

*This Circular provides grant, re-grant, amendment and supplement, extension, withdrawal of certificate on registration of import and export rights of foreign business entities without a presence in Vietnam, applies to foreign traders in countries, territorial regions which are members of the International Trade World WTO and countries, territorial regions which have bilateral agreements with Vietnam about import and export rights and other organizations, individuals relating to import and export of foreign business entities without a presence in Vietnam. However, the Circular shall not adjust business operation at border markets, border-gate markets, markets in border-gate economic area of trader of countries with common border line.*

**THE MINISTRY OF INDUSTRY  
AND TRADE**

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No. 28/2012/TT-BCT

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

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Hanoi, September 27, 2012

**CIRCULAR**

**DETAILING REGISTRATION OF IMPORT AND EXPORT RIGHTS OF FOREIGN  
BUSINESS ENTITIES WITHOUT A PRESENCE IN VIETNAM**

*Pursuant to the Government's Decree No.189/2007/ND-CP, of December 27, 2007 defining the functions, tasks, powers and organizational structure of the Ministry of Industry and Trade and the Government's Decree No.44/2011/ND-CP, of June 14, 2011 amending and supplementing Article 3 of Decree No.189/2007/ND-CP;*

*Pursuant to the Government's Decree No.90/2007/ND-CP, of May 31, 2007 providing import and export rights of foreign business entities without a presence in Vietnam;*

*Pursuant to the Government's Decree No.23/2007/ND-CP, of February 12, 2007, detailing the Commercial law regarding goods purchase and sale activities or goods purchase and sale related activities of foreign-invested enterprises in Vietnam;*

*Pursuant to the Government's Decree No.12/2006/ND-CP, of January 23, 2006, detailing implementation of the commercial law with respect to international purchases and sales of goods; and agency for sale and purchase, processing and transit of goods involving foreign parties;*

*The Minister of the Ministry of Industry and Trade promulgates Circular detailing registration of import and export rights of foreign business entities without a presence in Vietnam as follows:*

**Chapter 1**

**GENERAL PROVISION**

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

1. This Circular provides grant, re-grant, amendment and supplement, extension, withdrawal of certificate on registration of import and export rights of foreign business entities without a presence in Vietnam.
2. This Circular applies to foreign traders in countries, territorial regions which are members of the International Trade World WTO and countries, territorial regions which have bilateral agreements with Vietnam about import and export rights and other organizations, individuals relating to import and export of foreign business entities without a presence in Vietnam.
3. This Circular shall not adjust business operation at border markets, border-gate markets, markets in border-gate economic area of trader of countries with common border line.

## **Article 2. Performance of export rights**

1. The foreign business entities without a presence in Vietnam (hereinafter referred to as trader without a presence) being granted certificate on registration of import and export rights shall perform export rights as follows:

- a) To export goods items not on list of goods banned from export, list of goods temporarily suspended for export, list of goods having no right to export according to international commitments. For goods the export of which is conditional, they must satisfy conditions as prescribed by law;
- b) For export goods on list of goods exported pursuant to the schedule in international commitments, performance complies with the committed schedule;
- c) To directly perform export procedures for goods at customs agencies as prescribed by law on the basis of contract purchasing goods signed with Vietnamese trader;
- d) The export goods items must be suitable to content of certificate on registration of export and import rights.

2. The trader without a presence is entitled to directly purchase goods of only Vietnamese traders with business registration or export right or distribution of goods for export; is not entitled to organize a network to purchase goods in Vietnam for export, including open a place to purchase goods for export, unless Vietnamese law or International treaties of which the Socialist Republic of Vietnam is a member, provide otherwise.

## **Article 3. Performance of import rights**

1. The trader without a presence being granted certificate on registration of import and export rights shall perform import rights as follows:

- a) To import goods items not on list of goods banned from import, list of goods temporarily suspended for import, list of goods having no right to import according to international commitments. For goods the import of which is conditional, they must satisfy conditions as prescribed by law;

- b) For import goods on list of goods imported pursuant to the schedule in international commitments, performance complies with the committed schedule;
  - c) To directly perform import procedures for goods at customs agencies as prescribed by law on the basis of contract selling goods signed with Vietnamese trader;
  - d) The import goods items must be suitable to content of certificate on registration of export and import rights.
2. The trader without a presence is entitled to directly sale import goods for only Vietnamese traders with business registration or right to distribute such goods; is not entitled to organize or participate in network to distribute goods in Vietnam, unless Vietnamese law or International treaties of which the Socialist Republic of Vietnam is a member, provide otherwise.

