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**THE MINISTRY OF INDUSTRY  
AND TRADE**

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

No. 06/2012/TT-BCT

Hanoi, March 27, 2012

**CIRCULAR**

**DETAILING THE ORDERS AND PROCEDURES OF LICENSING THE ESTABLISHMENT AND  
OPERATION OF REPRESENTATIVE OFFICES OF FOREIGN TRADE PROMOTION  
ORGANIZATIONS IN VIETNAM**

*Pursuant to the Decree No. 189/2007/ND-CP of December 27, 2007 of the Government defining the functions, tasks, powers and organizational structure of the Ministry of Industry and Trade that has been amended and supplemented under the Decree No. 44/2011/ND-CP of June 14, 2011 of the Government.*

*Pursuant to the Decree No. 100/2011/ND-CP of October 28, 2011 of the Government on the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam.*

*The Minister of Industry and Trade details the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam as follows:*

**Chapter 1**

**GENERAL PROVISION**

**Article 1. Scope of regulation and subjects of application**

1. This Circular stipulates the issue, re-issue, amendment, supplement, extension and withdrawal of the license of establishing Representative offices in Vietnam of foreign trade promotion organizations (hereinafter referred to as representative offices).
2. Foreign trade promotion organizations and other foreign organizations are the subjects prescribed in Article 2 of the Decree No. 100/2011/ND-CP (hereinafter referred to as foreign trade promotion organizations).

**Article 2. The organization of representative offices**

Foreign trade promotion organizations shall be free will to determine the organizational structure, the head of the representative offices in Vietnam and specify these contents in the draft Charter or Regulation of the representative offices in Vietnam in the application of the establishment license of representative offices.

**Article 3. Announcing the operation of representative office**

1. Representative offices are responsible for announcing their operation as prescribed in Article 8 of the Decree No. 100/2011/ND-CP.
2. The announcement in writing shall be made according to the form XTTMNN-1 in the Annex promulgated together with this Circular.

**Article 5. Reports on the operation**

1. For the reports prescribed in Clause 1 Article 10 of the Decree No. 100/2011/ND-CP, representative offices are responsible for sending written reports on their operation in the previous year to the Ministry of Industry and Trade according to the form XTTMNN-2 in the Annex promulgated together with this Circular.
2. For the reports prescribed in Clause 3 Article 10 of the Decree No. 100/2011/ND-CP, within 10 working days as from being requested, the representative offices are responsible for sending written reports, providing documents or explaining under the requests from competent agencies.

**Chapter 2**

**THE ORDER, PROCEDURES FOR THE ISSUE, RE-ISSUE, AMENDMENT,  
SUPPLEMENT, EXTENSION AND WITHDRAWAL OF THE ESTABLISHMENT  
LICENSE OF THE REPRESENTATIVE OFFICES**

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## **Article 5. Issuing license of establishing representative offices**

1. Foreign trade promotion organizations shall send 01 set of dossier requesting for the establishment license of the representative office to the license-issuing agency as prescribed in the Decree No. 100/2011/ND-CP (submit directly at the Head Office of Vietnam Trade Promotion Agency or via postal services). The dossier requesting for the establishment license of the representative office shall be made as prescribed in Article 15 of the Decree No. 100/2011/ND-CP. The application form shall be made according to the form XTTMNN-4 in the Annex promulgated together with this Circular.

2. The reception of dossiers:

a) For direct submission, the applicant must present the Letter of attorney from the foreign trade promotion organization.

When receiving the dossier, the license-issuing agency is responsible to issue the receipts. The receipt shall be made into 2 copies according to the form XTTMNN-5 in the Annex promulgated together with this Circular. One copy shall be sent to the foreign trade promotion organization, one copy shall be archived at the license-issuing agencies;

b) In case dossiers being sent via postal services, license-issuing agencies shall receive them without issuing receipts;

c) The dossier reception date is the date written on the date stamp for dossiers sent via postal services, or the date written on the receipt for dossiers directly submitted.

3. Within 20 working days after receiving complete and valid dossier, license-issuing agencies shall consider issuing or not issuing the establishment license of the representative office of the foreign trade promotion organization. If the issue is denied, the license-issuing agency must reply in writing and specify the reasons. The license shall be made according to the form XTTMNN-6 in the Annex promulgated together with this Circular.

