



LICENCE
FOR ESTABLISHMENT OF THE REPRESENTATIVE OFFICE
OF FOREIGN TRADER IN VIETNAM

No

The 1st page

PEOPLE'S COMMITTEE OF
CITY/PROVINCE ...
PROVINCIAL DEPARTMENT OF
INDUSTRY AND TRADE OF
CITY/PROVINCE ...

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

Place..... , date ...month ... year.....

LICENCE
FOR ESTABLISHMENT OF THE REPRESENTATIVE OFFICE

No:.....

First issuance: date ...month ... year...
.....amendment: date ...month ... year...
.....extension: date ...month ... year...
.....re-issuance: date ...month ... year...

DIRECTOR OF PROVINCIAL DEPARTMENT OF INDUSTRY AND TRADE
OF CITY/PROVINCE

Based on the Commercial Law adopted by the National Assembly on 14 June 2005;

Based on Decree No. 72/2006/ND-CP of the Government dated 25 July 2006 providing detailed regulations for implementation of the Commercial Law with respect to representative offices and branches of foreign business entities in Vietnam, as amended by Decree No. 120/2011/ND-CP of the Government dated 16 December 2011 amending administrative procedures stipulated by a number of decrees guiding the implementation of the Commercial Law;

Based on Circular No. 11/2006/TT-BTM of the Ministry of Trade (now known as the Ministry of Industry and Trade) dated 28 September 2006 providing guidelines for implementation of Decree No. 72/2006/ND-CP of the Government dated 25 July 2006 providing detailed regulations for implementation of the Commercial Law with respect to representative offices and branches of foreign business entities in Vietnam;

In consideration of the request for issuance of the licence for establishment of the representative office of(name of the foreign trader).

HEREBY DECIDES:

Article 1.Permitting..... (writing the name of the foreign trader in capital letters).....

- Place of incorporation/business registration:

- Head office address:

- Main business activities:

to establish the Representative office at (city/ province)

Article 2.Name of the Representative office

- Name of the Representative office: (in capital and bold letters)

- Transaction name in English: (in capital letters and in English)

- Abbreviated name (if any).....

Article 3. Address of the Representative office

Article 4. Chief of the Representative office

Full name: (in capital letters)

..... Gender:.....

Nationality:

.....

Passport No./ ID card

No.:.....

Issued by: issued on dated:
month.....year.....issued at.....

Article 5. Content of operation of the Representative office.

1.

.....

2.

.....

3.

.....

Article 6. Effective term of the Licence

..... This Licence is effective from date.....month.....year.....till
date.....month.....year.....

Article 6. This Licence is made in 02 (two) originals: 01 (one) is issued to: (name of the foreign trader); 01 (one) is kept by provincial department of industry and trade of city/province...../.

(Signed, sealed by the signatory of the competent authority)