## **Chapter 2**

### **DOSSIER OF, PROCEDURES FOR GRANT, RE-GRANT, AMENDMENT, SUPPLEMENT, EXTENSION, WITHDRAWAL OF CERTIFICATE ON REGISTRATION OF IMPORT AND EXPORT RIGHTS**

#### **Article 4. Procedures for grant, re-grant, amendment, supplement and extension**

- 1. The trader without a presence send 01 (one) set of dossier to the Ministry of Industry and Trade (Export and Import Administration) to be considered grant, re-grant, amendment, supplement or extension of certificate on registration of import and export rights.
- 2. The time limit of grant, re-grant, amendment, supplement or extension of certificate on registration of import and export rights complies with provisions in Article 9, Article 12 and Article 13 of the Government's Decree No.90/2007/ND-CP, of May 31, 2007 providing import and export rights of foreign business entities without a presence in Vietnam (hereinafter referred to as Decree No.90/2007/ND-CP).
- 3. The time limit of certificate on registration of import and export rights is 05 (five) years.

#### **Article 5. Dossier of grant of certificate on registration of import and export rights**

- 1. Dossier of application for grant of certificate on registration of import and export rights includes:
  - a) Application for grant of certificate on registration of import and export rights made in according to the Form MD-1 in Annex I enclosed with this Circular;
  - b) The original of certification of foreign competent agencies where trader registered for establishment that the trader without a presence is not be deprived of the right to conduct commercial activities or not currently subject to a penalty in relation to commercial activities pursuant to foreign law where foreign trader has established;

- c) The original of certification of foreign competent agencies where trader registered establishment that The trader without a presence does not have a criminal record and his or her civil legal capacity has not been lost or restricted In the case of trader without a presence being an individual; and in the case of trader without a presence being an economic organization, its legal representative does not have a criminal record and his or her civil legal capacity has not been lost or restricted;
- d) The authenticated copy of Certificate of Business registration or document with equivalent value in the case of trader being an economic organization; authenticated copy of identification card, passport or other legal individual certification in the case of trader being an individual;
- dd) The authenticated copy of Financial statement audited or document certified situation of performance of tax liability or financial liability in the nearest financial year issued by competent agencies where foreign trader established or other documents issued or certified by competent agencies about the actual existing and operation of foreign trader in the nearest financial year as prescribed by law of that country;
- e) The original of document certifying business capital, account number at bank where foreign trader established;
- g) Agreement between representative of foreign trader in Vietnam with The trader without a presence, clarifying name, address, telephone;
- h) The authenticated copy of Certificate of Business registration of economical organization being representative of The trader without a presence in Vietnam or authenticated copy of identification card, passport or other legal individual certification in the case of representative being an individual;

3. Documents specified in points b, c, d, dd, e, clause 2 of this Article must be translated into Vietnamse and consular legalized as prescribed by law of Vietnam. In case of documents specified in point g, clause 2 of this Article is in foreign language it must be translated into Vietnamse with notarization or being consular legalized.

#### **Article 6. Dossier of amendment, supplement, re-grant of certificate on registration of import and export rights**

1. When amending and supplementing one of contents indicated in certificate on registration of import and export rights, the trader without a presence must report to agency granting certificate and concurrently must perform procedures for amending and supplementing certificate on registration of import and export rights.
2. Dossier of application for amendment, supplement, re-grant of certificate on registration of import and export rights includes:
- a) Application for amendmend, supplement, re-grant of certificate on registration of import and export rights made in according to the Form MD-2, MD-3 in Annex I enclosed with this Circular;

- b) The original of certificate on registration of import and export rights having been granted. In case of original is lost, burnt, destroyed, the trader without a presence must present authenticated copy or certification of functional agencies;
  - c) The original of certification of tax agencies of Vietnam about that the trader without a presence has performed fully the finance and tax liability for Vietnam state, calculated to time point of the trader without a presence requesting for amendment and supplement of certificate on registration of import and export rights;
  - d) The authenticated copy of Certificate of Business registration or document with equivalent value in the case of trader being an economic organization; authenticated copy of identification card, passport or other legal individual certification in the case of trader being an individual;
  - dd) The authenticated copy of legal document proving amendment of content in certificate on registration of import and export rights.
3. Documents specified in points d, dd clause 2 of this Article must be translated into Vietnamese and consular legalized as prescribed by law of Vietnam.

