

Industrial Parks and Export Processing Zones Authority (IPs and EPs Authority)**Investor****1. Location Selection**

Location selection and then to sign land lease contract or factory lease/purchase contract.

2. Establishment of Investment Project Proposal

Investor, by himself, implements on building the investment project proposal.

3. Issuance of Investment License

- Projects under the responsibility of the PM approval, the documentation required is:
 - a) Request of Investment License Issuance
 - b) Notarized copy of company/organization's Establishment Decision or Business Registration Certificate or equivalent documents; Notarized copy of Identification card or passport (or legally notarized document of a person)
 - c) Report of financial capacity of the investor (made by investor and be legally responsible of the report fidelity)
 - d) Cooperation contract for investment type resulting from forming an economic joint-venture between domestic and foreign investors
 - e) Economic and technical report (includes: Objective, Scale of business, location, Investment capital, Project Implementation Progress, land usage need, and solution on environment and technology)

No. of copy: **Original copy:** 1 set & **Copy:** 10 sets

Duration: 20 working days

Contact: Investment Department of IPs and EPs Authority

4. Land lease Contract

Contact: IPs – Eps developer

5. Cấp giấy phép xây dựng: (Issuance of Construction License)

- a. Request form of issuing a construction license (1 set)
- b. Investment Project Documentation (1 set): Explanation + Basic Design + Audit Report
- c. Documentation regarding Land (1 set): Land lease contract + Cadastral Map.
Investment License (Business Registration) (1 copy)

Submitting to Environment & Construction Department of IPs and EPs Authority

Duration: 1 working day on receipt of valid document

6. Announcement of Contents listed in Business Registration

Within 30 days on receipt of Business Registration Certificate, company must publish 3 continuous times in newspaper.

Contact: Media agency

*** Registration of Management Board**

Document required:

- a) Official letter of requesting on Verification of company's management board
- b) Notarized copy Identification Card or passport of the members requesting the verification
- c) Meeting minute of assigning the management board and legal representative of the company

No. of copy: 1 set

Submitting to Investment – Enterprise and Export-Import Department of IPs and EPs Authority

Duration: 1 working days on receipt of valid document

*** Registration of making and using Company seal**

Document required:

- a) Introduction letter issued by IPs and EPs Authority
- b) Request form of making company seal
- c) Notarized copy of identification or passport of company's legal representative (don't forget to take the original for viewing)

No. of copy: 1 set

Submitting to: Department of Planning and Investment

Duration: 15 working days on receipt of valid document.

*** Tax Code Registration and Export-Import Code Registration**

Document required:

- a) Official letter requesting on issuing a tax code
- b) Taxation Declaration Registration (as regulated by Vietnam General Department of Taxation)
- c) Notarized copy of Business Registration Certificate
- d) Seal

Submitting to Department of Propaganda and Support – Provincial bureau of taxation

Duration: 5 working days on receipt of valid document

*** To open Bank account**

- Company has its right to open the account of Vietnam DONG or foreign currency in the bank which legally operates in Vietnam.
- Contact your favorite banks for further details.

*** Registration of Accounting System**

- + To apply the Vietnamese accountancy
- + To apply the Foreign accountancy

Contact Enterprise Management Department of IPs and EPs Authority for further details

Document to supplement and/or to modify Accounting System

- a) Official letter to suggest the modification and/or supplement to current system.

- b) Previous Approval of the system made by Ministry of Finance (if any).
- c) Notarized copy of Business Registration Certificate.
- d) Documents explaining the reason of modification and/or supplement includes: accounting record, financial reporting system attaching forms and explanation of modification and/or supplement.

No. of copy: 3 sets

Submitting to Investment – Enterprise and Export-Import Department of IPs and EPs Authority

Duration: 20 working days on receipt of valid document

*** Environmental Impact Study**

Document required:

- a) Official Letter of Request (1 copy)
- b) Commitment of environment protect (4 copies)
- c) Investment License (1 copy)
- d) Investment Project (1 set)

Submitting to

- Provincial Department of Resource and Environment or
- Environment and Construction Department of IPs and EPs Authority

Duration: 5 working days on receipt of valid document

*** Labor Recruitment**

Contact: Employment Service Center

*** Registration on using machines and equipments which satisfy seriously requirements of the safety**

Document required:

- a) Documents of equipments and machines (original copy)
- b) Statement of registration of using equipments and machines

Submitting to

- Provincial Department of the Invalids and Society or
- Environment and Construction Department of IPs and EPs Authority

Duration: 7 working days on receipt of valid document

*** Announcement of Company's Operation**