4. The dossier for the establishment license of the representative office is considered complete and valid if the license-issuing agency does not give opinions (in writing) on the dossier within 3 working days after receiving the dossier (for both first-submission dossiers and amended, supplemented dossiers).

If the dossier is not complete and/or invalid, the foreign trade promotion organization must supplement, complete and send it again.

## **Article 6. Amending and supplementing the license of establishing representative office**

1. In case of amending, supplementing the establishment license of the representative office, within 10 working days as from the day of changing prescribed in Clause 1 Article 17 of the Decree No. 100/2011/ND-CP, the foreign trade promotion organization shall send 01 set of dossier on amending and supplementing the establishment license of the representative office to the license-issuing agency (directly or via postal services)

2. The dossier of amending and supplementing the establishment license of the representative office shall be made as prescribed in Clause 2 Article 17 of the Decree No. 100/2011/ND-CP. The application form shall be made according to the form XTTMNN-7 in the Annex promulgated together with this Circular.

3. The order and procedures for amending and supplementing the license shall be implemented as prescribed in Clause 2, Clause 3, Clause 4 Article 5 of this Circular. The time limit of processing dossier is prescribed in Clause 3 Article 17 of the Decree No. 100/2011/ND-CP.

## **Article 7. Re-issuing the establishment license of the representative office**

1. In case of re-issuing the establishment license of the representative office, within 15 working days as from the day of changing prescribed in Article 18 of the Decree No. 100/2011/ND-CP, the foreign trade promotion organization must send 01 set of dossier on supplementing and amending the establishment license of the representative office to the license-issuing agency (directly or via postal services)

2. The dossier of the re-issue of the establishment license of the representative office shall be made as prescribed in Article 19 of the Decree No. 100/2011/ND-CP. The application form shall be made according to the form XTTMNN-8 in the Annex promulgated together with this Circular.

3. In case of re-issuing the establishment license of the representative office prescribed in Clause 2 Article 25 of the Decree No. 100/2011/ND-CP, the foreign trade promotion organization must send 01

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application according to the form XTTMNN-8 in the Annex promulgated together with this Circular and enclose the following documents:

- a) The original of the issued establishment license of the representative office of the foreign trade promotion organization;
- b) 01 copy of the Establishment registration or equivalent documents from the foreign trade promotion organization;
- c) 01 copy of the Charter or Regulation of the foreign trade promotion organization;
- d) 01 copy of the Charter or Regulation of the representative offices in Vietnam;
- đ) 01 résumé of the head of the representative offices in Vietnam;
- e) The documents prescribed in Point a, b, c, d, đ must be translated into Vietnamese and consularly legalized as prescribed by law.

4. The order and procedures to re-issue the license are implemented as prescribed in Clause 2, Clause 3, Clause 4 Article 5 of this Circular. The time limit is 10 working days after receiving complete and valid dossier.

#### **Article 8. Extending the establishment license of the representative office**

1. In case of applying for the extension of the establishment license of the representative office prescribed in Article 20 of the Decree No. 100/2011/ND-CP, the foreign trade promotion organization shall send 01 set of dossier for the extension to the license-issuing agency (directly or via postal services).
2. The dossier for the extension of the establishment license of the representative office shall be made as prescribed in Clause 2 Article 20 of the Decree No. 100/2011/ND-CP. The application form shall be made according to the form XTTMNN-9 in the Annex promulgated together with this Circular.
3. The order and time limit for receiving and handling the application for the extension of the establishment license of the representative office of the trade promotion organization shall be implemented as prescribed in Clause 2, Clause 3, Clause 4 Article 5 of this Circular.

#### **Article 9. Terminating the operation of representative office**

1. In case of terminating the operation of the representative office as prescribed in Point a Clause 1 Article 12 of the Decree No. 100/2011/ND-CP, the foreign trade promotion organization must send 01 set of dossier requesting for terminating the operation to the license-issuing agency (directly or via postal services).
2. The dossier requesting for terminating the operation includes:
  - a) 01 proposal in writing to terminate the representative office operation according to the form XTTMNN-3 in the Annex promulgated together with this Circular;
  - b) The documents and papers proving the obligation fulfillment as prescribed in Clause 2 Article 12 of the Decree No. 100/2011/ND-CP.
3. Within 30 days after receiving complete and valid dossier, the license-issuing agency shall consider and accept the termination of the representative office operation if no notification, complaint or lawsuit is lodged by relevant agencies, organizations and individuals.
4. For other cases of terminating operation of the representative office, foreign trade promotion organizations and representative offices shall comply with the Decree No. 100/2011/ND-CP and other relevant Vietnam's law provision.