#### **Article 7. Dossier of extension of certificate on registration of import and export rights**

1. Dossier of application for extension of certificate on registration of import and export rights includes:
- a) Application for extension of certificate on registration of import and export rights made in according to the Form MD-4 in Annex I enclosed with this Circular;
  - b) The original of certificate on registration of import and export rights having been granted or authenticated copy in case of original is lost, burnt, destroyed.
  - c) The authenticated copy of Financial statement audited or document certified situation of performance of tax liability or financial liability in the nearest financial year issued by competent agencies where foreign trader established or other documents issued or certified by a competent independent organization about that proving the actual existing and operation of foreign trader in the nearest financial year as prescribed by law of that country;
  - d) Report on export, import operation from time of granting certificate on registration of export and import rights to time of requesting for extension, on the basis of synthesizing the annual operation reports as prescribed in clause 1, Article 12 of this Circular;
  - e) The original of certification of tax agencies of Vietnam about that the trader without a presence has performed fully the finance and tax liability for Vietnam state, calculated to time point of the trader without a presence requesting for extension of certificate on registration of import and export rights.
2. Documents specified in points c, d clause 1 of this Article must be translated into Vietnamese and consular legalized as prescribed by law of Vietnam.



3. After certificate on registration of import and export rights being extended is expired, if The trader without a presence still has demand for registration of import and export rights, it must perform procedures for extension as prescribed in dossier and procedures for first extension have been above mentioned.

#### **Article 8. Extension and amendment, supplement of certificate on registration of import and export rights**

If the trader without a presence suggest extension and concurrently suggest amendment and supplement of certificate on registration of import and export rights, dossier of application for extension, amendment and supplement is complied with provisions on article and article 7 of this Circular, application for extension and adjustment of certificate on registration of import and export rights is made according to Form MD-5 in Annex I enclosed with this Circular.

#### **Article 9. Termination of import and export rights in Vietnam**

1. Termination of import and export rights in Vietnam of The trader without a presence is complied with provisions on Article 14 of the Decree No.90/2007/ND-CP.

2. The trader without a presence which want to terminate its import and export rights as prescribed in points a, b, clause 1, Article 14 of the Decree No.90/2007/ND-CP, must send a written to the Ministry of Industry and Trade to notify on anticipation for operation termination of The trader without a presence according to the TB Form in Annex I enclosed with this Circular.

#### **Article 10. Withdrawal of certificate on registration of import and export rights**

The trader without a presence shall be withdrawn certificate on registration of import and export rights as prescribed in clause 2, Article 15 of the Decree No.90/2007/ND-CP.

### **Chapter 3**

#### **THE RESPONSIBILITY FOR NOTIFICATION AND REPORT ON OPERATION OF FOREIGN BUSINESS ENTITIES WITHOUT A PRESENCE IN VIETNAM**

#### **Article 11. Notification on operation**

1. After being granted, amended, supplemented, extended certificate on registration of import and export rights, the trader without a presence must perform publicized announcement on content being granted, amended, supplemented, extended as indicated in its certificate on registration on popular means of mass media as prescribed in clause 3, Article 9, clause 4, Article 12, clause 6, Article 13 of the Decree No.90/2007/ND-CP.

2. The popular means of mass media include television news, radio news, internet news, printed news which is published on whole country in Vietnam.

#### **Article 12. Periodical or irregular reports on operation**

1. The annual report on operation of The trader without a presence must be financial statement audited and made according to the BC Form, in Annex I enclosed with this Circular. The report must be translated into Vietnamese and consular legalized or certified by notarization offices of Vietnam. The report is sent annually to the Export and Import Administration, the Ministry of Industry and Trade not later than March 31 of the next year.
2. The trader without a presence shall supply information, report at the request of the Ministry of Industry and Trade upon necessary in order to serve for state management. Information, reports must be sent to the Ministry of Industry and Trade within 05 (five) working days after receiving the Ministry of Industry and Trade's official dispatch of requirement.
3. Other financial statement mechanism, statistics and report mechanism of The trader without a presence are complied with law of Vietnam.

