

**PROCEDURES FOR REGISTRATION FOR
REPRESENTATIVE OFFICE OF FOREIGN TRADERS IN VIETNAM**

<p style="text-align: center;">Competent authority</p>	<ul style="list-style-type: none"> - The provincial-level Industry and Trade Department of a locality in which a Representative office is scheduled to be located. - The management board of an industrial park, export-processing zone, economic zone or hi-tech park (referred to as management board) may grant, re-grant, modify, extend and revoke the establishment license and terminate operation of a Representative office located in the industrial park, export processing zone, economic zone or hi-tech park.
<p style="text-align: center;">Condition</p>	<p>A foreign trader may be licensed to establish a Representative office when meeting the following conditions:</p> <ol style="list-style-type: none"> 1. The foreign trader has been established or has registered its operation under the law of a country or territory being member to a treaty to which Vietnam is a contracting party or recognized by the law of such country or territory. 2. The foreign trader has been operating for at least one year since its establishment or business registration. 3. In case the foreign trader’s business registration certificate or equivalent paper indicates its term of operation, the remaining term must be at least one year by the date of submission of the application. 4. Contents of operation of the Representative office must comply with Vietnam’s commitments in treaties to which Vietnam is a contracting party. 5. In case contents of operation of the Representative office fail to comply with Vietnam’s commitments or the foreign trader is not located in a country or territory being member to a treaty to which Vietnam is a contracting party, the establishment of such Representative office shall be approved by the minister of the ministry or the head of the ministerial- level agency performing the specialized management of the sector concerned (below referred to as the minister of the line ministry).
<p style="text-align: center;">Dossier</p>	<ol style="list-style-type: none"> 1. An application for a Representative office establishment license, made according to a form set by the Ministry of Industry and Trade and signed by the foreign trader’s competent Representative; 2. A copy of the business registration certificate or equivalent paper of the foreign trader, having their Vietnamese translations certified, shall be certified or consularly legalized by an overseas Vietnamese diplomatic mission or consulate under Vietnamese law; 3. The foreign trader’s document on appointment of head of the Representative office, having their Vietnamese translations certified under Vietnamese law;

	<ol style="list-style-type: none"> 4. Copies of audited financial statements or documents proving the fulfillment of tax liabilities or financial obligations in the latest fiscal year or equivalent paper issued or certified by a competent agency or organization of the locality where the foreign trader was established proving the actual existence and operation of the foreign trader in the latest fiscal year, having their Vietnamese translations certified under Vietnamese law; 5. A copy of the passport, people' identity card or citizen's identity card (for a Vietnamese) or a copy of the passport (for a foreigner) of the head of the Representative office having their Vietnamese translations certified under Vietnamese law; 6. Documents on the expected location of the Representative office, comprising: <ol style="list-style-type: none"> a. A copy of the memo of understanding or location rental agreement or a document proving the right to use the location for opening the Representative office; b. A copy of the document on the expected location of the Representative office under Article 28 of Decree No. 07/2016/ND-CP and relevant laws.
Duration for implementation	07 working days since receipt of the full dossier.
Result	<ul style="list-style-type: none"> - If the dossier is valid: Representative office establishment license shall be issued. - If the dossier is invalid: Notice requesting amendment and supplement.
Fees	<ul style="list-style-type: none"> - Fees for obtaining the Representative office establishment license of foreign traders in Vietnam are as follows: <ul style="list-style-type: none"> o 1st issuance: VND 3,000,000. o Re-issuance, amendment, supplement, renewal: VND 1,500,000.
Legal basis	<ul style="list-style-type: none"> - Decree No. 07/2016/ND-CP Detailing the Commercial Law regarding Vietnam-based representative offices and branches of foreign traders. - Circular No. 143/2016/TT-BTC providing for fees for processing of applications for the license to establish representative offices of foreign trade promotion organizations or foreign traders in Vietnam, and the collection and transfer thereof.

Above is the contents guiding the basic administrative dossiers and procedures for the Valued customer's reference. Detailed dossiers will be guided and supported by VN CONSULT for the Valued customer's drafting/completing during the implementation of the service.

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