#### **Article 10. Withdrawing the establishment license of the representative office**

1. For the cases of withdrawing license prescribed in Clause 2 Article 23 of the Decree No. 100/2011/ND-CP, license-issuing agencies shall issue decisions on withdrawing the establishment licenses of the representative offices.
2. The decision on withdrawing the establishment license of the representative office shall be made according to the form XTTMNN-10 in the Annex promulgated together with this Circular.

### **Chapter 3**

## **IMPLEMENTATION PROVISIONS**

#### **Article 11. Responsibilities for implementation**

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1. The Vietnam Trade Promotion Agency is responsible for:

a) Cooperating with relevant agencies to compile and submit to competent agencies to promulgate the legal documents on representative offices in Vietnam of foreign trade promotion organizations;

b) Issuing, re-issuing, amending, supplementing, extending, terminating and withdrawing licenses of representative offices in Vietnam of foreign trade promotion organizations;

c) Cooperating with relevant agencies in the State administration regarding the operation of representative offices of foreign trade promotion organizations nationwide, handle the acts of violations committed by representative offices in Vietnam of foreign trade promotion organizations within their competence;

d) Cooperating with relevant agencies in building the database of representative offices of foreign trade promotion organizations in Vietnam;

2. The relevant agencies and units belonging to the Ministry of Industry and Trade are responsible for cooperating in the State management regarding the operation of representative offices within their competences.

3. The **Department** of Industry and Trade in central-affiliated cities and provinces are responsible for implementing the State management regarding the operation of local representative offices of foreign trade promotion organizations; sending reports to the Ministry of Industry and Trade (the Vietnam Trade Promotion Agency) on the management, monitoring, supervision, inspection and handling of violations of the operation of local representative offices of foreign trade promotion organizations

#### **Article 12. Effects**

1. This Circular takes effect on May 10, 2012.

2. During the course of implementation, the relevant units are responsible for sending reports on the arising obstructions to the Ministry of Industry and Trade for amendment and supplement./.

**FOR THE MINISTER  
DEPUTY MINISTER**

**Nguyen Thanh Bien**

#### **ANNEX**

*The forms promulgated together with the Circular No. 06 /2012/TT-BCT dated March 27, 2012 of the Ministry of Industry and Trade*

1. Announcement of the operation of the representative office (Form XTTMNN-1)

2. Report on the operation of the representative office (Form XTTMNN-2)

3. Proposal to terminate the operation of the representative office (Form XTTMNN-3)

4. Application for the establishment license of the representative office (Form XTTMNN-4)

5. Receipt (Form XTTMNN-5)

6. Establishment license of the representative office (Form XTTMNN-6)

7. Proposal to amend and supplement the establishment license of the representative office (Form XTTMNN-7)

8. Application for re-issuing establishment license of the representative office (Form XTTMNN-8)

9. Application for extending establishment license of the representative office (Form XTTMNN-9)

10. Decision on withdrawing the establishment license of the representative office (Form XTTMNN-10)

Name of the representative office

**SOCIALIST REPUBLIC OF VIET NAM**  
**Independence - Freedom – Happiness**

No .....

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

**ANNOUNCEMENT OF THE OPERATION OF REPRESENTATIVE OFFICE**

..... (In accordance with name on License)

To: .....

Representative office (Name on License) .....

Head office address: (Address on the Establishment license) .....

Established under the License No. .... day ... month ... year ... of the Vietnam Trade Promotion Agency

Hereby announcing the operation starting from day ... month ... year ... under the following contents:

**I. Name of the representative office**

Name of the representative office: (written with bold capital letters under the name in the establishment license of the representative office) .....

Short name (if any): .....

Issued by ..... on day ... month ... year ...

Time of operation : from day ... month ... year ... to day ... month ... year ...

Address of the head representative office: (in accordance with the License) .....

Telephone: ..... Fax: .....

Email: (if any).....

Account No. : ..... Bank : (if any) .....

**II. Personnel of the representative office**

1. Head of the representative office

Full name: (capital letter) ..... Gender: .....

Nationality: .....

Permanent residence in Vietnam: .....

Passport No./ ID No. : .....