## **Chapter 4**

### **IMPLEMENTATION PROVISIONS**

#### **Article 13. The responsibility for implementation**

1. The Export and Import Administration shall help the Ministry of Industry and Trade to implement grant, re-grant, amendment, supplement, extension, withdrawal of certificate on registration of import and export rights for trader without a presence as prescribed in clause 1, Article 6 of the Decree No.90/2007/ND-CP and guidances of this Circular.
2. The certificate on registration of import and export rights having been granted for The trader without a presence shall be made into 03 (three) copies to send to The trader without a presence (01 copy); keep in the Ministry of Industry and Trade (01 copy), send to the General Department of Customs for coordinating in management (01 copy).
3. The information technology and e-commercial administration, the Ministry of Industry and Trade shall build and implement the information management software of The trader without a presence and coordinate with the Export and Import administration in updating, publicizing on website of the Ministry of Industry and Trade at <http://www.moit.gov.vn> for statistics figures and relevant information in the course of implementation of state management function with respect to The trader without a presence.
4. The fee rate, collection, remittance, management and use of fee for grant of certificate on registration of import and export rights applying to foreign business entities without a presence in Vietnam are complied with the Decision No.108/2007/QĐ-BTC, of December 26, 2007 of the Minister of Finance on providing for fee rates and the collection, remittance, management and use of fees for the grant of certificates of import right and export right to foreign traders without presence in Vietnam.

#### **Article 14. Effect**

This Circular takes effect on November 15, 2012

**THE MINISTER OF INDUSTRY AND TRADE**

**Vu Huy Hoang**

**ANNEX I**

**APPLICATION FORM FOR GRANT, RE-GRANT, AMENDMENT AND SUPPLEMENT,  
EXTENSION OF CERTIFICATE ON REGISTRATION OF IMPORT AND EXPORT RIGHTS,  
NOTIFICATION FORM OF ANTICIPATION FOR OPERATION TERMINATION AND  
OPERATION REPORT FORM OF FOREIGN BUSINESS ENTITIES WITHOUT A PRESENCE  
IN VIETNAM**

*(Promulgated together with the Circular No.28/2012/TT-BCT, of September 27, 2012 of the Ministry  
of Industry and Trade)*

**Form MD-1. Application for grant of certificate on registration of import and export  
rights**

*Location, date    month    year*

**APPLICATION FOR GRANT OF CERTIFICATE ON REGISTRATION OF IMPORT AND  
EXPORT RIGHTS**

Respectfully to: The Ministry of Industry and Trade

Name of trader: (In uppercase letters, name in the License of Establishment/ Business Registration Certificate)

The abbreviated name of trader (if any):

Nationality of trader:

Address: .....

The License of Establishment/ Business Registration Certificate No.:

Issued by:                      date              month              year              at

Address of Head office: (Address in the License of Establishment/ Business Registration Certificate)

.....



The main operation fields: .....

Charter capital:

Account No.: ..... at Bank:

Telephone: ..... Fax

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

The legal representative:

Full name: .....

Title: .....

Nationality: .....

Summary of trader's operation progress:

.....

.....

**To request for grant of certificate on registration of import and export rights in Vietnam with specific content as follows:**

The commercial name of foreign trader in Vietnam:

The abbreviated name (if any):

The commercial name in English:

The commodity group of registration for export <sup>1</sup>

The commodity group of registration for import <sup>2</sup>

The representative of foreign trader in Vietnam

Full name: .....

The contact address in Vietnam: (clarifying number, road, ward, district, province/city)

Telephone: ..... Fax

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

**We commit:**

1. Completely to take responsible for honesty, exactness of content of application and enclosed dossier.

2. To abide strictly all law of Vietnam relating to foreign business entities without a presence in Vietnam and provisions of certificate on registration of import and export rights.

The authority representative of trader  
(Signature, seal and full name)[1]

**Form MD-1. Application for amendment and supplement of certificate on registration of import and export rights**

*Location, date month year*

**Application for amendment and supplement of certificate on registration of import and export rights**

Respectfully to: The Ministry of Industry and Trade

Name of trader: (In uppercase letters, name in the License of Establishment/ Business Registration Certificate)

The abbreviated name of trader (if any):

The commercial name in English:

The contact address in the home country: (clarifying number, road, ward, district, province/city)

The legal representative:

Full name: .....

Title: .....

Nationality: .....

The representative of foreign trader in Vietnam

Full name: .....

The contact address in Vietnam: (clarifying number, road, ward, district, province/city)

Telephone:        Fax

Email:            Website (if any):

The certificate on registration of import and export rights

No.:

Issued by:..... date        month        year        at

Foreign currency Account No.:        at Bank:

Vietnamdong Account No.:        at Bank:

Telephone: Fax

Email:        Website (if any):

**We request for amendment and supplement of certificate on registration of import and export rights in Vietnam with specific content as follows:**

Content of adjustment:

Reason of adjustment:

**We commit:**

1. Completely to take responsible for honesty, exactness of content of application and enclosed dossier.

2. To abide strictly all law of Vietnam relating to foreign business entities without a presence in Vietnam and provisions of certificate on registration of import and export rights.

