated since the beginning of the year							
		State owne d enter prise s	Co. ltd of more than 2 mem bers	one member Co. Ltd.		Partn ershi p comp anies	Joint stock companies		Total C=1+2 +3+4+5 + 6+7	State owne d enter prise s Newly establi shed	Co. ltd of more than 2 membe rs transfor med	one member Co. Ltd.		Part ner shi p co mp ani es equit ized	Joint stock companies		Total D= 8+9+10 +11+12 + 13 + 14
				Newly establi shed	transfo rmed		Newly establi shed	equitiz ed				Thành lập mới	Newly establi shed		Thành lập mới	Cổ phâ n hoá	
A	B	1	2	3	4	5	6	7	C	8	9	10	11	12	13	14	D
I	Enterprise (number of enterprises)																
II	Registered capital (million dong)																
	of which State investment (million dong)																

B. ENTERPRISES HAVING CAPITAL CONTRIBUTION FROM A FOREIGN INVESTED ENTERPRISE OR FROM A FOREIGN INVESTOR (i)

TT		...../..../200				Accumulated since the beginning of the year					
		Co. ltd of more than 2 members	Partnership companies	Joint stock companies		Total C=1+2+3+4	Co. ltd of more than 2 members	Partnership companies Newly established	Joint stock companies		Total D=5+6+7+8
				Newly established	equitized				equitized	Cổ phần hoá	
A	B	1	2	3	4	C	5	6	7	8	D
I	<i>Enterprises under the Enterprise Law having capital contribution from foreign invested enterprise(s) (number of enterprises)</i>										
	<i>Registered capital ( million dong)</i>										
	<i>of which capital contribution of foreign invested enterprise(s) (million dong)</i>										

(i): reference should be made to the Decree guiding the implementation of the Investment Law to work out this criteria

..... /...../ năm 200...

**HEAD OF BUSINESS  
REGISTRATION OFFICE**  
*(signed and sealed, full name)*



## II –ENTERPRISES REGISTERING FOR CHANGES IN THEIR BUSINESS REGISTRATION

No	Enterprise name	Business registration Certificate No	Registered capital	Code of registered business lines	Head office address	Legal representative				Registered changes
						Name	Date of birth	No of personal ID card/legal personal identification paper	Issuing authority, date of issue	
1										
2										
3										

**To :**

- provincial/municipal Tax Department
- provincial/municipal statistics office
- Departments....
- Business Registration Office (or Economic-Planning Division) of districts ....
- People's Committees of wards/commune/district town....

.....,/...../.....  
**HEAD OF BUSINESS  
 REGISTRATION  
 OFFICE**  
*(signed and sealed, full  
 name)*







#### IV –ĐKKD HOUSEHOLD BUSINESSES HAVING THEIR BUSINESS REGISTRATION CERTIFICATES REVOKED

No	Name of the household businesses	Business registration Certificate No	Registered capital	Code of registered business lines	Head office address	Owner of the household businesses				Reasons for the revocation of the business registration certificates
						Name	Date of birth	No of personal ID card/legal personal identification paper	Issuing authority, date of issue	
1										
2										
3										
...										

**To:**

- Business Registration Office of the province/city....
- ...district tax agency
- provincial:municipal statistic office
- People's Committees of wards/commune/district town ....

...../...../.....  
**HEAD OF THE DIVISION**  
*(signed and sealed, full name)*

## APPENDIX IX

## Font, size, style of the characters in the Business Registration Certificate

No	Section	font	Size	Style	Example
1	Title	.VnTimeH .VnTime	13 13	Bold	<b>CỘNG HOÀ XÃ HỘI CHỦ NGHĨA VIỆT NAM</b> <b>Độc lập - Tự do - Hạnh phúc</b>
2	Issuing authority	.VnTimeH .VnTimeH	13 12	Bold	<b>SỞ KẾ HOẠCH VÀ ĐẦU TƯ</b> <b>PHÒNG ĐĂNG KÝ KINH DOANH</b>
3	Name of the certificate	.VnTimeH	13	normal	<b>GIẤY CHỨNG NHẬN ĐĂNG KÝ KINH DOANH</b> <b>CÔNG TY CỔ PHẦN</b>
4	template	.VnTime	14	normal	1. Tên doanh nghiệp viết bằng tiếng Việt: ..... Tên doanh nghiệp viết bằng tiếng nước ngoài: .....
5	Contents filled in for each enterprise	.VnTimeH .VnTime .VnTimeH	13 14 13	Bold Bold ,italic Bold	<b>DOANH NGHIỆP TƯ NHÂN XÂY DỰNG TIỀN THÀNH</b> Địa chỉ trụ sở chính: <b>Số 195b, phố Đội Cấn, quận Ba Đình, thành phố Hà Nội</b> Họ và tên: <b>LÊ HỒNG VÂN</b>
6	Company members	.VnTime	14	Bold	<b>Nguyễn Thu Nga</b>
7	Branch, representative office	.VnTimeH .VnTime	13 14	Bold Bold	<b>CHI NHÁNH CÔNG TY TNHH THƯƠNG MẠI</b> <b>HUY HOÀNG TẠI NGHỆ AN</b> <b>Số 2, đường Trần Phú, thành phố Vinh, tỉnh Nghệ An</b>
8	Title of the signing people	.VnTimeH	12	Bold	<b>TRƯỞNG PHÒNG ĐĂNG KÝ KINH DOANH</b>
9	Name of the signing people	.VnTime	14	Bold	<b>Nguyễn Thuỳ Linh</b>
10	Date of issue	.VnTime	10	Italic	<i>Đăng ký lần đầu, ngày..... tháng..... năm .....</i> <i>Đăng ký thay đổi lần thứ: ..... ngày..... tháng... năm.....</i> <i>Đăng ký lại lần thứ:.....ngày..... tháng..... năm.....</i>