Issued by : ..... day ... month ... year ... at ...

2. Employees of the representative office

Foreign employees working at the representative office: (full name, gender, nationality, passport number, date of issue, place of issue, position at the representative office, license to work in Vietnam).

Vietnamese employees working at the representative office: (full name, gender, nationality, ID number, date of issue, place of issue, position at the representative office).

**III. Activities of the representative office.** (Specify in accordance with the License)

.....

The representative office (specify in accordance with the License) has announced the operation on ..... (name of the newspaper or the electronic journal) issue ... day ... month ... year ... ./.

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**Head of the representative office**

(Sign with full name and seal)

**Form XTTMNN-2**

**Name of the representative office**

**SOCIALIST REPUBLIC OF VIET NAM  
Independence - Freedom – Happiness**

No. ....

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

**REPORT ON THE OPERATION OF REPRESENTATIVE OFFICE**

(Year: ....)

To: The Vietnam Trade Promotion Agency - the Ministry of Industry and Trade

Name of the representative office: (written with bold capital letters under the name in the establishment license of the representative office) .....

Short name (if any): .....

Issued by ..... on day ... month ... year ...

Address of the head representative office: (specify in accordance with the License) .....

Telephone: ..... Fax: .....

Representative offices (specify name in accordance the License) ..... reporting the operation from day ... month ... year ... to day ... month ... year ... In particular:

**I. The operation of representative office**

1. Activities of the representative office (specify in accordance with establishment license)
2. The actual operation of the year (report on the activities basing on the reality in the year)
3. General assessment of the operation of the year

**II. Recommends and proposals**

.....  
The representative office (specify name in accordance with the License) ..... is responsible for the authenticity and accuracy of this report./.

**Head of the representative office**

(Sign with full name and seal)

**Form XTTMNN-3**

**Name of the representative office**

**SOCIALIST REPUBLIC OF VIET NAM  
Independence - Freedom – Happiness**

No. ....

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

**PROPOSAL TO TERMINATE THE OPERATION OF REPRESENTATIVE OFFICE**

..... (Name in accordance with Establishment license)

To: The Vietnam Trade Promotion Agency - the Ministry of Industry and Trade

Name of the foreign trade promotion organization: (full name in capital letters):

.....

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Short name (if any): .....

Nationality of the trade promotion organization: .....

Address of the head office: (in accordance with Establishment license) .....

Pursuant to the Decree No. 100/2011/ND-CP dated October 28, 2011 of the Government stipulating the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam, the Circular No. ..../2012/TT-BCT of March ... , 2012 of the Ministry of Industry and Trade detailing the orders and procedures for licensing the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam, the foreign trade promotion organization (full name of the organization) hereby announce to terminate the operation of:

Name of the representative office: (written with bold capital letters under the name in the establishment license of the representative office) .....

Short name (if any): .....

Establishment license No. : .....

Issued by ..... on day ... month ... year ...

Address of the representative office: (in accordance with the License) .....

Telephone: ..... Fax: .....

Email: .....

**The scheduled date of termination:** day ... month ... year ...

**Reason for termination:** .....

The representative office (specify the name in accordance with the License) has fulfilled the obligation to pay debts and other obligations relating to the termination.

The trade promotion organizations (full name) hereby guarantees the authenticity, accuracy and shall bear responsibilities for this announcement./.

**Legal representative of the foreign trade promotion organization**

(Sign with full name and seal)

**Attached documents:**

- The original of the establishment license of the representative office
- The copies of the documents proving that the representative office has finished paying off the debts and has fulfilled other obligation toward the State and the relevant organizations and individuals.

**Form XTTMNN-4**

**Name of the foreign trade promotion organization**

**SOCIALIST REPUBLIC OF VIET NAM  
Independence - Freedom – Happiness**

No. ....

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

**APPLICATION FOR THE ESTABLISHMENT LICENSE OF THE REPRESENTATIVE OFFICE**

To: The Vietnam Trade Promotion Agency - the Ministry of Industry and Trade

Name of the foreign trade promotion organization: (full name in capital letters):  
.....

Short name (if any): .....

Nationality of the trade promotion organization: .....

*This translation is for reference only*

Head office address: (in accordance with the Establishment license) .....

Telephone: ..... Fax: .....

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

Legal representative: (authorized representative)

Full name: .....

Position: .....

Nationality: .....