The authority representative of trader  
(Signature, seal and full name)[2]

**Form MD-3. Application for re-grant of certificate on registration of import and export rights**

*Location, date month year*

**APPLICATION FOR RE-GRANT OF CERTIFICATE ON REGISTRATION OF IMPORT  
AND EXPORT RIGHTS**

Respectfully to: The Ministry of Industry and Trade

Name of trader: (In uppercase letters, name in the License of Establishment/ Business Registration Certificate)

The abbreviated name of trader (if any):

Nationality of trader:

Address of Head office: (Address in the License of Establishment/ Business Registration Certificate)

The License of Establishment/ Business Registration Certificate No.:

Issued by:                      date    month    year    at

The main operation fields: .....

Charter capital:

Account No.:                      at Bank:

Telephone:              Fax:

Email:                      Website (if any):

The legal representative:

Full name: .....

Title: .....

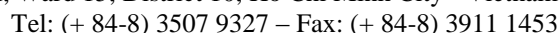
Nationality: .....

Name of trader (as name in The certificate on registration of import and export rights)

The abbreviated name of trader (if any):

The commercial name in English:

The contact address in the home country: (clarifying number, road, ward, district, province/city)





**Form MD-4. Application for extension of certificate on registration of import and export rights**

*Location, date      month      year*

**APPLICATION FOR EXTENSION OF CERTIFICATE ON REGISTRATION OF EXPORT AND IMPORT RIGHTS**

Respectfully to: The Ministry of Industry and Trade

Name of trader: (In uppercase letters, name in the License of Establishment/ Business Registration Certificate)

.....

The abbreviated name of trader (if any):

Nationality of trader:

Address of Head office: (Address in the License of Establishment/ Business Registration Certificate)

.....

The License of Establishment/ Business Registration Certificate No.:

Issued by:              date      month      year      at

The main operation fields:

Charter capital:

Account No.:              at Bank:

Telephone:              Fax:

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

The legal representative:

Full name:

Title:

Nationality:

Name of trader (as name in The certificate on registration of import and export rights)

The abbreviated name of trader (if any):

The commercial name in English:

The contact address in the home country: (clarifying number, road, ward, district, province/city)

The certificate on registration of import and export rights No.:

Issued by                      date      month      year      at

The expiry day:

Foreign currency Account No.:      at Bank:

Vietnamdong Account No.:      at Bank:

Telephone:                      Fax:

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

The operation content of trader: (clarifying the operation field as in The certificate on registration of import and export rights)

The representative of foreign trader in Vietnam:

Full name: .....

The contact address in Vietnam: (clarifying number, road, ward, district, province/city)

Telephone:      Fax

Email:              Website (if any):

**We request for extension of certificate on registration of import and export rights in Vietnam with specific content as follows:**

1. Reason of extension:

2. The requesting time of being extended additionally:

**We commit:**

1. Completely to take responsible for honesty, exactness of content of application and enclosed dossier.

2. To abide strictly all law of Vietnam relating to foreign business entities without a presence in Vietnam and provisions of certificate on registration of import and export rights.

The authority representative of trader

(Signature, seal and full name)[4]

**Form MD-5. Application for extension, amendment and supplement of certificate on registration of import and export rights**

*Location, date month year*

**Application for extension, amendment and supplement of certificate on registration of import and export rights**

Respectfully to: The Ministry of Industry and Trade

Name of trader: (In uppercase letters, name in the License of Establishment/ Business Registration Certificate)

The abbreviated name of trader (if any):

Nationality of trader:

Address of Head office: (Address in the License of Establishment/ Business Registration Certificate)

.....

The License of Establishment/ Business Registration Certificate No.:

Issued by:                      date    month    year    at

The main operation fields: .....

Charter capital:

Account No.:                      at Bank:

Telephone:    Fax:

Email:                      Website (if any):

The legal representative:

Full name: .....

Title: .....

Nationality: .....

Name of trader (as name in The certificate on registration of import and export rights)

Name abbreviated (if any): .....

The commercial name in English: .....