Pursuant to the Decree No. 100/2011/ND-CP of October 28, 2011 of the Government stipulating the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam, the Circular No. ..../2012/TT-BCT of March ... , 2012 of the Ministry of Industry and Trade detailing the orders and procedures for licensing the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam, the foreign trade promotion organization (full name of the organization) applies for the establishment license of the representative office in Vietnam. In particular:

Name of the representative office: (written with bold capital letters) .....

Short name (if any): .....

Representative office address: .....

Activities of the representative office: .....

Head of the representative office:

Full name: (capital letter) ..... Gender: .....

Nationality: .....

Permanent residence: .....

Passport No./ ID No. : .....

Issued by : ..... day ... month ... year ... .. at ...

**The foreign trade promotion organization (specify the name) hereby guarantees:**

1. To bear responsibilities for the authenticity and accuracy of the above contents and the attached dossiers.
2. To strictly comply with every Vietnam's law provision on the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam and other relevant law provisions./.

**Legal representative of the foreign trade promotion organization**

(Sign with full name and seal)

**Enclosed documents:**

- 01 permission in writing from the foreign competent State agency (where the head office of the trade promotion organization is situated) on establishing representative offices in Vietnam;
- 01 copy of the Establishment license or equivalent documents of the foreign trade promotion organization certified by the foreign competent State agency where the foreign trade promotion organization is established;
- 01 copy of the Charter or Regulation of the foreign trade promotion organization;
- 01 draft Charter or Regulation of the representative offices in Vietnam;
- 01 report on the operation of the foreign trade promotion organization during the latest year and the planned activities in Vietnam;

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- 01 résumé of the Head of the representative office and 01 authenticated copy of the written designation of the representative offices in Vietnam.

Form XTTMNN-7

**Name of the foreign trade  
promotion organization**

**SOCIALIST REPUBLIC OF VIET NAM  
Independence - Freedom – Happiness**

No. ....

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

**PROPOSAL TO AMEND AND SUPPLEMENT THE ESTABLISHMENT LICENSE OF THE  
REPRESENTATIVE OFFICE**

To: The Vietnam Trade Promotion Agency - the Ministry of Industry and Trade

Name of the foreign trade promotion organization: (full name on the establishment license in capital letters): .....

Short name (if any): .....

Nationality of the foreign trade promotion organization: .....

Head office address: (in accordance with the Establishment license) .....

Telephone: ..... Fax: .....

Email: ..... Website (if any): .....

Name of the representative office: .....

Short name (if any): .....

Representative office address: .....

Establishment license No. : .....

Issued by ..... on day ... month ... year ...

Pursuant to the Decree No. 100/2011/ND-CP of October 28, 2011 of the Government stipulating the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam, the Circular No. ..../2012/TT-BCT of March ... , 2012 of the Ministry of Industry and Trade detailing the orders and procedures for licensing the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam, the foreign trade promotion organization (full name of the organization) proposes to amend and supplement the Establishment license No. ... dated ... . In particular:

Contents of amendment: .....

Reasons of amendment: .....

**The foreign trade promotion organization (specify the name) hereby guarantees:**

1. To bear responsibilities for the authenticity and accuracy of the above contents and the attached dossiers.

2. To strictly comply with every Vietnam's law provision on the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam and other relevant law provisions./.

**Legal representative of the foreign trade promotion  
organization**

(Sign with full name and seal)

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**Enclosed documents:**

- 01 copy (notarization is not required) of the issued the establishment license of the representative office .

**Form XTTMNN-8**

**Name of the foreign trade  
promotion organization**

**SOCIALIST REPUBLIC OF VIET NAM  
Independence - Freedom – Happiness**

No. ....

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

**APPLICATION FOR RE-ISSUING OF THE ESTABLISHMENT LICENSE OF THE  
REPRESENTATIVE OFFICE**

To: The Vietnam Trade Promotion Agency - the Ministry of Industry and Trade

Name of the foreign trade promotion organization: (full name on the establishment license in capital letters): .....

Short name (if any): .....

Nationality of the foreign trade promotion organization: .....

Head office address: (in accordance with the Establishment license) .....

Telephone: ..... Fax: .....

Email: ..... Website (if any): .....

Name of the representative office: .....

Short name (if any): .....

Representative office address: .....

Establishment license No. : .....

Issued by ..... on day ... month ... year ...

Pursuant to the Decree No. 100/2011/ND-CP of October 28, 2011 of the Government stipulating the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam, the Circular No. ..../2012/TT-BCT of March ... , 2012 of the Ministry of Industry and Trade detailing the orders and procedures for licensing the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam, the foreign trade promotion organization (full name of the organization) applies for the re-issued of the Establishment license due to the following reason:

.....

**The foreign trade promotion organization (specify the name) hereby guarantees:**

1. To bear responsibilities for the authenticity and accuracy of the above contents and the attached dossiers.
2. To strictly comply with every Vietnam's law provision on the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam and other relevant law provisions./.

**Legal representative of the foreign trade promotion  
organization**

(Sign with full name and seal)

**Enclosed documents:**

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- 01 copy of the Establishment registration or equivalent documents of the foreign trade promotion organization (translated into Vietnamese and consularly legalized as prescribed by law) (applicable to the form prescribed in Point b, Point c Clause 1 Article 18 of the Decree No. 100/2011/ND-CP);
- 01 copy (notarization is not required) of the issued establishment license of the representative office (applicable to the form prescribed in Clause 1, Clause 2 Article 18 of the Decree No. 100/2011/ND-CP);
- The original of the issued establishment license of the representative office in Vietnam of the foreign trade promotion organization office (applicable to the form prescribed in Clause 2 Article 25 of the Decree No. 100/2011/ND-CP);
- 01 copy of the Charter or Regulation of the foreign trade promotion organization (translated into Vietnamese and consularly legalized as prescribed by law) (applicable to the form prescribed in Clause 2 Article 25 of the Decree No. 100/2011/ND-CP);
- 01 copy of the Charter or Regulation of the representative offices in Vietnam (translated into Vietnamese and consularly legalized as prescribed by law) (applicable to the form prescribed in Clause 2 Article 25 of the Decree No. 100/2011/ND-CP);
- 01 résumé of the Head of the representative office in Vietnam (translated into Vietnamese and consularly legalized as prescribed by law) (applicable to the form prescribed in Clause 2 Article 25 of the Decree No. 100/2011/ND-CP);

**Form XTTMNN-9**

**Name of the foreign trade  
promotion organization**

**SOCIALIST REPUBLIC OF VIET NAM  
Independence - Freedom – Happiness**

No. ....

-----  
*Location , day ... month ... year ...*

**APPLICATION FOR EXTENDING THE ESTABLISHMENT LICENSE OF THE REPRESENTATIVE  
OFFICE**

To: The Vietnam Trade Promotion Agency - the Ministry of Industry and Trade

Name of the foreign trade promotion organization: (full name on the establishment license in capital letters): .....

Short name (if any): .....

Nationality of the foreign trade promotion organization: .....

Head office address: (in accordance with the Establishment license) .....

Telephone: ..... Fax: .....

Email: ..... Website (if any): .....

Name of the representative office: .....

Short name (if any): .....

Representative office address: .....

Establishment license No. : .....

Issued by ..... on day ... month ... year ...

Telephone: ..... Fax: .....

Email: ..... Website (if any): .....

Head of the representative office:

Full name: (capital letter) ..... Gender: .....

Nationality: .....

Permanent residence: .....

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Passport No./ ID No. : .....

Issued by : ..... day ... month ... year ... .. at ...

Pursuant to the Decree No. 100/2011/ND-CP of October 28, 2011 of the Government stipulating on the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam, the Circular No. .... /2012/TT-BCT of March ... , 2012 of the Ministry of Industry and Trade detailing the orders and procedures for licensing the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam, the foreign trade promotion organization (full name of the organization) applies for the extension of the establishment license of the representative office. In particular:

1. Reason for extension: .....
2. Time of extension: .....

**The foreign trade promotion organization (specify the name) hereby guarantees:**

1. To bear responsibilities for the authenticity and accuracy of the above contents and the attached dossiers.
2. To strictly comply with every Vietnam's law provision on the establishment and operation of representative offices of foreign trade promotion organizations in Vietnam and other relevant law provisions./.

**Legal representative of the foreign trade promotion organization**

(Sign with full name and seal)

**Enclosed documents:**

- The original of the issued the establishment license of the representative office.
- The audited Financial statement or equivalent documents proving the existence and actual operation of the foreign trade promotion organization during the latest fiscal year.
- Report on the representative office operation up to the date of applying for the extension of the establishment license of the representative office.