The contact address in the home country: (clarifying number, road, ward, district, province/city)

The certificate on registration of import and export rights No.:

Issued by ..... date ..... month ..... year ..... at .....

The expiry day:

Foreign currency Account No.: ..... at Bank:

Vietnamdong Account No.: ..... at Bank:

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

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

The operation content of trader: (Clarifying the operation field as in The certificate on registration of import and export rights) The representative of foreign trader in Vietnam:

Full name:

The contact address in Vietnam: (clarifying number, road, ward, district, province/city)

**We request for extension, amendment and supplement of certificate on registration of import and export rights in Vietnam with specific content as follows:**

1. Reason of extension:
2. The requesting time of being extended additionally:
3. Reason of request for amendment and supplement:
4. Content of adjustment:

**We commit:**

1. Completely to take responsible for honesty, exactness of content of application and enclosed dossier.

2. To abide strictly all law of Vietnam relating to foreign business entities without a presence in Vietnam and provisions of certificate on registration of import and export rights.

The authority representative of trader

(Signature, seal and full name)[5]

**TB Form**

**THE NOTIFICATION ON ANTICIPATION FOR OPERATION TERMINATION OF  
FOREIGN BUSINESS ENTITIES WITHOUT A PRESENCE IN VIETNAM**

*Location, date month year*

**THE NOTIFICATION ON ANTICIPATION FOR OPERATION TERMINATION OF  
FOREIGN BUSINESS ENTITIES WITHOUT A PRESENCE IN VIETNAM**

**(name as in the certificate on registration of import and export rights)**

Respectfully to: The Ministry of Industry and Trade

Name of trader: (In uppercase letters, name in the License of Establishment/ Business Registration Certificate)

The abbreviated name of trader (if any):

Nationality of trader:

Address of Head office: (Address in the License of Establishment/ Business Registration Certificate)

The representative of foreign trader in Vietnam:

Full name: .....

The contact address in Vietnam: (clarifying number, road, ward, district, province/city)

Telephone: Fax:

Email: Website (if any):

**To notify on anticipation for operation termination of:**



Name of trader: (in uppcase, bold letter, as name in The certificate on registration of import and export rights)

Name abbreviated (if any): .....

The commercial name in English: (in uppcase letters, as the commercial name in English in application)

The abbreviated name of trader (if any):

The certificate on registration of import and export rights No.:

Issued by      date    month    year    at

Time limit of operation: From date      month      year      to date      month      year

**Time of anticipation for operation termination:** date      month      year

**Reason of operation termination:**

We commit on exactness, honestly and completely take responsibility for content of this notification.

The authority representative of trader

(Signature, seal and full name)[6]

**BC Form Report on operation of foreign trader without a presence in Vietnam**

*Location, date    month    year*

**REPORT ON OPERATION OF THE FOREIGN BUSINESS ENTITIES WITHOUT A PRESENCE IN VIETNAM**

(Year      )

Respectfully to: The Ministry of Industry and Trade

Name of trader: (clarifying name as in the certificate on registration of import and export rights)

To report our operation in period from date      month      year      to date      month      year      ,  
with content as follows:

**I. Name of foreign trader:**

Name of trader:

(in uppcase, bold letter, as name in The certificate on registration of import and export rights)

The commercial name in English:

(in uppcase, bold letter, as name in The certificate on registration of import and export rights) .....

The abbreviated name of trader (if any):

The certificate on registration of import and export rights No.:

Issued by    date    month    year    at

Time limit of operation:      From date    month    year    to date    month    year

Address of Head office:

(as    in    the    Business    registration    certificate    or    equivalent    value    document):  
.....

Telephone:    Fax:

Email (if any):

Foreign currency Account No.:    at Bank:

Vietnamdong Account No.:    at Bank:

The representative of foreign trader in Vietnam

Full name: .....

The contact address in Vietnam: (clarifying number, road, ward, district, province/city)  
.....

Telephone:    Fax:

Email:    Website (if any):

## **II. The operation content of trader:**

1. The operation content of trader (clarifying the operation field as in the certificate on registration of import and export rights):

## 2. The actual operation situation in year:

No.	The operation content	Partner	Commodity	USD value		Forecast for next year	Market (country)	Note
				Contracting	Performance			
A1								
....								
B1								
...								

## III. The general assessment of operation situation in year of trade and proposals:

### 1. General assessment

### 2. Proposal

We commit to completely take responsibility for exactness and honestly of content in this report.

The authority representative of trader

(Signature, seal and full name)[7]

